NOTICE OF AWARD OF CONTRACT

TO: Graphic Communications Group, Inc.
   6738 Bunkers Ct.
   Clifton, VIRGINIA 20124

DATE ISSUED: April 10, 2014

CURRENT REFERENCE NO: 716-14

CONTRACT TITLE: PARKING PERMITS PRINTING SERVICES

THIS IS A NOTICE OF AWARD OF CONTRACT AND NOT AN ORDER. NO WORK IS AUTHORIZED UNTIL THE VENDOR RECEIVES A VALID COUNTY PURCHASE ORDER ENCUMBERING CONTRACT FUNDS.

Your firm is awarded the above referenced contract. The contract term covered by this Notice of Award is effective IMMEDIATELY and expires on March 14, 2017.

The contract documents consist of the terms, conditions, and specifications of City of Alexandria RFP No. 00000403 and the proposal of the Contractor incorporated herein by reference.

CONTRACT PRICING:
Refer to EXHIBIT D to agreement 716-14.

EMPLOYEES NOT TO BENEFIT:
NO COUNTY EMPLOYEE SHALL RECEIVE ANY SHARE OR BENEFIT OF THIS CONTRACT NOT AVAILABLE TO THE GENERAL PUBLIC.

CONTACT: JEFF WALTER

VENDOR PAYMENT TERMS: NET 30 DAYS

TELEPHONE NO.: 703-818-2700

COUNTY CONTACT: MICHAEL CONNOR

CONTACT EMAIL: mconnor@arlingtonva.us

TELEPHONE NO.: 703-228-6467

__________________________________________
Krysty Hepler, CPPB
PROCUREMENT OFFICER

4/10/2014

DATE

BID FOLDER: 1
ARLINGTON COUNTY, VIRGINIA  
OFFICE OF THE PURCHASING AGENT  
2100 CLARENDON BOULEVARD, SUITE 500  
ARLINGTON, VA 22201  

AGREEMENT NO. 716-14

THIS RIDER AGREEMENT (hereinafter "Agreement") is made, on the date of its execution by the County, between GRAPHIC COMMUNICATIONS GROUP, INC., 6738 Bunkers Ct., Clifton, VA ("Contractor"), a VIRGINIA CORPORATION authorized to transact business in the Commonwealth of Virginia, and the County Board of Arlington County, Virginia ("County"). The County and the Contractor, for the consideration and quantity(ies) specified herein or specified in a County Purchase Order referencing this Agreement, agree as follows:

1. CONTRACT DOCUMENTS
The Contract Documents consist of this Agreement and Exhibit A - NOTICE OF AWARD FOR RFP NO. 00000403 FROM CITY OF ALEXANDRIA, Exhibit B - REQUEST FOR PROPOSALS NO. 00000403 FROM CITY OF ALEXANDRIA, Exhibit C - GRAPHIC COMMUNICATIONS, INC. PROPOSAL SUBMITTED IN RESPONSE TO THE RFP #00000403 DATED FEBRUARY 18, 2014, Exhibit D - GRAPHIC COMMUNICATIONS, INC. BEST AND FINAL OFFER SUBMITTED IN RESPONSE TO THE RFP #00000403 DATED MARCH 13, 2014, and Exhibit E - GRAPHIC COMMUNICATIONS, INC. ANSWERS TO BMAILED QUESTIONS CONCERNING RFP #00000403 FOR CITY OF ALEXANDRIA DATED MARCH 14, 2014 (collectively, "Contract Documents" or "Contract").

This Agreement rides a competitive procurement process conducted by THE CITY OF ALEXANDRIA, VIRGINIA. The Contractor desires to extend to the County the same pricing as the Contractor's agreement with THE CITY OF ALEXANDRIA, VIRGINIA.

Where the terms and provisions of this Agreement vary from the terms and provisions of the other Contract Documents, the terms and provisions of this Agreement shall prevail over the other Contract Documents and the remaining Contract Documents shall be complementary to each other and if there are any conflicts the most stringent terms or provisions shall prevail.

The Contract Documents set forth the entire agreement between the County and the Contractor. The County and the Contractor agree that no representative or agent of either of them has made any representation or promise with respect to the parties' agreement which is not contained in the Contract Documents.

2. CONTRACT TERM
The Contractor's provision of goods for the County ("Work") shall commence on the date of execution of this Agreement by the County and shall be completed no later than March 14, 2017 ("Initial Contract Term"), subject to any modifications as provided for in the Contract Documents.
Upon satisfactory performance by the Contractor, and with the concurrence of the Contractor, if CITY OF ALEXANDRIA, VIRGINIA renews their agreement identified in Exhibit A, the County may elect to renew this Agreement for PER THE CONTRACT AGREEMENT #00000403, CITY OF ALEXANDRIA, VIRGINIA under the same contract unit prices AS THE AGREEMENT #00000403 FOR CITY OF ALEXANDRIA, VIRGINIA for not more than THREE (3) additional twelve (12) month period from MARCH 15, 2017 TO MARCH 14, 2021 ("Subsequent Contract Term"). However, if CITY OF ALEXANDRIA, VIRGINIA does NOT renew their agreement identified in Exhibit A, this Agreement shall automatically expire on the date of CITY OF ALEXANDRIA, VIRGINIA's contract expiration date.

3. CONTRACT PRICING
The County will pay the Contractor in accordance with the terms of the Payment paragraph below, at the unit prices set forth in Exhibit D for Work provided by the Contractor, as described and required in the Contract Documents, and accepted by the County.

4. SCOPE OF WORK
The Contractor agrees to provide the goods described in the Contract Documents. The primary purpose of the Work is to provide PARKING PERMITS FOR THE COUNTY.

The Contract Documents set forth the minimum work estimated by the County and the Contractor to be necessary to complete the work. It shall be the Contractor’s responsibility, at the Contractor’s sole cost, to provide the specific Work set forth in the Contract Documents sufficient to fulfill the purposes of the Work. Nothing in the Contract Documents shall be construed to limit the Contractor’s responsibility to manage the details and execution of the Work.

5. PROJECT OFFICER
The performance of the Contractor is subject to the review and approval of the County Project Officer ("Project Officer"), who shall be appointed by the Director of the Arlington County department or agency requesting the work under the Contract Documents. However, it shall be the responsibility of the Contractor to manage the details of the execution and performance of its work pursuant to the Contract Documents.

6. PAYMENT TERMS
Payment terms will be recorded by the County as Net thirty (30) days. The County will pay the Contractor within thirty (30) calendar days after the date of receipt of a correct, as determined by the Project Officer, invoice approved by the Project Officer describing completed work which is reasonable and allocable to the Contract, or the date of receipt of the entire order, or the date of acceptance of the work which meets the Contract requirements, whichever is later. Payments will be made by the County for goods or services furnished, delivered, inspected, and accepted upon receipt of invoices submitted on the date of shipment or delivery of service, subject to applicable payment terms. The number of the County Purchase Order pursuant to which authority shipments have been made or services performed shall appear on all invoices. Invoices shall be submitted in duplicate. Unless
otherwise specified herein, payment shall not be made prior to delivery and acceptance of the entire order by the County.

7. **PAYMENT OF SUBCONTRACTORS**
The Contractor is obligated to take one of the two following actions within seven (7) days after receipt of amounts paid to the Contractor by the County for work performed by any subcontractor under this Contract:

a. Pay the subcontractor for the proportionate share of the total payment received from the County attributable to the work performed by the subcontractor under this Contract; or

b. Notify the County and the subcontractor, in writing, of the Contractor's intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment.

The Contractor is obligated to pay interest to the subcontractor on all amounts owed by the Contractor to the subcontractor that remain unpaid after seven (7) calendar days following receipt by the Contractor of payment from the County for work performed by the subcontractor under this Contract, except for amounts withheld as allowed in subsection b., above. Unless otherwise provided under the terms of this Contract, interest shall accrue at the rate of one percent (1%) per month.

The Contractor shall include in each of its subcontracts, if any are permitted, a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements as those contained herein with respect to each lower-tier subcontractor.

The Contractor's obligation to pay an interest charge to a subcontractor pursuant to this section may not be construed to be an obligation of the County. A Contract modification may not be made for the purpose of providing reimbursement for such interest charge. A cost reimbursement claim may not include any amount for reimbursement for such interest charge.

8. **NON-APPROPRIATION**
All funds for payments by the County to the Contractor pursuant to this Contract are subject to the availability of an annual appropriation for this purpose by the County Board of Arlington County, Virginia. In the event of non-appropriation of funds by the County Board of Arlington County, Virginia for the goods or services provided under this Contract or substitutes for such goods or services which are as advanced or more advanced in their technology, the County will terminate the Contract, without termination charge or other liability to the County, on the last day of the then-current fiscal year or when the appropriation made for the then-current year for the services covered by this Contract is spent, whichever event occurs first. If funds are not appropriated at any time for the continuation of this Contract, cancellation will be accepted by the Contractor on thirty (30) days prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Contract beyond the date of termination specified in the County's written notice.
9. **COUNTY PURCHASE ORDER REQUIREMENT**

County purchases are authorized only if a County Purchase Order is issued in advance of the transaction, indicating that the ordering agency has sufficient funds available to pay for the purchase. Such a Purchase Order is to be provided to the Contractor by the ordering agency. The County will not be liable for payment for any purchases made by its employees without appropriate purchase authorization issued by the County Purchasing Agent. If the Contractor provides goods or services without a signed County Purchase Order, it does so at its own risk and sole expense.

10. **DELIVERY**

All goods are purchased F.O.B. destination in Arlington County as designated in this Contract. All costs for handling and transportation charges to the designated point of delivery shall be borne by the Contractor. Transportation, handling and all related charges are included in the unit prices or discounts submitted by the Contractor with its bid.

11. **WARRANTY**

All goods and materials provided to the County shall be fully guaranteed by the Contractor against factory defects. Any defects which may occur as the result of either faulty material or workmanship by the manufacturer within the period of the manufacturer's standard warranty shall be corrected by the Contractor at no expense to Arlington County. The Contractor shall provide evidence of all manufacturers' warranties to the Project Officer at the time of delivery. All goods and materials are also guaranteed by the Contractor against defects resulting from the use of inferior or faulty materials or workmanship for one (1) year from the date of final acceptance by the County in addition to and irrespective of any manufacturer's or supplier's warranty. No date other than the date of final acceptance shall govern the effective date of the Guaranty, unless that date is agreed upon by the County and the Contractor in advance and in a signed writing.

12. **INSPECTION, ACCEPTANCE, TITLE, AND RISK OF LOSS**

Inspection and acceptance of goods or materials by the County will be at the delivery location in Arlington County, Virginia, and within ten (10) calendar days of delivery, unless otherwise provided for in the Contract. The County will not inspect, accept, or pay for any goods or materials stored or delivered off-site by the Contractor.

Title and risk of loss or damage to all goods shall be the responsibility of the Contractor until acceptance by the County. The County's right of inspection shall not be deemed to relieve the Contractor of its obligation to ensure that all articles, materials and supplies are consistent with specifications and instructions and are fit for their intended use. The County reserves the right to conduct any tests or inspections it may deem appropriate before acceptance.

No goods or materials shall be purchased by the Contractor or any subcontractor subject to any chattel mortgage or under a conditional
sale or other agreement by which an interest is retained by the seller. The Contractor warrants that it has good title to, and that it will require all subcontractors to warrant that they have good title to, all goods or materials for which the Contractor invoices for payment.

13. **EMPLOYMENT DISCRIMINATION BY CONTRACTOR PROHIBITED**

During the performance of this Contract, the Contractor agrees as follows:

a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability or any other basis prohibited by federal or Virginia law related to discrimination in employment except where there is a bona fide occupational qualification reasonably necessary or related to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that the Contractor is an Equal Opportunity Employer.

c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

b. The Contractor will comply with the provisions of the Americans with Disabilities Act of 1990 which prohibits discrimination against individuals with disabilities in employment, and mandates their full participation in both publicly and privately-provided services and activities.

e. The Contractor will include the provisions of the foregoing paragraphs in every subcontract or purchase order of over $10,000.00, so that these provisions will apply to each subcontractor or vendor.

14. **EMPLOYMENT OF UNAUTHORIZED ALIENS PROHIBITED**

In accordance with § 2.2-4311.1 of the Code of Virginia, 1950, as amended, the Contractor acknowledges that it does not, and shall not during the performance of this Contract, knowingly employ an unauthorized alien as that term is defined in the federal Immigration Reform and Control Act of 1986.

15. **DRUG-FREE WORKPLACE TO BE MAINTAINED BY CONTRACTOR**

During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of marijuana or any other controlled substance is prohibited in the Contractor's workplace, and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all
solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000.00 relating to this Contract, so that the provisions will be binding upon each subcontractor or vendor.

For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a contractor by Arlington County, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

16. TERMINATION FOR CAUSE, INCLUDING BREACH AND DEFAULT; CURE
The Contract shall remain in force for the Initial Contract Term or any Subsequent Contract Term(s) and until the County determines that all the following requirements and conditions have been satisfactorily met: the County has accepted the Work, and thereafter until the Contractor has met all requirements and conditions relating to the Work under the Contract Documents, including warranty and guarantee periods. However, the County shall have the right to terminate this Contract sooner if the Contractor is in breach or default or has failed to perform satisfactorily the Work required, as determined by the County in its discretion.

If the County determines that the Contractor has failed to perform satisfactorily, then the County will give the Contractor written notice of such failure(s) and the opportunity to cure such failure(s) within at least fifteen (15) days before termination of the Contract takes effect ("Cure Period"). If the Contractor fails to cure within the Cure Period, or as otherwise specified in the notice, the Contract may be terminated for the Contractor's failure to provide satisfactory Contract performance. Upon such termination, the Contractor may apply for compensation for Contract services satisfactorily performed by the Contractor, allocable to the Contract and accepted by the County prior to such termination unless otherwise barred by the Contract ("Termination Costs"). In order to be considered, such request for Termination Costs, with all supporting documentation, must be submitted to the County Project Officer within fifteen (15) days after the expiration of the Cure Period. The County may accept or reject, in whole or in part, the application for Termination Costs and notify the Contractor of same within a reasonable time thereafter.

If the County terminates the Contract for default or breach of any Contract provision or condition, then the termination shall be immediate after notice from the County to the Contractor (unless the County in its discretion provides for an opportunity to cure) and the Contractor shall not be permitted to seek Termination Costs. Upon any termination pursuant to this section, the Contractor shall be liable to the County for all costs incurred by the County after the effective date of termination, including costs required to be expended by the County to complete the Work covered by the Contract, including costs of delay in completing the Project or the cost of repairing or correcting any unsatisfactory or non-compliant work performed or

PAGE 6
AGREEMENT 716-14
provided by the Contractor or its subcontractors. Such costs shall be either deducted from any amount due the Contractor or shall be promptly paid by the Contractor to the County upon demand by the County. Additionally, and notwithstanding any provision in this Contract to the contrary, the Contractor is liable to the County, and the County shall be entitled to recover, all damages to which the County is entitled by this Contract or by law, including and without limitation, direct damages, indirect damages, consequential damages, delay damages, replacement costs, refund of all sums paid by the County to the Contractor under the Contract and all attorney fees and costs incurred by the County to enforce any provision of this Contract.

Except as otherwise directed by the County in the notice, the Contractor shall stop work on the date of receipt of notice of the termination or other date specified in the notice, place no further orders or subcontracts for materials, services, or facilities except as are necessary for the completion of such portion of the Work not terminated, and terminate all vendors and subcontracts and settle all outstanding liabilities and claims. Any purchases after the date of termination contained in the notice shall be the sole responsibility of the Contractor.

In the event any termination for cause, default, or breach shall be found to be improper or invalid by any court of competent jurisdiction then such termination shall be deemed to have been a termination for convenience.

17. TERMINATION FOR THE CONVENIENCE OF THE COUNTY
The performance of Work under this Contract may be terminated by the County Purchasing Agent, in whole or in part, whenever the Purchasing Agent shall determine that such termination is in the County's best interest. Any such termination shall be effected by the delivery to the Contractor of a written notice of termination at least fifteen (15) days before the date of termination, specifying the extent to which performance of the work under this Contract is terminated and the date upon which such termination becomes effective. The Contractor will be entitled to receive compensation for all Contract services satisfactorily performed by the Contractor and allocable to the Contract and accepted by the County prior to such termination and any other reasonable termination costs as negotiated by the parties, but no amount shall be allowed for anticipatory profits.

After receipt of a notice of termination and except as otherwise directed, the Contractor shall stop all designated work on the date of receipt of the notice of termination or other date specified in the notice; place no further orders or subcontracts for materials, services or facilities except as are necessary for the completion of such portion of the work not terminated; immediately transfer all documentation and paperwork for terminated work to the County; and terminate all vendors and subcontracts and settle all outstanding liabilities and claims.
18. **INDEMNIFICATION**

The Contractor covenants for itself, its employees, and subcontractors to save, defend, hold harmless and indemnify the County, and all of its elected and appointed officials, officers, current and former employees, agents, departments, agencies, boards, and commissions (collectively the "County" for purposes of this section) from and against any and all claims made by third parties or by the County for any and all losses, damages, injuries, fines, penalties, costs (including court costs and attorney's fees), charges, liability, demands or exposure, however caused, resulting from, arising out of, or in any way connected with the Contractor's acts or omissions, including the acts or omissions of its employees and/or subcontractors, in performance or nonperformance of the work called for by the Contract Documents. This duty to save, defend, hold harmless and indemnify shall survive the termination of this Contract. If, after notice by the County, the Contractor fails or refuses to fulfill its obligations contained in this section, the Contractor shall be liable for and reimburse the County for any and all expenses, including, but not limited to, reasonable attorneys fees incurred and any settlements or payments made. The Contractor shall pay such expenses upon demand by the County and failure to do so may result in such amounts being withheld from any amounts due to Contractor under this Contract.

19. **CONFIDENTIAL INFORMATION**

The Contractor, and its employees, agents, and subcontractors, hereby agree to hold as confidential all County information obtained as a result of its Work under this Contract. Confidential information includes, but is not limited to, nonpublic personal information, personally identifiable health information, social security numbers, addresses, dates of birth, other contact information or medical information about a person, information pertaining to products, operations, systems, customers, prospective customers, techniques, intentions, processes, plans, expertise and any information entrusted to any affiliate of the parties. The Contractor shall take reasonable measures to ensure that all of its employees, agents, and subcontractors are informed of, and abide by, this requirement.

20. **ETHICS IN PUBLIC CONTRACTING**

This Contract incorporates by reference Article 9 of the Arlington County Purchasing Resolution, as well as any Virginia or federal law related to ethics, conflicts of interest, or bribery, including, by way of illustration and not limitation, the Virginia State and Local Government Conflict of Interests Act (Code of Virginia § 2.2-3100 et seq.), the Virginia Governmental Frauds Act (Code of Virginia § 18.2-498.1 et seq.), and Articles 2 and 3 of Chapter 10 of Title 18.2 of the Code of Virginia, as amended (§ 18.2-438 et seq.). The Contractor certifies that its offer was made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other bidder, supplier, manufacturer, or subcontractor and that it has not conferred on any public employee having official responsibility for this procurement any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or
promised unless consideration of substantially equal or greater value was exchanged.

21. COUNTY EMPLOYEES
No employee of the County shall be admitted to any share in any part of this Contract or to any benefit that may arise therefrom which is not available to the general public.

22. FORCE MAJEURE
The Contractor shall not be held responsible for failure to perform the duties and responsibilities imposed by this Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, or an act of God beyond the control of the Contractor and outside the scope of the Contractor's then-current, by industry standards, disaster plan that make performance impossible or illegal, unless otherwise specified in the Contract.

The County shall not be held responsible for failure to perform its duties and responsibilities imposed by the Contract if such failure is due to fires, riots, rebellions, natural disasters, wars, or an act of God beyond the control of the County that make performance impossible or illegal, unless otherwise specified in the Contract.

23. AUTHORITY TO TRANSACT BUSINESS
The Contractor shall, pursuant to Code of Virginia § 2.2-4311.2, be and remain authorized to transact business in the Commonwealth of Virginia during the Initial Term and any Subsequent Contract Term(s) of this Contract. A contract entered into by a Contractor in violation of this requirement is voidable, without cost or expense, at the sole option of the County.

24. RELATION TO THE COUNTY
The Contractor is an independent contractor, and neither the Contractor nor its employees or subcontractors will, under any circumstances, be considered employees, servants or agents of the County. The County will not be legally responsible for any negligence or other wrongdoing by the Contractor, its employees, servants or agents. The County will not withhold from payments to the Contractor any federal or state unemployment taxes, federal or state income taxes, Social Security tax, or any other amounts for benefits to the Contractor or its employees, servants or agents. Furthermore, the County will not provide to the Contractor any insurance coverage or other benefits, including workers' compensation, normally provided by the County for its employees.

25. ANTITRUST
By entering into this Contract, the Contractor conveys, sells, assigns and transfers to the County all rights, title, and interest in and to all causes of action the Contractor may now have or hereafter acquire under the antitrust laws of the United States or the Commonwealth of Virginia, relating to the goods purchased or acquired by the County under this Contract.

26. AUDIT
The Contractor agrees to retain all books, records and other documents related to this Contract for at least five (5) years after final payment. The County or its authorized agents shall have full access to and the right to examine any of the above documents during this period and during the Initial Contract Term and any Subsequent Contract Term. If the Contractor wishes to destroy or dispose of records (including confidential records to which the County does not have ready access) within five (5) years after final payment, the Contractor shall notify the County at least thirty (30) days prior to such disposal, and if the County objects, shall not dispose of the records.

27. ASSIGNMENT
The Contractor shall not assign, transfer, convey, sublet, or otherwise dispose of any award, or any or all of its rights, obligations, or interests under this Contract, without the prior written consent of the County.

28. AMENDMENTS
Unless otherwise specified herein, this Contract shall not be amended except by written amendment executed by persons duly authorized to bind the Contractor and the County.

29. ARLINGTON COUNTY PURCHASING RESOLUTION AND COUNTY POLICIES
Notwithstanding any provision to the contrary herein, no provision of the Arlington County Purchasing Resolution or any applicable County policy is waived in whole or in part.

30. DISPUTE RESOLUTION
All disputes arising under this Agreement, or its interpretation, whether involving law or fact, extra work or extra compensation or time, and all claims for alleged breach of Contract shall be submitted in writing to the Project Officer for decision at the time of the occurrence or beginning of the work upon which the claim is based, whichever occurs first. Any such claims shall state the facts surrounding it in sufficient detail to identify it together with its character and scope. In accordance with the Arlington County Purchasing Resolution, claims denied by the Project Officer may be submitted to the County Manager in writing no later than sixty (60) days after final payment. The time limit for final written decision by the County Manager in the event of a contractual dispute, as that term is defined in the Arlington County Purchasing Resolution, is fifteen (15) days. Procedures for considering contractual claims, disputes, administrative appeals, and protests are contained in the Purchasing Resolution, which is incorporated herein by reference. A copy of the Arlington County Purchasing Resolution is available upon request from the Office of the Purchasing Agent. The Contractor shall not cause a delay in the Work pending a decision of the Project Officer, County Manager, County Board, or a court.

31. APPLICABLE LAW, FORUM, VENUE, AND JURISDICTION
This Contract and the work performed hereunder shall be governed in all respects by the laws of the Commonwealth of Virginia, and the jurisdiction, forum, and venue for any litigation with respect hereto shall be in the Circuit Court for Arlington County, Virginia, and in no
other court. In performing its work under this Contract, the Contractor shall comply with applicable federal, state, and local laws, ordinances and regulations.

32. ARBITRATION
It is expressly agreed that nothing under the Contract shall be subject to arbitration, and that any references to arbitration are expressly deleted from the Contract.

33. NONEXCLUSIVITY OF REMEDIES
All remedies available to the County under this Contract are cumulative, and no such remedy shall be exclusive of any other remedy available to the County at law or in equity.

34. NO WAIVER
The failure of either party to exercise in any respect a right provided for in this Contract shall not be deemed to be a subsequent waiver of the same right or any other right.

35. SEVERABILITY
The sections, paragraphs, sentences, clauses and phrases of this Contract are severable, and if any phrase, clause, sentence, paragraph or section of this Contract shall be declared invalid by a court of competent jurisdiction, such invalidity shall not affect any of the remaining phrases, clauses, sentences, paragraphs and sections of this Contract.

36. NO WAIVER OF SOVEREIGN IMMUNITY
Notwithstanding any other provision of this Contract, nothing in this Contract or any action taken by the County pursuant to this Contract shall constitute or be construed as a waiver of either the sovereign or governmental immunity of the County. The parties intend for this provision to be read as broadly as possible.

37. SURVIVAL OF TERMS
In addition to the numbered section in this Agreement which specifically state that the term or paragraph survives the expiration of termination of this Contract, the following sections if included in this Contract also survive: INDEMNIFICATION; RELATION TO COUNTY; AUDIT; WARRANTY; AND CONFIDENTIAL INFORMATION.

38. HEADINGS
The section headings in this Contract are inserted only for convenience and are not to be construed as part of this Contract or a limitation on the scope of the particular section to which the heading precedes.

39. AMBIGUITIES
Each party and its counsel have participated fully in the review and revision of this Agreement. Any rule of construction to the effect that ambiguities are to be resolved against the drafting party shall not apply in interpreting this Agreement. The language in this Agreement shall be interpreted as to its fair meaning and not strictly for or against any party.

PAGE 11
AGREEMENT 716-14
40. NOTICES
Unless otherwise provided herein, all notices and other communications required by this Contract shall be deemed to have been given when made in writing and either (a) delivered in person, (b) delivered to an agent, such as an overnight or similar delivery service, or (c) deposited in the United States mail, postage prepaid, certified or registered, addressed as follows:

TO THE CONTRACTOR:
JEFF WALTER, PRESIDENT
GRAPHIC COMMUNICATIONS GROUP, INC.
6738 BUNKERS CT., CLIFTON VIRGINIA 20124

TO THE COUNTY:
MICHAEL CONNOR
2100 CLARENDON BLVD. STE. 900
ARLINGTON, VIRGINIA 22201

AND

Richard D. Warren, Jr., Purchasing Agent
Arlington County, Virginia
2100 Clarendon Boulevard, Suite 500
Arlington, Virginia 22201

41. NON-DISCRIMINATION NOTICE
Arlington County does not discriminate against faith-based organizations.

42. INSURANCE REQUIREMENTS
The Contractor shall provide to the County Purchasing Agent a Certificate of Insurance indicating that the Contractor has in force the coverage below prior to the start of any Work under this Contract and upon any contract extension. The Contractor agrees to maintain such insurance until the completion of this Contract or as otherwise stated in the Contract Documents. All required insurance coverages must be acquired from insurers authorized to do business in the Commonwealth of Virginia, with a rating of "A-" or better and a financial size of "Class VII" or better in the latest edition of the A.M. Best Co. Guides, and acceptable to the County. The minimum insurance coverage shall be:

a. Workers Compensation - Virginia Statutory Workers Compensation (W/C) coverage including Virginia benefits and employers liability with limits of $100,000/100,000/500,000. The County will not accept W/C coverage issued by the Injured Worker's Insurance Fund, Towson, MD.
b. Commercial General Liability - $1,000,000 combined single limit coverage with $2,000,000 general aggregate covering all premises and operations and including Personal Injury, Completed Operations, Contractual Liability, Independent Contractors, and Products Liability. The general aggregate limit shall apply to this Contract. Evidence of Contractual Liability coverage shall be typed on the certificate.

c. Business Automobile Liability - $1,000,000 Combined Single Limit (Owned, non-owned and hired).

d. The Contractor shall carry Errors and Omissions or Professional Liability insurance which will pay for injuries arising out of errors or omissions in the rendering, or failure to render services or perform Work under the contract, in the amount of $1,000,000.

e. Additional Insured - Arlington County, and its officers, elected and appointed officials, employees, and agents shall be named as an additional insureds on all policies except Workers Compensation and Auto and Professional Liability; and evidence of the Additional Insured endorsement shall be typed on the certificate.

f. Cancellation - If there is a material change or reduction in coverage the Contractor shall notify the Purchasing Agent immediately upon Contractor's notification from the insurer. It is the Contractor's responsibility to notify the County upon receipt of a notice indicating that the policy will not be renewed or will be materially changed. Any policy on which the Contractor has received notification from an insurer that the policy has or will be cancelled or materially changed or reduced must be replaced with another policy consistent with the terms of this Contract, and the County notified of the replacement, in such a manner that there is no lapse in coverage. Not having the required insurance throughout the Contract Term is grounds for termination of the Contract.

g. Any insurance coverage that is placed as a "claims made" policy must remain valid and in force, or the Contractor must obtain an extended reporting endorsement consistent with the terms of this Contract, until the applicable statute of limitations has expired, such date as determined to begin running from the date of the Contractor's receipt of final payment.

h. Contract Identification - The insurance certificate shall state this Contract's number and title.

The Contractor must disclose the amount of any deductible or self insurance component applicable to the General Liability, Automobile Liability, Professional Liability, Intellectual Property or any other policies required herein, if any. The County reserves the right to request additional information to determine if the Contractor has the financial capacity to meet its obligations under a deductible.
Thereafter, at its option, the County may require a lower deductible, funds equal to the deductible be placed in escrow, a certificate of self-insurance, collateral, or other mechanism in the amount of the deductible to ensure protection for the County.

The Contractor shall require all subcontractors to maintain during the term of this Contract, Commercial General Liability insurance, Business Automobile Liability insurance, and Workers' Compensation insurance in the same form and manner as specified for the Contractor. The Contractor shall furnish subcontractors' certificates of insurance to the County immediately upon request by the County.

No acceptance or approval of any insurance by the County shall be construed as relieving or excusing the Contractor from any liability or obligation imposed upon the Contractor by the provisions of the Contract Documents.

The Contractor shall be responsible for the work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property of any description used in connection with the work. The Contractor assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

The Contractor shall be as fully responsible to the County for the acts and omissions of its subcontractors and of persons employed by them as it is for acts and omissions of persons directly employed by it.

Notwithstanding any of the above, the Contractor may satisfy its obligations under this section by means of self insurance for all or any part of the insurance required, provided that the Contractor can demonstrate financial capacity and the alternative coverages are submitted to and acceptable to the County. The Contractor must also provide its most recent actuarial report and provide a copy of its self insurance resolution to determine the adequacy of the insurance funding.

WITNESS these signatures:

THE COUNTY BOARD OF ARLINGTON COUNTY, VIRGINIA

AUTHORIZED SIGNATURE:

NAME AND RICHARD D. WARREN, JR.
TITLE: PURCHASING AGENT
DATE: 4/10/14

GRAPHIC COMMUNICATIONS GROUP, INC.

AUTHORIZED SIGNATURE:

NAME AND
TITLE: PRESIDENT
DATE: 5/2/14

PAGE 14
AGREEMENT 716-14
EXHIBIT A

NOTICE OF AWARD - NO. 00000403 CITY OF ALEXANDRIA, VIRGINIA
March 24, 2014

Mr. Jeff Walter, President
Graphic Communications Group, Inc.
6738 Bunkers Court
Clifton, VA 20124

NOTICE OF AWARD

Reference: Request for Proposals No. 00000403 (RFP), Production and Mailing of Business Tax and Combined Personal Property Tax Bills, Vehicle Decals, and Revenue Mass Mailing

Dear Mr. Walter:

Thank you for submitting a proposal in response to Request for Proposals No. 00000403, Production and Mailing of Business Tax and Combined Personal Property Tax Bills, Vehicle Decals, and Revenue Mass Mailing. After a thorough review of the proposals received, your firm has been selected for award. Enclosed is a fully executed Offer and Award Form.

The Contract shall be in accordance with the terms, conditions, and specifications contained in the RFP, Graphic Communications Group, Inc. (GCG’s) Proposal submitted in response to the RFP, dated February 18, 2014, GCG’s Best and Final Offer dated March 13, 2014, and GCG’s Answers to emailed questions concerning RFP No. 00000403 for City of Alexandria dated March 14, 2014.

In accordance with the terms and conditions of the RFP, your firm shall submit a Certificate of Insurance in accordance with the requirements of the City of Alexandria Insurance Checklist, Submittal C, within ten (10) business days from the date of this Notice and prior to beginning any services under the Contract. In addition, your firm shall provide documentation that the requisite insurance policy(ies) name the City of Alexandria as an additional insured for the policy(ies), and such policy(ies) requires notice of cancellation or nonrenewal to the City of Alexandria. The documentation shall reference Request for Proposals No. 00000403, Production and Mailing of Business Tax and Combined Personal Property Tax Bills, Vehicle Decals, and Revenue Mass Mailing.

http://alexandriava.gov/purchasing
Congratulations on being selected as the successful Proposer. We appreciate your Proposal and hope that you will continue to bid on future City solicitations. Please contact Jason Soltis, Contract Specialist II, at 703.746.4299 if you have any questions or require additional information.

Sincerely,

Stephan Taylor
Acting Purchasing Agent

Enclosures (1)
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL A - OFFER AND AWARD FORM

<table>
<thead>
<tr>
<th>NAME OF PROPOSER:</th>
<th>GRAPHIC COMMUNICATIONS GROUP, INC.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADDRESS:</td>
<td>6738 BUNKER'S CT., CLIFTON VA 20124</td>
</tr>
<tr>
<td>TELEPHONE NUMBER:</td>
<td>(703) 818-2700</td>
</tr>
<tr>
<td>FAX NUMBER:</td>
<td>(703) 818-1996</td>
</tr>
<tr>
<td>FEDERAL EMPLOYMENT IDENTIFICATION NO:</td>
<td>54-1830564</td>
</tr>
<tr>
<td>ALEXANDRIA BUSINESS LICENSE NO:</td>
<td></td>
</tr>
<tr>
<td>VIRGINIA CONTRACTOR'S REGISTRATION NO:</td>
<td></td>
</tr>
</tbody>
</table>

THIS OFFER AND AWARD FORM SHALL BE SIGNED

For and in consideration of the payment of the Contract Sum, as set forth in the Proposal, subject to modification by a final Contract mutually agreed upon by the City and Proposer, the Proposer offers to perform the Work set forth in Request for Proposals No.00000403, including any addenda, in accordance with the terms of the Proposer's Proposal, as modified by a final Contract by the City and the Proposer.

By signing this document, the Proposer agrees that, if its Proposal is accepted for the consideration mentioned, it will at its own expense do all of the Work and furnish all the materials, equipment, and labor necessary to carry out this agreement within the time specified in the Request for Proposals pursuant to the Contract Documents identified as:

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>X</td>
<td>Scope of Work</td>
</tr>
<tr>
<td>X</td>
<td>Instructions and Information for Proposals</td>
</tr>
<tr>
<td>X</td>
<td>General Conditions of Contract for Goods and Services</td>
</tr>
<tr>
<td>X</td>
<td>Required Submittals</td>
</tr>
<tr>
<td>X</td>
<td>Addenda</td>
</tr>
</tbody>
</table>

Proposer's Authorized Signatory ______________________________ 2/18/14  Date

Accepted by the City of Alexandria, Virginia,

Stephen Taylor, Acting Purchasing Agent

This 24 day of March, 2014.

RFP 00000403 59
EXHIBIT B

REQUEST FOR PROPOSALS NO. 00000403 CITY OF ALEXANDRIA, VIRGINIA
CITY OF ALEXANDRIA, VIRGINIA

REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND
COMBINED PERSONAL PROPERTY TAX BILLS,
VEHICLE DECALS, AND REVENUE MASS MAILING

Issue Date: January 31, 2014

RFP Closing Date and Time:
February 20, 2014 4:00 p.m., prevailing local time

Issued by: Jason Soltis, Contract Specialist II

Notice: The City of Alexandria does not discriminate against individuals or organizations in accordance with Va. Code § 2.2-4343.1.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PROPOSAL SUBMISSION

Proposals Due Date: February 20, 2014, 4:00 p.m., prevailing local time

Submit Proposal To: City of Alexandria
Purchasing Division
100 North Pitt Street, Suite 301
Alexandria, Virginia 22314
http://eprocure.alexandriava.gov/bso

Submit: For hard copy Proposals:
Deliver, One (1) PRINTED, SIGNED ORIGINAL of the Proposal (including all completed and signed required submittals and addenda); and Four (4) EXACT COPIES of the SIGNED ORIGINAL PROPOSAL (including all completed and signed required submittals and addenda) on Compact Disc (CD) or USB Flash Drive in PDF format to the address listed above.

For electronic Proposals:
Submit the Proposal through the City’s eProcure system at:
http://eprocure.alexandriava.gov/bso/

All submissions must be received by the RFP deadline stated above.

Important Notice: Effective immediately upon release of this Request for Proposals (RFP) and until notice of contract issuance, all official communications from Proposers regarding the requirements of the RFP shall be directed in writing to:

Jason Soltis, Contract Specialist II
Finance Department/Purchasing Division
100 North Pitt Street, Suite 301
Alexandria, Virginia 22314
procurement@alexandriava.gov

The City of Alexandria (City) shall distribute in writing all official changes, modifications, responses to questions, or notices relating to the requirements of this RFP via addenda. Unauthorized contact with any employee of any agency or department of the City, other than the employee listed above, may result in disqualification from the solicitation process. Any other information of any kind from any other source, or any oral communication, shall be considered unofficial and non-binding on the City. Proposers relying on unofficial information shall do so at their own risk.
REQUEST FOR PROPOSALS (RFP) NO: 00000403
PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section Number</th>
<th>Description</th>
<th>Page Number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Anticipated Timeline</td>
<td>5</td>
</tr>
<tr>
<td>1.1</td>
<td>Introduction/Overview</td>
<td>6</td>
</tr>
<tr>
<td>1.2</td>
<td>Purpose/Objective</td>
<td>6</td>
</tr>
<tr>
<td>1.3</td>
<td>Definitions</td>
<td>7</td>
</tr>
<tr>
<td>1.4</td>
<td>Contemplated Term of any Contract Awarded</td>
<td>9</td>
</tr>
<tr>
<td>1.5</td>
<td>Method of Source Selection</td>
<td>9</td>
</tr>
<tr>
<td>1.6</td>
<td>Treasury Division Specifications</td>
<td>9</td>
</tr>
<tr>
<td>1.7</td>
<td>Revenue Division Specifications</td>
<td>26</td>
</tr>
<tr>
<td>1.8</td>
<td>Constraints on the Contractor</td>
<td>27</td>
</tr>
<tr>
<td>1.9</td>
<td>Contractor’s Responsibilities</td>
<td>28</td>
</tr>
<tr>
<td>1.10</td>
<td>City’s Responsibilities Under Any Resulting Contract</td>
<td>30</td>
</tr>
<tr>
<td>1.11</td>
<td>Terms and Conditions of Contract for Services</td>
<td>30</td>
</tr>
<tr>
<td>1.12</td>
<td>Use of Contract by Other Public Bodies</td>
<td>30</td>
</tr>
<tr>
<td></td>
<td>PART II– INSTRUCTIONS AND OTHER INFORMATION FOR PROPOSAL</td>
<td>31</td>
</tr>
<tr>
<td>2.1</td>
<td>Submission Deadline; Delivery Methods; Delivery Instructions</td>
<td>31</td>
</tr>
<tr>
<td>2.2</td>
<td>General Inquiries Related to the City Procurement Process</td>
<td>31</td>
</tr>
<tr>
<td>2.3</td>
<td>Deadline for Questions and Inquiries</td>
<td>31</td>
</tr>
<tr>
<td>2.4</td>
<td>Compliance with the RFP</td>
<td>31</td>
</tr>
<tr>
<td>2.5</td>
<td>Award(s); Waiver of Informalities, Defects or Omissions in Proposals; Rejection of Proposals</td>
<td>32</td>
</tr>
<tr>
<td>2.6</td>
<td>Minimum Criteria for Responsibility</td>
<td>32</td>
</tr>
<tr>
<td>2.7</td>
<td>Proposal Evaluation Panel and Evaluation Factors</td>
<td>33</td>
</tr>
<tr>
<td>2.8</td>
<td>Ambiguity, Conflict or Other Errors in the RFP</td>
<td>33</td>
</tr>
<tr>
<td>2.9</td>
<td>Amendments to this RFP</td>
<td>33</td>
</tr>
<tr>
<td>2.10</td>
<td>Proposal and Presentation Costs</td>
<td>34</td>
</tr>
<tr>
<td>2.11</td>
<td>Requests for Clarification of Proposals</td>
<td>34</td>
</tr>
<tr>
<td>2.12</td>
<td>Response Format</td>
<td>34</td>
</tr>
<tr>
<td>2.13</td>
<td>Acknowledgment of Insurance Requirements</td>
<td>41</td>
</tr>
<tr>
<td>2.14</td>
<td>Examination of Contract Documents</td>
<td>42</td>
</tr>
<tr>
<td>2.15</td>
<td>Validity of Proposals Submitted in Response to RFP</td>
<td>42</td>
</tr>
<tr>
<td></td>
<td>PART III – GENERAL TERMS AND CONDITIONS</td>
<td>43</td>
</tr>
<tr>
<td></td>
<td>PART IV – REQUIRED SUBMITTALS</td>
<td>59</td>
</tr>
</tbody>
</table>
# REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

<table>
<thead>
<tr>
<th>A</th>
<th>Offer and Award Form</th>
<th>59</th>
</tr>
</thead>
<tbody>
<tr>
<td>B</td>
<td>Key Personnel</td>
<td>60</td>
</tr>
<tr>
<td>C</td>
<td>City of Alexandria Insurance Checklist</td>
<td>61</td>
</tr>
<tr>
<td>D</td>
<td>Required Information Form</td>
<td>69</td>
</tr>
<tr>
<td>E</td>
<td>Certified Statement of Non-Collusion</td>
<td>70</td>
</tr>
<tr>
<td>F</td>
<td>Disclosures Relating to City Officials and Employees</td>
<td>71</td>
</tr>
<tr>
<td>G</td>
<td>Equal Employment Opportunity Agreement</td>
<td>72</td>
</tr>
<tr>
<td>H</td>
<td>W-9 – Request For Taxpayer Identification Number and Certification</td>
<td>74</td>
</tr>
</tbody>
</table>

Appendix 1, Treasury Forms
Appendix 2, Revenue Forms
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Anticipated Timeline

Listed below are the tentative timeframes for events related to the RFP and the City’s due diligence process. The activities with specific dates must be completed as indicated unless otherwise changed by the City. The City reserves the right to modify any timeframe or deadline in the RFP. In the event that the City finds it necessary to change any deadline listed below or in the RFP, it will do so by issuing an addendum to the RFP.

<table>
<thead>
<tr>
<th>Event</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issuance</td>
<td>January 31, 2014</td>
</tr>
<tr>
<td>Deadline for Receipt of Vendor Clarification Questions</td>
<td>February 10, 2014</td>
</tr>
<tr>
<td>City Issues Responses to Vendor Clarification Questions via Addendum</td>
<td>February 13, 2014</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>February 20, 2014</td>
</tr>
<tr>
<td>Contract Negotiation and Award</td>
<td>To Be Determined</td>
</tr>
</tbody>
</table>
PART I – SCOPE OF WORK

1.1 INTRODUCTION/OVERVIEW

The City is an urban community of 15.75 square miles and a population of 139,966. With its stable residential neighborhoods, its historic districts, and its proximity to Washington, D.C., the City continues to attract new residents, tourists, and businesses.

1.2 PURPOSE/OBJECTIVE

The City has issued this RFP in order to solicit Proposals from interested and qualified persons to provide printing, inserting, and mailing of the following forms, decals, and inserts for the Treasury and Revenue Divisions of the City’s Finance Department. The following items will be included in the Work, broken down by each division.

Treasury Division:

Forms (items in this category shall collectively be known as “Forms”)
Combined Decal and Tax Bill Form
Decal Transmittal Form (motor vehicle)
Business Tax Bill
Personal Property Tax Bill

Inserts
Personal Property Tax Bill Insert
Small Business Development Center Insert

Envelopes
Standard #10 Window Envelopes
Standard #9 Business Reply Envelopes

Decals
Loose Vehicle
For Hire
Motorcycle
Trailer
Residential Parking

Revenue Division:

Letters
Personal Property Notice
Business License Renewal Application
Personal Property Notice of Intent
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Business Personal Property Returns
Personal Property Files by Exception
Delinquent Collection Follow-up

Approximated quantities of all Forms, inserts, letters, and envelopes are provided in Section 2.12(Q).

1.3 DEFINITIONS

The following definitions shall apply to the entire RFP:

Acceptance means, in terms of goods, approval of the Contractor's invoice for such goods by the COTR after a reasonable opportunity to inspect, and in terms of services, approval of the Contractor's invoice for such services by the COTR.

Business Day means any day other than Saturday, Sunday, City holiday, or other day on which the City is closed.

Calendar Day means any day in a month, from midnight to midnight, including weekends and holidays.

Change Order means a written order to the Contractor, signed by the Purchasing Agent, which authorizes a change in the Work, an adjustment to the Contract Sum, and/or an adjustment to the Time(s) for Performance.

City means the City of Alexandria, a municipal corporation of Virginia, and its authorized representatives and employees.

Contract means a mutually binding and legally enforceable agreement executed between the City and a Contractor after an award pursuant to the RFP, which obligates the Contractor to furnish goods and/or services to or on behalf of the City, and the City to pay for the goods and/or services furnished. A Contract shall specifically identify all other Contract Documents and includes, but is not limited to, the following documents:

A. RFP;
B. Addenda issued related to the RFP;
C. Proposer's signed Offer and Award Form and all other documents submitted by the Proposer to the City in response to the RFP;
D. Notice of Award issued for the RFP;
E. Schedule(s);
F. Purchase order(s) issued for Work to be performed; and
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

G. Change Order(s) issued pursuant to the Contract.

**Contract Documents.** See definition of Contract above.

**Contract Specialist** means a City employee or representative whose responsibilities include issuing bids, solicitations, or other contractual documents, and drafting, analyzing, and negotiating contracts under the direction and supervision of the Purchasing Agent.

**Contract Sum** means the total amount payable to the Contractor for performance of the Work.

**Contracting Officer's Technical Representative (COTR)** means the City's Assistant Director of Treasury who serves as the Purchasing Agent's technical representative for purposes of administering the Contract.

**Contractor** means the Proposer or the Proposer's authorized representative that enters into a Contract with the City to perform the Work.

**Final Payment** means the payment of the balance of the Contract Sum, following the Acceptance of all goods and/or services delivered pursuant to the Contract.

**Living Wage** means the hourly wage rate to be paid to an employee as required by Section 3-3-31.1 of the Alexandria City Code and published on the City's website at the time of Contract execution.

**Notice** means the notice required by Section 3.20 of the RFP.

**Proposal** means a submission put forth by a Proposer in response to a RFP which states something in exchange for consideration and may serve as the blueprint for a future Contract. A Proposal may be accepted or rejected by the City.

**Proposer** means any individual, company, firm, corporation, partnership, or other legal entity that submits a Proposal in response to the RFP offering to enter into a Contract with the City.

**Purchasing Agent** means the City's principal public purchasing official or designated representative responsible for the purchase of all goods, services, insurance, and construction needed by the City. The Purchasing Agent serves as the City's chief contracting officer.

**Request for Proposals (RFP)** means the request that is made to prospective Proposers for their proposal for the goods and/or services desired by the City.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Time(s) for Performance means the date(s) and time(s) by which goods are required to be delivered and/or services are required to be provided, in accordance with the Contract.

Work means the goods and/or services required to be delivered by the Contractor pursuant to the Contract.

1.4 CONTEMPLATED TERM OF ANY CONTRACT AWARDED

If an award(s) is made, the City will issue a Contract(s) for an initial period of three (3) years, with an additional three (3) one (1) year option periods. The Purchasing Agent shall have the sole option and discretion to renew the Contract by exercising the option periods, one (1) year at a time.

1.5 METHOD OF SOURCE SELECTION

The City is using the competitive negotiation method of source selection for this solicitation, as authorized by the Alexandria City Code. During the review of Proposals submitted in response to the RFP, and as it deems necessary, the City may conduct discussions with responsible Proposers determined to be reasonably susceptible of being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the RFP requirements.

An award(s), if made, will be made to the responsive and responsible Proposer(s) who’s Proposal(s) falls within the competitive range and is determined to be advantageous to the City, taking into consideration the evaluation factors set forth in the RFP. The City reserves the right to make partial awards, multiple awards, an aggregate award, or reject any or all Proposals in response to this RFP.

1.6 TREASURY DIVISION SPECIFICATIONS

A. Form Specifications

The fronts of the Forms have both fixed and variable information printing. There are defined locations into which the Contractor will print variable information about the taxpayer and the taxpayer's business or personal property. The Contractor will print variable information on each of the Forms. The City will provide 18 files (see Section 1.6B) with the variable information in fixed length ASCII text, unless the City and Contractor agree to another format. The City will provide the variable data elements and their field lengths during the pre-production phase. The back of the Forms have fixed, non-variable general information. All 2013 Treasury Division Forms, letters, decals, and inserts are provided in Appendix 1. The City reserves the right to make changes to all Forms during the pre-production phase.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

1. Combined Decal and Tax Bill Form and Decal Transmittal Form

   a. Size and Finish: Combined Decal and Tax Bills Forms and Decal Transmittal Forms shall be 8-1/2" x 11". Edges must be straight and meet at 90-degree angles.

   b. Combined Decal and Tax Bills Forms and Decal Transmittal Forms can be cut sheets or continuous form. If continuous form, the separation of each form shall NOT interfere with the position of an optical character recognition (OCR) scan line relative to the bottom of the page. The City's lockbox facility requires standard position of the OCR scan line for readability. All Decal Transmittal Forms manufactured in a continuous fashion must be separated and trimmed to the final finished size.

   c. Perforations: The Combined Decal and Tax Bills Forms and Decal Transmittal Forms must have a clean-tearing horizontal perforation 3-5/8" from the bottom of the form.

   d. Material: The material shall be white bond non-coated and the weight of paper must be between 24# and 28#. The material measured without adhesive shall be between 0.0040" and 0.0075".

   e. Ink: The non-variable information on the front of the Combined Decal and Tax Bills Forms and Decal Transmittal Forms will be printed in blue and red ink, with some screening. The variable information on the front will be printed in black ink. The non-variable information on the back will be printed in black ink, but must not bleed through to the front. Variable information does not appear on the back of the form.

   f. Die-Cuts: The die-cuts in the Combined Decal and Tax Bills Forms and Decal Transmittal Forms for motor vehicle windshield decals shall be between 2-3/4" by 2-3/4" and 3" by 3". Die-cut on overlay for decal number near bottom center of decal shall be at least 1-1/4" x 3/8".

   g. Silicon Backing: Only the area behind the decal of the Combined Decal and Tax Bills Forms and Decal Transmittal Forms shall be coated with a silicon backing, unless manufacturer specifications require the entire back of form to be coated. The silicon shall enable the decal to be removed from the Combined Decal and Tax Bills Forms or Decal Transmittal Forms without damaging the decal.

   h. Text: The text shall be similar to the 2013 Combined Decal and Tax Bill Form and the 2013 Decal Transmittal Form. The City will provide updated text, similar to the 2013 Combined Decal and Tax Bills Forms and 2013 Decal Transmittal Forms during pre-production phase.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

i. Decal Numbering: The Contractor shall print numbers on the City decals from the billing data files provided by the City. Font size shall be the largest that will accommodate the printing of six (6) characters in the die cut area described in subsection 1.6A(1)(f) above. No characters shall extend outside of the die cut area.

2. Business Tax and Personal Property Tax Bill

a. Size and Finish: Finished size is 8-1/2" x 11". Edges must be straight and meet at 90-degree angles. Form must be produced on cut sheets.

b. Perforations: The Business Tax Bill and Personal Property Tax Bill Forms must have a clean-tearing horizontal perforation 3-5/8" from the bottom of the form.

c. Material: The material shall be white bond, non-coated and the weight of paper must be between 24# and 28#. The material shall be between 0.0040" and 0.0075".

d. Ink: The non-variable information on the front of the Personal Property Tax Bill Form will be printed in blue and red ink, with some screening. The non-variable information on the front of the Business Tax Bill Form will be printed in blue and red ink, with some screening. The variable information on the front of the Business Tax Bill and Personal Property Tax Bill Forms will be printed in black ink. The non-variable information on the back of the Business Tax Bill and Personal Property Tax Bill Forms will be printed in black ink and shall not bleed through to the front of the form.

e. Text: The text on the front and back of the 2014 Personal Property Tax Bill will be similar to the 2013 Personal Property Tax Bills. The text on the front and back of the 2014 Business Property Tax Bills will be similar to the 2013 Business Property Tax Bills. The City will provide any text revisions during the pre-production phases.

f. Imaging: The Contractor must provide the City with an electronic image file of the 2014 Business Property Tax Bills, which the City will import into Avenity's RevOne System. One PDF is required for each bill. Accordingly, for 6,500 tax bills, the City must receive 6,500 unique PDF images. Each file name will be the account number only. For example, the PDF file for account 123456 should be saved as 123456.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3. Personal Property and Small Business Development Center Inserts

   a. The City requires approximately 90,000 size 8 1/2 by 11 inches, Personal Property Inserts printed on 60# white offset paper. The ink shall be blue. The insert shall be printed on two-sides and tri-folded. Inserts will be placed in City mailings by the Contractor.

   b. The City also requires approximately 6,500, size 3 3/8 by 7 1/4 inches, Small Business Development Center Inserts printed on 60# white offset paper. The insert will be printed on two-sides, and has color artwork provided by the Small Business Development Center. Inserts will be placed in City mailings by the Contractor.

4. Envelopes

   a. The City requires approximately 120,000 #10 standard window envelopes for mailings. The City will provide the Contractor with the exact number required during the pre-production process. The window's location must permit the name, two mailing address lines, and two postal coding lines printed on the Forms to be clearly visible when placed in the envelope. The mailing name and address must not shift out of the window. A bar code printed on the Forms that contain a customer identification number (a unique number assigned to each account by the City) and account number provided by the City must show through the envelope window but shall not interfere with the mail delivery. All printing on the window envelopes will be in black ink. "Address Service Requested" will be printed below the return address on the front of the envelope in compliance with U.S. Postal Service specifications. The Contractor must print intelligent barcodes that comply with US Postal Service specifications on all window and return envelopes. Artwork designed by the US Postal Service for the return envelopes will be provided.

The return address to be printed 1/4 of an inch from the top and left hand side is:

City Seal, which is to be centered with the length of the return address

Department of Finance
Treasury Division
P.O. Box 323
Alexandria, Virginia 22313

The mailing indicia to be printed in the upper right hand corner of the envelopes is:

PRESORTED
FIRST-CLASS MAIL
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

U.S. POSTAGE
PAID
MERRIFIELD/DULLES, VA
PERMIT NO. XXX

b. The City requires approximately 120,000 Standard #9 business reply envelopes. The City will provide the Contractor with the exact number required during the pre-production process. This envelope will have printed in black ink, the notation "FROM" and three parallel horizontal lines in the upper left hand corner, a "PLACE POSTAGE HERE" box in the upper right hand corner, zip code bar coding along the bottom right edge, and on the upper right edge; and the following printed addresses:

ADVANCE DECAL FORMS:
(85,000)
CITY OF ALEXANDRIA
PO BOX 34710
ALEXANDRIA VA 22334-0710

BUSINESS FORMS:
(10,000)
CITY OF ALEXANDRIA
PO BOX 34901
ALEXANDRIA VA 22334-0901

NOT-ADVANCE DECAL FORMS:
(25,000)
CITY OF ALEXANDRIA
PO BOX 34899
ALEXANDRIA VA 22334-0899

5. Vehicle Decal and Permit Specifications

All decals and permits are identical in color. The background border color for 2014-2015 is yellow. For additional Contract years, the City will provide the Contractor with the background border color by April 1. Prior to mailing and/or packaging, all decals shall be carefully checked by Contractor for accuracy as to numbers and count. The Contractor shall guarantee that no decals have missing or duplicate numbers—providing a list of missing or duplicate number is not acceptable. Erasures, strikeovers and misprints are not acceptable.

a. City of Alexandria Motor Vehicle License Windshield Decals (Transmittal Forms and loose decals)

i. Motor Vehicle License Windshield Decal Transmittal Forms will be boxed in quantities of 1,000 with fillers of cardboard or Styrofoam, evenly spaced throughout box, on the side opposite of decals so forms will remain flat. If fillers
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

are not provided, decals may cause forms to bend during shipment. Bent forms are not acceptable.

ii. For-hire (used for taxi cabs) and loose decals shall be individually packaged in continuous polyethylene envelopes of such transparency as to permit reading of the serial number and type of decal enclosed. Each envelope shall be heat-sealed on both ends to prevent loss of the decal. There shall be a perforation between each envelope to provide easy removal of one envelope at a time from the continuous strip. Each envelope shall have a perforation running the length of the envelope for ease of opening the envelope and removal of the decal. Envelopes without the easy open perforation will not be acceptable.

iii. Loose decals shall be packaged in roll continuous form in correct numerical sequence in a substantial dispenser box, approximately 6 1/2" x 6 1/2" x 4 7/8". The decals are to be packaged 500 decals per box, in the smallest box possible. Each dispenser box is to be sealed with security tape imprinted with the name of the decal manufacturer. Beginning and ending decal numbers are to be printed on each box.

iv. Each dispenser box must have a small perforated window that once removed, allows the decals to be dispensed from the box.

v. Packing of individual containers shall be in cartons according to trade and shipping practices.

vi. The decals are to be a pressure sensitive type for application to a vehicle windshield to be viewed from the outside looking through the glass. An opaque white layer must be applied over all printing and numbering. This layer must be solvent resistant and ultraviolet fade resistant. The decal material is to be Mylar. The Mylar shall meet the following specifications:

1. Adhesive: Acrylic pressure-sensitive adhesive possessing a controlled level of clean removability and sufficient adhesion to be used on stiff, thick films (on a flat service) without edge lifting. The adhesive used shall not require bonding to a rough texture or severely curved surface. Adhesive shall possess sufficient adhesion to be used on stiff, thick films (on a flat surface) without edge lifting. Be on front of decal only in order to be applied to inside of windshield.

2. Wear (hold) for two hours at 21 C (70 F) PSTC #7 (similar procedure to FTM 8) on 50 micron (2 mil) polyester film 6.45 cm (1 inch) and 700 n/m (4 psi load), with a 25 micron (1 mil) adhesive thickness.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3. Water stability test coated to a thickness of 25 micron (1 mil) mounted on a stainless steel panel; then submerged in water at 21 C (70 F) for 1 and 7 days (tested immediately after removal from water). Results are in % of bond retention vs. non-water submerged control sample:

<table>
<thead>
<tr>
<th>Film</th>
<th>1 Day</th>
<th>7 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 micron (3.6 mil) vinyl</td>
<td>100%</td>
<td>81%</td>
</tr>
<tr>
<td>50 micron (2 mil) polyester</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

4. Humidity-stability test samples mounted on stainless steel were subjected to 1 and 7 days at 38 C (100 F) and 95% relative humidity (tested after conditioning one hour at room temperature). Results expressed as % of bond vs. non-humidity exposed control sample, with a 25 micron (1 mil) adhesive thickness:

<table>
<thead>
<tr>
<th>Film</th>
<th>1 Day</th>
<th>7 Days</th>
</tr>
</thead>
<tbody>
<tr>
<td>91 micron (3.6 mil) vinyl</td>
<td>100%</td>
<td>81%</td>
</tr>
<tr>
<td>50 micron (2 mil) polyester</td>
<td>100%</td>
<td>100%</td>
</tr>
</tbody>
</table>

5. Solvent stability: properties are dependent upon the solvent stability of the film being used with the adhesive. With polyester film, adhesive shall exhibit fair stability towards alkyl alcohol, poor stability in hot oil and 120 C (248 F) for 4 hours and poor stability in lower aliphatic hydrocarbons (gasoline).

6. Peel test PSTC #1 (FTM 1), modified for dwell time on the test panels, the film substrate and the designated surface. Adhesive thickness 25 micron (1 mil).

vii. Decals shall be easy to apply and remove on window surface with decal number intact.

viii. After applied and a reasonable set-up time has elapsed, the decal shall provide a durable bond to the surface for a minimum of one (1) year, or until it is intentionally removed.

ix. Decals shall withstand prolonged exposure to common environmental factors (e.g. sun, smoke, condensation) without fading, deteriorating or losing its adhesive qualities. All printing, numbers, and design work on the decals shall be in sun resistant ink that will remain in legible condition for no less than one (1) year after decal application. Inks should not be affected by glass cleaner.

x. Size: 2 ¾" X 2 ¾" square; 1 9/16" diameter City Seal; 3/8" border

RFP 00000403 15
b. City of Alexandria Motorcycle, Trailer and Residential Parking Decals:

i. The motorcycle, trailer and residential parking decals shall be individually packaged in individual clear polyethylene envelopes. Each envelope shall be heat-sealed on one end and folded and taped on the other end to prevent loss of the decal. The decals must be in numeric order from low to high. For example, in the first stack of one hundred (100), decal 1 will be on top, followed by decal 2, through to decal 100 on the bottom. The parking decals must be sorted by district number (the City is divided into fourteen distinct parking districts), then by decal number.

ii. Material shall be designed for use as reflective annual stickers on smooth surface. The sheeting shall be precoated with pressure sensitive adhesive protected by a removable paper liner, which may be scored to facilitate removal. Stickers processed of this material shall be moisture resistant, free from ragged edges, cracks and blisters. Stickers shall not craze, check or flake.

iii. Shall adhere to motorcycle fork, trailer body, or vehicle bumper for a period of at least 12 months.

iv. Are not removable without destruction. The decal must require use of razor blade or scraper to remove. Upon removal, the decal must tear or distort so as to leave the decal unusable.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

v. Shall withstand prolonged exposure to common environmental factors (e.g. sun, smoke, condensation) without fading, deteriorating, or losing its adhesive qualities.

vi. Be simple to apply and have adhesive only on back (reverse) side.

vii. Adhesive: The reflective material shall include a precoated pressure sensitive adhesive that may be applied without the necessity of additional items. This precoated adhesive must permit application at temperatures of 32 degrees Fahrenheit and above.

viii. The table below states reflectivity values of reflective sheetings in terms of candlepower per foot-candle per square foot (candelas per lux per square meter) of reflective material when measured according to reflective intensity testing procedures, Paragraph 4.3.7 of Federal Specification LS-300B. The sheetings will have a brilliance of 90% of these values when totally wet by rain. Sheetings shall also be white reflective.

OBSERVATION ANGLES**

\[
\begin{array}{cccc}
\text{Entrance Angles}^* & -4^\circ & 20^\circ & 40^\circ & \quad -4^\circ & 20^\circ & 40^\circ \\
\end{array}
\]

*Entrance Angle - The angle formed by a light beam striking a surface at some point and a line perpendicular to the surface at that same point.

**Observation Angle - The angle between the line formed by a light beam striking a reflective surface and the line formed by its reflected beam.

ix. The protective liner used shall be an easy-release type and shall be removed by peeling without the use of water or other solvents.

x. The emblem shall be clear coated after all printing and numbering is completed. This clear coat to be recommended by the processor to be compatible with the sheeting and shall remain clear while providing additional abrasion resistance.

xi. The complete emblem shall be guaranteed not to fade, crack, or peel and shall remain in legible condition for one year. It shall be further guaranteed, if correctly applied, to adhere for one year.

xii. Motorcycle Decal Sizing: 3" x 1¼" rectangle; 1¼" diameter City Seal; 1/8" border.

RFP 00000403 17
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

xiii. Trailer Decal Sizing: 1¾” x 3” rectangle; 1¼” diameter City Seal; 1/8” border.

xiv. Residential Parking Decal Sizing: 2 ½” x 4” rectangle; 1 5/16” diameter City Seal; 1/8” border.

xv. Motorcycle/Trailer/Residential Decal Print:

Front Side:

2014-15 Franklin Gothic Bold 24-point; black.

City Seal 1 5/16” diameter, centered in left half; black.

MOTORCYCLE/TRAILER/RESIDENTIAL PARKING PERMIT Franklin Gothic Bold, 10-point; black.

RENEW BY OCTOBER 5, 2015 Franklin Gothic Bold, 10-point; black.

Sequential Number 18-point; black, bold face type for easy visibility and legibility

District numeral Size equal to that on attached sample; black
(1, 2, 3, 4, 5,
6, 7, 8, 8A, 9,
10, 11, 12 & 12A)

On the backing sheet (black ink):

INSTRUCTIONS

1. Bend backing paper at slit and remove carefully.

For Motorcycle: 2. Place decal on clean and dry front fork adjacent to state inspection.
For Trailer: 2. Place decal on trailer adjacent to state inspection sticker or on front left side of trailer body.
For Parking: 2. Place decal on left side of clean and dry rear bumper (driver’s side).

3. Decal not refundable and not transferable to another person or vehicle.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Upon sale or trade of motorcycle/trailer/vehicle, remove decal and bring to Revenue Administration, City Hall, Room 1700, for decal for replacement vehicle, if applicable.

c. City Parking Permits

i. Permits shall be packaged in boxes approximately 3 1/8" x 8 1/8" x 1 1/8" in lots of even hundreds (1-100, 101-200, etc.) with the container covered with plastic wrap. The permits must be in numeric order from low to high. For example, in the first stack of 100, permit 1 will be on top, followed by permit 2, through to permit 100 on the bottom. The parking permits must be sorted by district number, then by decal number. The outside of each container shall identify the sequential numbers of the permits. Packing of individual containers shall be in cartons according to trade and shipping practices.

ii. City parking permits shall be hang tags that users are required to hang from their front vehicle visor. City parking permits shall be manufactured using a machine-finish, moisture resistant white ticket index paper, developed to withstand repeated wetting and long weathering. Parking permits shall meet the following specifications:

<table>
<thead>
<tr>
<th>Base Matte:</th>
<th>24 x 36</th>
</tr>
</thead>
<tbody>
<tr>
<td>Calker:</td>
<td>.009</td>
</tr>
<tr>
<td>Burst:</td>
<td>95</td>
</tr>
<tr>
<td>Wet Strength:</td>
<td>8.0</td>
</tr>
<tr>
<td>Wet Tensile:</td>
<td>13.9</td>
</tr>
<tr>
<td>Max Formation:</td>
<td>4</td>
</tr>
</tbody>
</table>

iii. All printing and numbering on permits must be done using sun resistant inks that will remain in good legible condition for a period of at least one (1) year after permit has been in use on vehicle.

iv. Permits must resist curling for more than 30 days.

v. Permits must withstand exposure to common environmental factors (e.g. sun, moisture, smoke), without fading or deteriorating for at least 30 days.

vi. Numbering: Permits shall be consecutively numbered on the face in accurate sequences using 3/8" numbers. Erasures, strike-overs, and misprints are not acceptable. No missing or duplicate numbers on permits is acceptable—providing a list of missing or duplicate number is not acceptable.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

vii. Sizing: 3" x 8" rectangle; 1 5/16" diameter City Seal; 1/8: border, 1" diameter hole at top with slit from top of hole to edge to permit hanging on rearview mirror support (see attached sample).

viii. Printing:

Front Side:

RESIDENT'S ADDRESS  Franklin Gothic Bold, 10-point; black
2014-15  Franklin Gothic Bold, 24-point; black
City Seal  1 5/16" diameter, centered in left bottom fourth; black
PARKING PERMIT  Franklin Gothic Bold, 10-point; black
STATE  Franklin Gothic Bold, 10-point; black
TAG NUMBER  Franklin Gothic Bold, 10-point; black
VALID DATE/TIME  Franklin Gothic Bold, 10-point; black
EXPIRES DATE/TIME  Franklin Gothic Bold, 10-point; black
Sequential Number  Bold face type for easy visibility and legibility 18-point; black
District numeral  Size equal to that on attached sample; black
(1, 2, 3, 4, 5,
6, 7, 8, 8A, 9,
10, 11, 12 & 12A)

b. On the backing sheet (black ink):

INSTRUCTIONS

1. Hang permit on rearview mirror support on inside of vehicle with colored side toward windshield.

2. This permit is not transferable to another person or vehicle.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3. The RESIDENT'S ADDRESS, STATE, TAG NUMBER, VALID, and EXPIRES must be entered in the appropriate spaces in ink for this permit to be valid. Please remember that GUEST permits are valid for a maximum of 24 hours.

B. Estimated Quantities

The City estimates the following quantities for the Forms, envelopes, and inserts:

<table>
<thead>
<tr>
<th>Description</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Tax Bill</td>
<td>10,000</td>
</tr>
<tr>
<td>Combined Decal and Tax Bill (Numbering provided in billing files, ranging from 100000-214999)</td>
<td>115,000</td>
</tr>
<tr>
<td>Decal Transmittal Form</td>
<td>50,000</td>
</tr>
<tr>
<td>For Hire Loose Decals (numbered H3501 – H5500)</td>
<td>2,000</td>
</tr>
<tr>
<td>Loose Vehicle Decals (numbered 5501-7500)</td>
<td>2,000</td>
</tr>
<tr>
<td>Motorcycle Decals (numbered 1-2000)</td>
<td>2,000</td>
</tr>
<tr>
<td>Trailer Decals (numbered 2001-3500)</td>
<td>1,500</td>
</tr>
<tr>
<td>Residential Parking Decals</td>
<td>22,250</td>
</tr>
</tbody>
</table>

The 22,250 Residential Parking Decals will be divided into the following categories for the corresponding district (each decal shall start at 1):

<table>
<thead>
<tr>
<th>Numeral</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral 1</td>
<td>4,500</td>
</tr>
<tr>
<td>Numeral 2</td>
<td>3,000</td>
</tr>
<tr>
<td>Numeral 3</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 4</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 5</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 6</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 7</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 8</td>
<td>750</td>
</tr>
<tr>
<td>Numeral 8A</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 9</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 10</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 11</td>
<td>500</td>
</tr>
<tr>
<td>Numeral 12</td>
<td>500</td>
</tr>
<tr>
<td>Numeral 12A</td>
<td>500</td>
</tr>
</tbody>
</table>

Residential Parking Permits

<table>
<thead>
<tr>
<th>Numeral</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral 1</td>
<td>4,000</td>
</tr>
<tr>
<td>Numeral 2</td>
<td>3,000</td>
</tr>
<tr>
<td>Numeral 3</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 4</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 5</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 6</td>
<td>1,200</td>
</tr>
<tr>
<td>Numeral 7</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 8</td>
<td>500</td>
</tr>
<tr>
<td>Numeral 8A</td>
<td>500</td>
</tr>
<tr>
<td>Numeral 9</td>
<td>1,200</td>
</tr>
<tr>
<td>Numeral 10</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 11</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 12</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 12A</td>
<td>1,000</td>
</tr>
</tbody>
</table>

The 21,400 Residential Parking Permits will be divided into the following categories for the corresponding district (each permit shall start at 1):

<table>
<thead>
<tr>
<th>Numeral</th>
<th>Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Numeral 1</td>
<td>4,000</td>
</tr>
<tr>
<td>Numeral 2</td>
<td>3,000</td>
</tr>
<tr>
<td>Numeral 3</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 4</td>
<td>2,000</td>
</tr>
<tr>
<td>Numeral 5</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 6</td>
<td>1,200</td>
</tr>
<tr>
<td>Numeral 7</td>
<td>1,500</td>
</tr>
<tr>
<td>Numeral 8</td>
<td>500</td>
</tr>
<tr>
<td>Numeral 8A</td>
<td>500</td>
</tr>
<tr>
<td>Numeral 9</td>
<td>1,200</td>
</tr>
<tr>
<td>Numeral 10</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 11</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 12</td>
<td>1,000</td>
</tr>
<tr>
<td>Numeral 12A</td>
<td>1,000</td>
</tr>
</tbody>
</table>

Personal Property Tax Bill | 40,000
Standard #10 Window Envelope | 120,000
Standard #9 Business Reply Envelope, Box 34710 | 85,000

RFP 00000403 21
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Standard #9 Business Reply Envelope, Box 34901 10,000
Standard #9 Business Reply Envelope, Box 34899 25,000
Personal Property Tax Bill Insert 90,000
Small Business Development Center Insert 6,500

Quantities for option years are anticipated to increase by approximately five (5) percent per year. The City is not bound by the estimates set forth in this section. The City may order more or less than these estimates per City requirements. The City will provide the Contractor with the exact number required during the pre-production process. The City reserves the right to increase or decrease the quantities in option years with pricing to be based on the unit bid prices for that option year.

C. Processing Requirements

1. The Forms must meet general specifications for OCR document design and print quality. A 29 position OCR "A" scan line must be located in the lower right sector of the Forms. The leading edge of the first character of the scan line is 3 3/8 inches from the right edge and 9/16 inch from the bottom of the Forms. The scan line must be readable by the Seac Banche SB 1500 Scanner used by the City’s Treasury Division and the document reader used by SunTrust Bank’s Lockbox, Baltimore, Maryland.

2. The Contractor is required to print variable data, including corrected addresses, on the Forms using the data files provided by the City (discussed in section 1.6D below). Before printing the variable data, the vendor is required to provide the City with: (1) the number of records in each file; (2) the total assessment in each file; (3) the total tax in each file; (4) the total tax due from the state in files 1-17; (5) the total tax due from the taxpayer in files 1-17; (6) the total late filing penalty in each file; (7) the total decal fees in files 1-17; (8) the total parking fees in files 1-17; (9) the total payments received in file 18; (10) the total prior year balances in each file; (11) the total due in each file, (12) the total office furniture and fixtures in file 18, (13) the total manufacturing equipment in file 18, (14) the total unlicensed vehicles in file 18, and (15) the total computers and peripherals in file 18. The City will verify these control totals before authorizing production.

D. Variable Printing Requirements

1. Place commas and periods in the required positions in all financial data (e.g., $1,743.89). Place slashes in the appropriate positions of the dates. Right justify all financial data in the due fields.

2. For non-leasing company Forms, if the Prior Year Balance is greater than $0.00 for a customer identification number with multiple accounts, print the amount in the Prior Year Balance field on the form with the lowest numbered account for that
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

customer identification number. Print "BALANCE ON FIRST BILL." in the top of the due box on the Forms for the remaining accounts with the same customer identification number. Print $0.00 in any due fields that equal zero. However, print spaces in the PRIOR YEAR BALANCE field on bills (multiple) displaying "BALANCE ON FIRST BILL".

3. For leasing company Forms, print the prior year outstanding balances for an individual account number on the current year tax bill for that account number. Do not print any message on the Forms for the remaining accounts with the same customer identification number. If the prior year outstanding balances are greater than $0.00, please print "NP" in the upper right corner of the remittance portion of the form.

4. On the Business Tax Bill, if the IsStatutory field (the IsStatutory field is a field allowing the City to estimate tax allotted if insufficient information has been provided) equals "True", print the following message below the 2014 Tax Detail on the front of the bill:

"Assessed value of property has been estimated. To receive a corrected tax bill, please file a property return with the property's actual value. For information, please call 703.746.3903."

E. City Provided Data Files

The City will generate and provide the following eighteen files (broken into ten groups) to the vendor to be used to generate the requirements of this solicitation

1. Not Advance Decal File (for leased and non-leased vehicles): sorted by customer identification number, then by account number with no decal or permit included. Insert same Customer Identification Numbers in same envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. One Vehicle (file 1)</td>
<td>14,000</td>
</tr>
<tr>
<td>2. Two Vehicles (file 2)</td>
<td>4,000</td>
</tr>
<tr>
<td>3. Three Vehicles (file 3)</td>
<td>1,000</td>
</tr>
<tr>
<td>4. Four Vehicles (file 4)</td>
<td>1,000</td>
</tr>
<tr>
<td>5. Five or More Vehicles (file 5)</td>
<td>2,000</td>
</tr>
</tbody>
</table>

2. Advance Decal File (not-lease and not-residential): sorted by Customer Identification Number (a unique number provided to each account), then by account number with decal included. Insert same Customer Identification Numbers in same envelope.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>6. One Vehicle (file 6)</td>
<td>52,000</td>
</tr>
<tr>
<td>7. Two Vehicles (file 7)</td>
<td>20,000</td>
</tr>
<tr>
<td>8. Three Vehicles (file 8)</td>
<td>6,000</td>
</tr>
<tr>
<td>9. Four Vehicles (file 9)</td>
<td>2,000</td>
</tr>
<tr>
<td>10. Five or More Vehicles (file 10)</td>
<td>3,000</td>
</tr>
</tbody>
</table>

3. Advance Decal File (not-leased and residential): Sorted by Permit Parking District, then by Permit Parking Number – Decal and Permit. Insert one form and assigned parking decal in each envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>11. One File (file 11)</td>
<td>9,000</td>
</tr>
</tbody>
</table>

4. Advance Decal File (leased and non-residential): Sorted by Customer Identification Number, then by Account Number – DECAL ONLY. Print $0.00 for all due fields. Insert one form in each envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>12. One File (file 12)</td>
<td>3,500</td>
</tr>
</tbody>
</table>

5. Advance Decal File (leased and residential): Sorted by Permit Parking District, then by Permit Parking Number – DECAL AND PERMIT. Print $0.00 for all due fields. Insert one form and assigned parking decal in each envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>13. One File (file 13)</td>
<td>500</td>
</tr>
</tbody>
</table>

6. Duplicate Leased Advance Decal File (residential and non-residential): Sorted by Customer Identification Number, then by Account Number – NO DECAL OR PERMIT. Insert same Customer Identification Numbers in same envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>14. One File (file 14)</td>
<td>4,000</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>15. One File (file 15)</td>
<td>1,200</td>
</tr>
</tbody>
</table>
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

8. Advance Motorcycle Decal File (residential): Sorted by Permit Parking District, then by Permit Parking Number – Decal and Permit. Insert one form and assigned parking and motorcycle decals in each envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>16. One File (file 16)</td>
<td>100</td>
</tr>
</tbody>
</table>


<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>17. One File (file 17)</td>
<td>500</td>
</tr>
</tbody>
</table>

10. Business Property Tax: Sorted by Customer Identification Number, then by Account Number. Insert one form in each envelope.

<table>
<thead>
<tr>
<th>File</th>
<th>Estimated Number of Accounts</th>
</tr>
</thead>
<tbody>
<tr>
<td>18. One File (file 18)</td>
<td>6,500</td>
</tr>
</tbody>
</table>

F. Preparation for Mailing

1. The Contractor must submit the billing files through recognized, current Coding Accuracy Support System (CASS) and National Change of Address (NCOA) processes, and incorporate all corrections identified by CASS and NCOA into the address fields and provide the City with an electronic file identifying all mail address changes by August 11, 2014. The Contractor must collate, fold, and insert in window envelopes:

   a. the forms with name and address visible through the window,
   b. one return envelope, and
   c. one insert (when applicable).

2. Note that the window envelopes for files 2 and 7 will contain 2 forms with identical customer identification numbers; the window envelopes for files 3 and 8 will contain 3 forms with identical customer identification numbers; the window envelopes for files 4 and 9 will contain 4 forms with identical customer identification numbers; and forms for files 5 and 10 will have forms with identical customer identification numbers inserted into Tyvek Survivor first class mail envelopes bearing the same return address as the window envelope. Both the return address and the mailing address must be typed. The City will supply the Tyvek envelopes to the vendor. The Contractor will remove all pin feed margins; and will separate each individual form for customer identification numbers with multiple accounts.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3. The Contractor must guarantee a match of the customer identification numbers on the Forms that are inserted into the same envelope. The City prefers bar code hash marks printed on the Forms that are readable by scanning equipment of intelligent inserters.

4. In addition, for files 11, 13, and 16, the Contractor shall match the parking permit district number and parking decal number on a parking decal with the numbers printed on the form, and insert the matching parking decal and form into the same window envelope. The Contractor must guarantee a match of the parking permit district number and parking decal number on the parking decal and form inserted into the same window envelope.

5. At least one week before the scheduled mail date, the Contractor shall provide the City with the estimated postage costs. The City will issue a check payable to the Contractor for postage costs. The envelopes with all material contained within will be sealed, presorted by carrier route, and mailed first class presort carrier route from the U. S. Postal Service Bulk Mail Facility in Merrifield or Dulles, Virginia on or before August 18, 2014. The Contractor shall provide the City with the U. S. Postal Service Statement of Mailing With Permit Imprints bearing the U. S. Postal Service postmark. The Contractor shall also provide a detailed accounting that enables the City to reconcile the postage costs and number of pieces mailed with the billing files.

G. Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>April 1, 2014</td>
<td>Contractor shall submit proofs of all decals, permits, Forms, inserts, and envelopes for City approval.</td>
</tr>
<tr>
<td>May 14, 2014</td>
<td>City to provide Contractor with test billing files</td>
</tr>
<tr>
<td>May 23, 2014</td>
<td>Contractor to provide data proofs with variable data for at least 100 accounts from each file to the COTR</td>
</tr>
<tr>
<td>July 7, 2014</td>
<td>City to issue production data billing files</td>
</tr>
<tr>
<td>July 11, 2014</td>
<td>Contractor to validate the production contract totals with COTR</td>
</tr>
<tr>
<td>July 21, 2014</td>
<td>Contractor shall provide COTR with at least 100 pre-production form samples with variable data from each file (Contractor will be responsible for any printing adjustments necessary for an accurate scan)</td>
</tr>
</tbody>
</table>

1.7 REVENUE DIVISION SPECIFICATIONS

A. All 2013 Revenue Division letters are attached in Appendix 2. The City reserves the right to make changes to all Forms during the pre-production phase.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

B. Revenue Division is responsible for the printing, folding, stuffing, and mailing of the following items:

<table>
<thead>
<tr>
<th>Item</th>
<th>Estimated Quantity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Property Notice of Intent Letter</td>
<td>12,000-16,000</td>
</tr>
<tr>
<td>Business License Renewal Applications</td>
<td>10,000-12,000</td>
</tr>
<tr>
<td>Personal Property Notice Letter</td>
<td>12,000-16,000</td>
</tr>
<tr>
<td>Business Personal Property Returns</td>
<td>9,000-10,000</td>
</tr>
<tr>
<td>Personal Property File by Exception</td>
<td>65,000-80,000</td>
</tr>
<tr>
<td>Delinquent Collections</td>
<td>Less than 10,000</td>
</tr>
</tbody>
</table>

C. Contractor shall have all USPC mail certification to include intelligent mail Barcode and Mail Piece Quality Control.

D. Items shall be printed on letter size 20# white paper.

E. Provide 3 3/8 inch perforation from the bottom of letters where applicable.

F. Items shall be printed in OCR-A and Arial fonts.

G. Vendors shall be able to meet the following deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Deliverable</th>
</tr>
</thead>
<tbody>
<tr>
<td>First week of December</td>
<td>Mail Personal Property Notice Letter</td>
</tr>
<tr>
<td>Second week of January</td>
<td>Mail Business License Renewal Applications</td>
</tr>
<tr>
<td>Second week of February</td>
<td>Mail Personal Property Notice of Intent Letter</td>
</tr>
<tr>
<td>First week of March</td>
<td>Mail Business Personal Property Returns</td>
</tr>
<tr>
<td>Last week of March</td>
<td>Mail Business Personal Property Returns</td>
</tr>
<tr>
<td>Mid-May</td>
<td>Mail Business Personal Property Returns</td>
</tr>
</tbody>
</table>

H. Costs provided by Proposers in Section 2.12Q shall include the following services:

1. Folding Letters
2. Fold, Stuff, and Mail Revenue items
3. Ensure that addresses are correctly formatted using CASS Certification
4. Address shall be Scrubbed using Melissa Data
5. Addresses shall be verified utilizing NCOA
6. Insert Cost by Paper Size/Paper Weight/Paper Color/Print Color
7. Cost for PDF Generation for each letter sent
8. Envelope Cost by Paper Size/Paper Weight/Paper Color/Print Color

1.8 CONSTRAINTS ON THE CONTRACTOR

The Contractor shall have the following constraints:
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

A. The Contractor shall comply with all local, state, and federal laws, rules, regulations, and other legal requirements applicable to the Work performed under the Contract;

B. In order to avoid disruption of Work or other undesirable or unacceptable consequences, the Contractor shall plan, schedule, and provide services under the Contract in conformance to the operational needs of the City. The Contractor shall coordinate with Departmental staff and other City officials and representatives in order to assure efficient, effective, and cost-effective operations, and to minimize any adverse impact on City programs and services, businesses, or the general public;

C. Mobilization and demobilization charges or similar charges shall not be allowed under the Contract except in emergency circumstances and only with the prior written approval of any such charges provided by the City’s Purchasing Agent;

D. The Contractor shall comply with Section 3-3-31.1 of the Alexandria City Code;

E. The Contractor(s) shall accept the City’s Procurement Card (currently MasterCard) as a form of payment, if required by the City. The Contractor(s) is prohibited from charging any additional costs/fees above and beyond the established Contract prices or fees to process orders or payments with the City’s Procurement Card;

F. The Contractor shall not solicit new business from City departments;

G. The Contractor shall not maintain an office within any City facility; and

H. If and when Work is required at locations that require security clearances, the Contractor’s personnel and property may be subject to searches or other required security measures such as criminal background checks.

1.9 CONTRACTOR’S RESPONSIBILITIES

The Contractor shall have the following responsibilities:

A. Comply with all Contract requirements;

B. Furnish through its workforce, or sub-workforce, the appropriate and necessary insurance, supervision, coordination, labor, and other services, including any relevant licenses or patent rights, necessary to perform the services required by the RFP;

C. Maintain a clear line of communication with the City;

D. Provide one point of continuous contact for the City;
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

E. Work with the City to avoid problems, and when that is not possible, to resolve problems promptly and at the lowest possible level;

F. Maintain a quality control program acceptable to the City;

G. Maintain project records of expenditures, deliverables, and progress;

H. Notify the City if a user department does not timely pay a properly submitted invoice;

I. Notify the COTR or the Purchasing Agent of any reports of complaints about City supervisors or staff brought by the Contractor’s personnel;

J. Provide, on schedule, any and all reports required by the City;

K. Perform all work in accordance with current and applicable standards published by national and international standards organizations;

L. Enter into written agreements with subcontractors and material suppliers, and provide such written agreements to the City upon request;

M. Provide access for all authorized City personnel and representatives to any and all sites where services related to the Work is performed or supported; and

N. Maintain working conditions that are safe, non-hazardous, sanitary, and protective of persons and property.

O. Be responsible at all times for the actions and work of its personnel.

P. Ensure that all personnel provided by the Contractor maintain a courteous and respectful attitude at all times. The Contractor also shall ensure temporary and permanent employees are cordial, punctual and responsible. The Contractor shall ensure that its employees are respectful of all people, with whom they interact, including City employees and members of the public. The Contractor shall ensure that all personnel provided by the Contractor avoid loud and profane language at all times during the performance of their duties.

Q. Employ suitably trained and skilled professional personnel to perform all services under the Contract.

R. Prior to changing any key personnel, the Contractor shall obtain the written approval of the City.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

1.10 CITY’S RESPONSIBILITIES UNDER ANY RESULTING CONTRACT

The City shall have the following responsibilities under a Contract:

A. The City shall provide access to City owned or controlled facilities for employees and agents of the Contractor as necessary to perform the Work.

B. The City will render decisions in a timely manner pertaining to documents submitted by the Contractor.

C. The City will work with the Contractor to attempt to reduce the risk of changes, claims, and extra costs.

1.12 TERMS AND CONDITIONS OF CONTRACT FOR SERVICES

The Contract(s) resulting from the RFP shall be subject to the terms and conditions set forth in the RFP.

1.13 USE OF CONTRACT BY OTHER PUBLIC BODIES

Recipients of the award(s) of the RFP are advised that any resultant Contract(s) may be extended, with the authorization of the Contractor, to other government or similar organizations to permit their use of the Contract at the same prices and/or discounts and terms and conditions of the resulting Contract(s). If any other organization decides to use a Contract, the Contractor shall deal directly with that organization concerning the placement of orders, issuance of the purchase orders, contractual disputes, invoicing and payment, etc. A failure to extend a contract to any organization will have no effect on the evaluation of a Proposer’s response to the RFP.

It is the Contractor’s responsibility to notify other organizations of the availability of the Contract. Other organizations desiring to use the Contract must make their own legal determination as to whether the use of the Contract is consistent with their laws, regulations and other policies.

The City shall not be held liable for any costs or damages incurred by another organization as a result of any award extended to that organization by the Contractor.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART II - INSTRUCTIONS AND INFORMATION FOR PROPOSAL

2.1 SUBMISSION DEADLINE; DELIVERY METHODS; DELIVERY INSTRUCTIONS

A. Submission Deadline: Sealed Proposals must be submitted to the City before 4:00 p.m., prevailing local time, February 20, 2014 pursuant to the delivery instructions set forth in paragraph 2.1.C. below. The City shall not accept any Proposal received after the deadline, and shall return any late Proposal to the Proposer.

B. Delivery Methods: The City encourages Proposers to submit Proposals through the City’s eProcure system (eProcure) at: http://eprocure.alexandriava.gov/bso/. A Proposer also may submit a Proposal to the City by mail, common carrier, or hand-delivery. The City does not accept Proposals by facsimile or by electronic mail.

C. Delivery Instructions:

Proposal submission instructions are detailed on page two (2) of this RFP.

2.2 GENERAL INQUIRIES RELATED TO THE CITY PROCUREMENT PROCESS

For general questions related to the City’s procurement process, please contact the City’s Purchasing Division at (703) 746-4944, or send an email to procurement@alexandriava.gov. For detailed information about the City’s purchasing process, see “How to do business with the City of Alexandria, Virginia - A Guide for Vendors” available on the City’s website at: http://alexandriava.gov/2064.

2.3 DEADLINE FOR QUESTIONS AND INQUIRIES

It shall be the Proposer’s responsibility to submit questions regarding this Request for Proposals to the Purchasing Division. In order to receive a formal response from the City, all questions must be submitted in writing and shall be received by the City no later than 4:00 p.m. prevailing local time, on February 10, 2014. Questions shall be: (1) emailed to the attention of Jason Soltis at procurement@alexandriava.gov; (2) faxed to 703. 838.6493; or (3) mailed or delivered to: City of Alexandria, Purchasing Division; 100 North Pitt Street, Suite 301, Alexandria, VA 22314. Any submission of questions related to the RFP shall include the following reference: “RFP # 00000403, Production and Mailing of Business Tax and Combined Personal Property Tax Bills, Vehicle Decals, and Revenue Mass Mailing” and the name of the person submitting the question(s).

2.4 COMPLIANCE WITH THE RFP

A Proposer shall ensure that its Proposal complies with all the requirements of the RFP. A Proposal that is not in strict compliance with all provisions of the RFP may be disqualified.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

2.5 AWARD; WAIVER OF INFORMALITIES, DEFECTS OR OMISSIONS IN PROPOSALS; REJECTION OF PROPOSALS

An award, if made, will be made to the responsive and responsible Proposer(s) whose Proposal(s) falls within the competitive range and is determined to be advantageous to the City, taking into consideration the factors set forth in the RFP. The City reserves the right to make partial awards, multiple awards, an aggregate award, or reject any or all Proposals in response to this RFP.

It shall be the sole discretion and judgment of the Purchasing Agent to determine if a Proposal is responsive and whether an error in, or an omission of any RFP requirement from, a Proposal is material.

2.6 MINIMUM CRITERIA FOR RESPONSIBILITY

The City will use the following minimum criteria to determine the responsibility of a Proposer:

A. The Proposer must demonstrate in its Proposal and any subsequent discussions with the City that it has a clear understanding of the City’s needs and proposed approach to the Work as set forth in the RFP;

B. The Proposer must possess the ability, experience, capacity, skill, and financial resources to perform the Work and fulfill the requirements under a resulting Contract on a timely basis;

C. The Proposer must have performed satisfactorily in previous contracts of similar size and scope with the City and/or other organizations;

D. If the Proposer has not performed a contract of similar size and scope, the Proposer and/or its team members must demonstrate its capability to perform the Work set forth in the RFP and fulfill the requirements under a Contract resulting from the RFP;

E. The Proposer, its employees, and its independent contractors are properly licensed under applicable federal, state, and local laws.

F. If applicable, the qualifications, technical experience, and availability of the personnel who will be assigned to the Contract;

G. Demonstrated knowledge of all federal, state, and city laws, codes, and regulations relating to or applicable to the scope of work set forth in this solicitation; and
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

In addition to the requirements above, a Proposer shall be prepared to submit, within five (5) Business Days after a request is made by the City, detailed written evidence such as proof of licensing, current commitments and any other information as may be necessary to demonstrate the Proposer’s qualifications to perform the Work.

2.7 PROPOSAL EVALUATION PANEL AND EVALUATION FACTORS

A. A panel approved by the Purchasing Agent will evaluate the Proposal(s) received by the City prior to the RFP due date. Other officials and consultants of the City also may review the Proposal(s).

B. The factors to be considered in the evaluation of Proposals are listed below. The total possible number of points for each evaluation factor is indicated in parenthesis.

1. (35) Proposer’s Experience, Ability, Capacity, Skill, and Financial Strength to Provide in a Quality and Timely Manner the Work

2. (20) Qualifications and Experience of key personnel by position, such as principal(s), project managers, and account manager.

3. (20) Responsiveness and Feasibility of Proposed Work Plan, including understanding of City needs, overall approach/philosophy to administering its contract and providing the proposed services (as a whole, and by individual service element), and proposed service quality program.

4. (15) References

5. (10) Cost.

Total of (100) Possible Points

2.8 AMBIGUITY, CONFLICT OR OTHER ERRORS IN THE RFP

If a Proposer discovers any ambiguity, conflict, discrepancy, omission, or other error in the RFP, it shall immediately notify the Purchasing Agent of such error in writing and request modification or clarification of the RFP. The Purchasing Agent shall make any necessary modification or clarification to the RFP by addendum pursuant to paragraph 2.9. The City may reject any Proposal that includes assumed clarifications or corrections to the RFP that have not been approved by the Purchasing Agent.

2.9 AMENDMENTS TO THIS RFP

Any revisions to the RFP shall be made only by written addendum issued by the Purchasing Agent, which shall be made available to all prospective Proposers. All
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

addenda to the RFP shall be available on the City’s website at the following address: http://eprocure.alexandriava.gov/bso/.

2.10 PROPOSAL AND PRESENTATION COSTS

The City shall not be liable in any way for any costs incurred by any Proposer in the preparation or presentation of its Proposal in response to the RFP or the Proposer’s participation in any discussion, presentation, negotiation, or any meeting regarding its Proposal or the RFP.

2.11 REQUESTS FOR CLARIFICATION OF PROPOSALS

Requests by the City for clarification of Proposals shall be in writing and shall not be limited in obtaining any and all pertinent information required to fairly evaluate each Proposer’s Proposal response.

2.12 RESPONSE FORMAT

A Proposal submitted pursuant to the RFP shall include each of the following items in the order in which they appear below. Each item shall be clearly labeled, with pages numbered, and separated by tabs. Failure by a Proposer to include all listed items may result in the rejection of its Proposal by the City.

The following format and tabs serve as a guide for formatting responses to the RFP. In addition to complying with the response format requirements of this paragraph, a Proposer must consider and address all requirements set forth in the RFP when submitting a Proposal in response to the RFP.

A. Title Page

The title page shall include the following information:

1. Title and number of the Request for Proposals;

2. Name, address, telephone number, and facsimile number of the Proposer;

3. Name and email address of the authorized contact person of the Proposer with respect to the Proposal; and

4. Date of preparation of the Proposal.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

B. Table of Contents

The Table of Contents shall indicate the material included in the Proposal by Tab and page number. The Table of Contents shall mirror the format set forth in this paragraph and shall include all the items set forth below.

C. Tab I, Signed Offer and Award Form (Required Submittal A)

The Proposer shall complete and sign the Offer and Award Form provided in Required Submittal A. The signatory must be an individual who is authorized to legally bind the Proposer.

D. Tab II, Letter of Transmittal

The Proposer shall provide a signed cover letter that includes the following information:

1. An executive summary of the Proposer’s understanding of the goods and/or services sought through the RFP, and description of the underlying philosophy of the Proposer in providing the goods and/or services;

2. The name, position, address, telephone number, and email address of the individuals who are authorized to make representations on behalf of the Proposer; and

3. A statement that the signatory to the transmittal letter and the Offer and Award Form is authorized to bind the Proposer to contract with the City.

E. Tab III, Corporate Experience and Capacity

The Proposer shall include information and documentation describing the extent of its experience and expertise in providing the services sought by the City pursuant to the RFP. The information and documentation shall include, but is not limited to, information that documents the Proposer’s qualifications to meet the RFP requirements and to produce the required outcomes, including its ability, capacity, skill, and number of years of experience in providing the required goods and/or services.

In addition to the information required above, a Proposer may be requested to submit within five (5) Calendar Days after a request by the City, additional information, including proof of licensing, present commitments, and other information necessary to demonstrate the Proposer's capacity and qualifications to perform the Work.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

F. Tab IV, Client References for Similar Work Performed

1. The Proposer shall provide the following information for each contract or project of similar size and scope to the Work requested in the RFP that the Proposer performed within the past three years:
   a. Contract/project name;
   b. Name of the organization for which the contract or job was performed;
   c. Dollar value of the contract or project;
   d. Dates of the contract or project; and
   e. The name, title, telephone number, address, and email address of the contract representative for the organization for which the contract or project was performed.

2. A Proposer’s failure to provide in its Proposal the contract representative’s contact information may result in the Proposer being deemed non-responsive and it’s Proposal being disqualified from consideration.

A uniform sample of references may be checked for each Proposer. If references are checked, Proposers will be scored on a scale of 1-10, with 10 being the highest possible score. The scores will then be used in evaluation of the Proposal pursuant to paragraph 2.7. Client reference scores may be used by the City to determine the responsibility of a Proposer.

3. The City may ask a client reference any or all of the following questions, and any other question it deems appropriate:
   a. How cooperative and easy to work with was the Proposer during the procurement process?
   b. How satisfied were you with the Proposer’s point of contact?
   c. How promptly and effectively did the Proposer address your questions or concerns?
   d. How promptly, effectively, and efficiently did the Proposer mitigate or resolve performance or contractual issues that arose during the project?
   e. How would you rate the Proposer’s operational and administrative practices (e.g., the timeliness, completeness, and accuracy of its invoices)?
   f. How would you rate the number and validity of Proposer-generated change order and contract modification requests, claims, disputes, and lawsuits, if any?
   g. How would you rate the timeliness, quality, responsiveness, and usefulness of the Proposer’s delivery of goods and services in relation to your requirements?
   h. How would you rate the timeliness, quality, responsiveness, and usefulness of the Proposer’s delivery of goods and services in relation to the amount you
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL
PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

paid the Proposer and how much time your organization contributed in time
and effort to the project?

i. How well did the Proposer minimize the effect of its activities on the
operations of your organization?

j. Would you do business with the Proposer again in the future?

G. Tab V, Staff Experience

The Proposer shall provide the following information as part of this tab:

1. A list of key personnel proposed to be assigned to perform Work under the
Contract, including direct supervisors and key technical personnel, account
manager(s), and accounting manager(s) and staff;

2. A narrative that describes the work responsibilities of the individuals identified
pursuant to paragraph 2.13.G.1 above, including the following information for
each individual: the individual’s qualifications, education, certifications, and
special competencies that will be valuable in performing the Work under the
Contract; the individual’s experience on similar contracts; the individual’s title
and percentage of time available to perform the Work; the individual’s role to
ensure the personnel under his or her supervision have a full understanding of the
Work to be performed, as well as his or her role to ensure a high level of quality
performance of the Work from personnel;

3. Copies of relevant certifications or other professional credentials for individuals
identified pursuant to paragraph 2.13.G.1 above;

4. The name of the proposed Contract administrator and a description of his or her
experience with similar contracts, including public sector organizations;

5. The name of the individual who will be responsible for customer service and
problem resolution for the Proposer and a description of his or her relevant
experience; and

6. Resumes of all the individuals identified pursuant to paragraphs 2.13.G.1, G.4,
and G.5 above.

The key personnel named in a Proposer’s Proposal shall remain responsible
throughout the term of the Contract. No diversion or replacement may be made
without approval by the Purchasing Agent.

H. Tab VI, Key Personnel Form (Required Submittal B)

The Proposer shall provide a completed Key Personnel Form.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

I. Tab VII City of Alexandria Insurance Checklist Form (Required Submittal C)

The Proposer shall provide a completed and signed City of Alexandria Insurance Checklist Form.

J. Tab VIII, Required Information Form (Required Submittal D)

The Proposer shall provide a completed Required Information Form.

K. Tab IX, Certified Statement of Non-Collusion Form (Required Submittal E)

The Proposer shall provide a completed and signed Certified Statement of Non-Collusion Form.

L. Tab X, Disclosures Relating to City Officials and Employees Form (Required Submittal F)

The Proposer shall provide a completed and signed Disclosures Relating to City Officials and Employees Form.

M. Tab XI, Equal Employment Opportunity Agreement Form (Required Submittal G)

The Proposer shall provide a completed and signed Equal Employment Opportunity Agreement Form.

N. Tab XII, W-9 Request for Taxpayer Identification Number and Certification Form (Required Submittal H)

The Proposer shall provide a completed and signed W-9 Request for Taxpayer Identification Number and Certification Form.

O. Tab XIII, Acceptance of Conditions

The Proposer shall indicate its acceptance of the requirements and terms and conditions set forth in the RFP, including all addenda issued pursuant to the RFP. The Proposer shall indicate any exceptions it is taking to any requirements or terms and conditions set forth in the RFP, including all addenda issued pursuant to the RFP.

P. Tab XIV Proposed City Work Plan

The Proposer shall include a Work Plan which:
1. demonstrates an understanding of the City needs,
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

2. establishes an overall approach/philosophy to administering its contract;
3. breakdowns the proposed services (as a whole, and by individual service element);
4. provides a service quality program; and
5. provides any other information the Proposer deems relevant.

Q. Tab XV, Cost Proposal

1. Proposers shall utilize the below table to be included in the Cost Proposal.

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>Cost/Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Business Property Tax Bill Forms</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.</td>
<td>Combined Personal Property Tax Bill and Decal Forms</td>
<td>115,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3.</td>
<td>Decal Transmittal Forms</td>
<td>50,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.</td>
<td>Personal Property Tax Bill Forms</td>
<td>40,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.</td>
<td>Loose Vehicle Decals (No Form)</td>
<td>2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6.</td>
<td>For Hire Decals (No Form)</td>
<td>2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Motorcycle Decals</td>
<td>2,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>Trailer Decals</td>
<td>1,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Residential Parking Decals</td>
<td>22,250</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Residential Parking Permits</td>
<td>21,400</td>
<td></td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>Printing Variable Business Property Tax Data</td>
<td>6,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>12</td>
<td>Printing Variable Combined Personal Property Tax and Decal Data</td>
<td>96,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Printing Variable Personal Property Tax Data (No Decal)</td>
<td>29,100</td>
<td></td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Standard #10 Window Envelopes</td>
<td>120,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Business Property Tax, Standard #9 Return Envelopes (box number: 34901)</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>16</td>
<td>Combined Personal Property Tax and Decal Standard #9 Return Envelopes (box number: 34710)</td>
<td>85,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>17</td>
<td>Personal Property Tax</td>
<td>25,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Price</td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>------------------------------------------------------------------------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>18.</td>
<td>Personal Property Tax Insert</td>
<td>90,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>19.</td>
<td>Small Business Development Center Insert</td>
<td>6,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>20.</td>
<td>Machine Inserting No Decal, Presorting and Mailing Tax Bills</td>
<td>24,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21.</td>
<td>Machine Inserting With Decal, Presorting and Mailing Tax Bills</td>
<td>75,500</td>
<td></td>
<td></td>
</tr>
<tr>
<td>22.</td>
<td>Hand Inserting With Parking Decal, Presorting and Mailing Tax Bills</td>
<td>12,600</td>
<td></td>
<td></td>
</tr>
<tr>
<td>23.</td>
<td>Hand Inserting No Parking Decal, Presorting and Mailing Tax Bills</td>
<td>19,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>24.</td>
<td>Lettershop Services – Additional Versions</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>25.</td>
<td>Shipping/Courier Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Data Processing/Programming Costs. (Cost for programming modifications after first year of contract. No programming charges will be paid for updating the year digits on subsequent year forms, for loading programs to print data or for programming required due to Contractor error.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Graphic Design/Author Alteration Costs. (Cost for modifications requested after first year of contract. No design charges will be paid for updating the year digits on subsequent year forms, generating proofs or for changes required due to Contractor error.)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>28.</td>
<td>Set Ups (No charge for additional set ups)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>Cost/Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>R1</td>
<td>Personal Property Notice Letter</td>
<td>12,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R2</td>
<td>Business License Renewal Application</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R3</td>
<td>Personal Property Notice of Intent Letter</td>
<td>12,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R4</td>
<td>Business Personal Property Returns</td>
<td>9,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R5</td>
<td>Personal Property File by Exception</td>
<td>65,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>R6</td>
<td>Follow-up Delinquent Collections</td>
<td>10,000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Lines R1-R6</td>
<td>Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

2. Proposers shall also attach any additional costs, if any, in their proposal in this section.

R. Tab XIV, Appendices

Include samples of similar vehicle, motorcycle, trailer and residential parking decal, residential parking permits and all Forms, especially the combined personal property/vehicle decal form produced for other jurisdictions. Proposers can also choose to add other materials that will be helpful to the City in understanding the services proposed.

2.13 ACKNOWLEDGMENT OF INSURANCE REQUIREMENTS

A. The Proposer, by signing and including the City of Alexandria Insurance Checklist Form in its Proposal, acknowledges that it has read and understands the insurance requirements for the RFP provided in the City of Alexandria Insurance Checklist Form.

B. The Proposer also acknowledges that evidence of required insurance coverage must be submitted within ten (10) Business Days following notification of its Proposal being accepted and that the City may rescind its acceptance of the Proposer's
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Proposal upon the failure of the Proposer to promptly provide the evidence of insurance.

2.14 EXAMINATION OF CONTRACT DOCUMENTS

It is the responsibility of each Proposer to examine thoroughly the Contract Documents and other related information set forth in the RFP before submitting a Proposal.

2.15 VALIDITY OF PROPOSALS SUBMITTED IN RESPONSE TO RFP

Proposals shall remain valid for a minimum of one hundred and twenty (120) Calendar Days following the RFP closing date.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART III - GENERAL TERMS AND CONDITIONS

3.1 APPLICABILITY

The terms and conditions set forth in this Part III shall apply to any Contract issued pursuant to the RFP.

3.2 THE CITY

A. Authority of the Purchasing Agent: The Purchasing Agent shall be the contracting officer for the City, who is authorized to execute this Contract and any Change Orders issued pursuant to paragraph 10 of Part III of the RFP. No Notice to the City shall be effective unless a copy is delivered to the Purchasing Agent in accordance with the terms of the Contract.

B. Authority of the Contracting Officer's Technical Representative: The Contract shall be administered by the Finance Department, Treasury Division, who shall be referred to in the Contract Documents as the Contracting Officer's Technical Representative.

C. Additional City Representatives: The COTR may designate one or more additional representatives to coordinate with the Contractor and/or to inspect the Work performed by the Contractor.

3.3 THE CONTRACTOR

A. Licensure: To the extent required by the Commonwealth of Virginia or the City of Alexandria, the Contractor shall be duly licensed to sell the Goods or to perform the Services required to be delivered pursuant to this Contract.

B. Key Persons: If any "Key Persons" are identified in Contractor's Proposal, those Key Persons shall be directly involved in the performance of Contractor's Work hereunder. No Key Person shall be changed without the written consent of City unless such Key Person becomes unavailable to perform his or her duties because of death, disability or termination of employment; provided however, that a Key Person shall be removed at City's request. If a Key Person is no longer capable of performing in the capacity described in the Proposal, or is removed by the City, the City and the Contractor shall agree on a mutually acceptable substitute.

3.4 TERMS FOR PERFORMANCE

A. The Work. The Goods and/or Services required to be delivered pursuant to this Contract shall be in strict accordance with the Specifications included as part of the Contract Documents. All Goods shall be in conformance with the requirements of the Contract Documents and shall be new and unused, unless otherwise specified. All persons
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

performing Services pursuant to the Contract shall be duly qualified to perform those Services and shall hold any licenses required by law for persons performing such Services.

B. Time for Performance: Time is of the essence of this Contract. The Contractor shall deliver all Goods and perform all Services at the time(s) and in the manner(s) specified in the Contract Documents.

C. Brand Name or Equal: Unless otherwise indicated, all brand name references in the Specifications are intended to define a standard and a quality. Substitutions may be used with the written approval of the Purchasing Agent after the Contractor has demonstrated to the satisfaction of the City that the substituted item(s) is equivalent to the one specified. Individual item approvals do not relieve the Contractor of the responsibility to provide a total system that performs in a manner and of a quality intended by the Contract Documents.

3.5 INSPECTION, ACCEPTANCE AND REJECTION

A. Quality Assurance: Contractor and its subcontractors shall provide and maintain a quality assurance system acceptable to the City covering Goods and Services under this Contract and will tender to the City only those Goods that have been inspected and found to conform to the Contract Documents. Contractor will keep records evidencing inspections and their results, and will make these records available to the City during Contract performance and for three years after Acceptance. Contractor shall permit the City to review procedures, practices, processes and related documents to determine the acceptability of Contractor’s quality assurance system or other business practices related to performance of the Contract.

B. Inspection by the City: All Goods shall be subject to inspection and test by the City or its authorized representatives. Contractor and its subcontractors shall provide all reasonable facilities for the safety and convenience of inspectors at no additional cost to the City. Contractor shall furnish to inspectors all information and data as may be reasonably required to perform their inspection.

C. Acceptance: All Goods to be delivered hereunder shall be subject to final inspection, test and Acceptance by the City at destination, notwithstanding any payment or inspection at the source.

D. Rejection: The City shall give Notice of rejection of Goods delivered or Services performed hereunder within a reasonable time after receipt of such Goods or performance of such Services. Acceptance by the City shall not waive any rights that the City might otherwise have at law or by express reservation in this Contract with respect to any nonconformity.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

E. **Waiver of Defects:** Failure of the COTR during the progress of the Work to discover or reject defective Work or Work not in accordance with the Contract Documents shall not be deemed an Acceptance thereof nor a waiver of the City's rights to a proper execution of the Work or any part of it. No progress payment shall be construed to be an Acceptance of the Work or materials which are not in accordance with the Contract Documents, nor a waiver of the City's rights.

F. **Acceptance of Defective or Nonconforming Work:** The City reserves the right to accept any defective Work or Work not in compliance with the Contract Documents; provided, however, that in such event the Contract Sum shall be reduced by an appropriate and equitable amount to account for such defect or noncompliance.

3.6 **SAMPLES**

A. **Samples:** Samples of items may be required by the City for inspection and specification testing and must be furnished free of expense to the City. The samples furnished must be identical in all respects to the products proposed and/or specified in the Contract.

B. **Return of Samples:** Samples, if not destroyed by tests, may, upon request made at the time the sample is furnished, be returned at Contractor's expense.

3.7 **WARRANTY**

A. **General Warranty:** Contractor warrants that the Goods and Services furnished hereunder will conform to the requirements of this Contract (including all descriptions, specifications and drawings made a part hereof), and such Goods will be merchantable, fit for their intended purposes, free from all defects in materials and workmanship and to the extent not manufactured pursuant to detailed designs furnished by the City, free from defects in design. The City's approval of designs or specifications furnished by Contractor shall not relieve the Contractor of its obligations under this warranty.

B. **One Year Continuing Warranty; Equipment Warranties:** In addition to any specific warranty required by the Contract Documents, Contractor warrants all Work against defects in material or workmanship for a period of one year from the date of Acceptance, unless specified otherwise. Contractor shall secure and assign to the City all written warranties of equipment or materials furnished to Contractor or its subcontractors by any manufacturer or supplier.

C. **Commencement of Warranties:** All periods of warranty, and periods of manufacturers' product and/or equipment warranties shall commence on the date of Acceptance of the Work and shall extend for a minimum period of one year thereafter.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

D. Successors and Assigns: All warranties, including special warranties specified elsewhere herein, shall inure to the City, its successors, assigns, customer agencies and users of the Goods or Services.

3.8 PACKING AND SHIPMENT

A. Containers: All Goods shall be packed in suitable containers for protection in shipment and storage, and in accordance with applicable Specifications. Each container of a multiple container shipment shall be identified to: show the number of the container and the total number of containers in the shipment; and the number of the container in which the packing sheet has been enclosed.

B. Packing Sheets: All shipments by Contractor or its subcontractors must include packing sheets identifying: the City’s Contract Number; item number; quantity and unit of measure; part number and description of the Goods shipped; and appropriate evidence of inspection, if required. Goods for different contracts shall be listed on separate packing sheets.

C. Shipments: Shipments must be made as specified in this Contract, as it may be amended, or as otherwise directed in writing by the Purchasing Agent.

3.9 TRANSPORTATION COSTS AND OTHER FEES OR EXPENSES

A. Transportation Costs Included in Contract Sum: No charge for delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, cost of bonds, or for any other purpose will be paid by the City unless expressly included and itemized in the Contract.

B. F.O.B. Shipments: Contractor must strictly follow Contract requirements regarding Free on Board (F.O.B.), freight terms and routing instructions. The City may permit use of an alternate carrier at no additional cost to the City with advance written authorization of the COTR.

C. Damage to Goods: On "F.O.B. Shipping Point" transactions, should any shipments under the Contract be received by the City in a damaged condition and any related freight loss and damage claims filed against the carrier or carriers be wholly or partially declined by the carrier or carriers with the inference that damage was the result of the act of the shipper, such as inadequate packaging or loading or some inherent defect in the equipment and/or material, Contractor, on request of the City, shall at Contractor's own expense assist the City in establishing carrier liability by supplying evidence that the equipment and/or material was properly constructed, manufactured, packaged, and secured to withstand normal transportation conditions.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3.10 CHANGES

A. Change Orders: The City may order changes in the Work consisting of additions, deletions, or modifications, the Contract Sum and the Time for Performance being adjusted accordingly. Such changes in the Work shall be authorized only by written Change Order signed by the Purchasing Agent. The Contract Sum and the Time for Performance shall be changed only by Change Order signed by the Purchasing Agent.

B. Ordering Option: When an Invitation to Bid specifies a fixed quantity of Goods, the Contractor agrees to provide additional quantities in excess of those stated in the Invitation to Bid at the same unit prices stated in the Contractor’s Bid for a period of thirty (30) Calendar Days after the Contract Award. The amount of any such additional quantities shall be added to the Contract Sum by Change Order.

C. Option Periods: If the Contract Documents include one or more option periods, any Contract renewals shall be authorized by Change Order signed by the Purchasing Agent. The Contract Sum in the option period(s) will be based on firm fixed prices. Unless otherwise mutually agreed, in writing, changes in the Contract Sum for subsequent yearly contract renewals may be adjusted by the percentage change in the Consumer Price Index, for all Urban Consumers (CPI-U), for the Washington DC Metropolitan Area from the date of Contract award to the date of the Change Order authorizing the Contract renewal if approved by the Purchasing Agent.

3.11 PAYMENTS TO CONTRACTOR:

A. Payment for Goods upon Delivery: If the Contract requires the delivery of Goods at a specified time, the Contractor shall submit its invoice for the Goods, at the fixed price specified in the Contract, at or within a reasonable time after delivery. If the Goods are accepted, the COTR will approve the invoice and process it for payment.

B. Payment for Services: If the Contract requires the Contractor to perform Services, the Contractor shall submit its invoice for the Services performed during the previous month on or before the 15th day of the following month. The invoice shall bill for the Services at the fixed monthly rate specified in the Contract Documents or shall detail those Services provided and bill at the rates specified in the Contract Documents. The COTR shall verify that the Services have been performed in accordance with the Contract Documents and, if appropriate, will approve the invoice and process it for payment.

C. Progress Payments: If authorized by the terms of the Contract, the Contractor may submit requests for progress payments at such times or upon the occurrence of such events as the Contract Documents may provide.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Upon submission of the request for progress payment, the COTR shall verify the Contractor's entitlement thereto and, if appropriate, shall approve the invoice and process it for payment.

D. The Contractor shall submit original invoices to the COTR which clearly describe and itemize the equipment, supplies or Services provided. In addition, invoices shall contain, at a minimum, the following information:

A. The date of the Contract;
B. The Contract Number;
C. The unit price in accordance with the firm fixed price stated in the Contract;
D. The total extended price; and
E. The total price to the City of the Goods or Services provided.

The City reserves the right to determine whether the invoice is clear or properly itemized. However, if abbreviations or jargon are used on the invoice, the Contractor shall provide a key printed directly on the invoice to explain the abbreviation or jargon.

E. City's Right to Withhold Payment: The City may withhold payment to such extent as may be necessary to protect the City due to loss because of:

A. Defective Work not remedied;
B. Third party claims filed or reasonable evidence indicating probable filing of such claims;
C. Failure of the Contractor to make payments properly to subcontractors or for labor, materials or equipment;
D. Reasonable evidence that the Work cannot be completed for the unpaid balance of the Contract Sum;
E. Damage to the City or another contractor;
F. Reasonable evidence that the Work will not be completed on or before the Time(s) for Performance;
G. Persistent failure to carry out the Work in accordance with the Contract Documents; or
H. Liability, damage, or loss due to injury to persons or damages to the Work or property of other contractors, subcontractors or others, caused by the act or neglect of the Contractor or any of its subcontractors.

F. Time for Payments. In accordance with Paragraph 3-3-56 of the Code of the City of Alexandria, payments are due and payable forty-five (45) Calendar Days after: (a) the date of the City's receipt of Goods or Services; or (b) the COTR's receipt of the Contractor's valid invoice, whichever is later. Within thirty (30) Calendar Days after receipt of the invoice the City shall give the Contractor Notice of any defect or impropriety, which would prevent payment by the required payment date.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3.12 TERMINATION OR SUSPENSION

A. Non-Appropriation of Funds: This Contract is conditioned upon an annual appropriation made by the City Council of the City of Alexandria of funds sufficient to pay the compensation due the Contractor under this Contract. If such an appropriation is not made in any fiscal year, and the City lacks funds from other sources to pay the compensation due under this Contract, the City will be entitled, at the beginning of or during such fiscal year, to terminate this Contract. In that event, the City will not be obligated to make any payments under this Contract beyond the amount properly appropriated for Contract payments in the immediately prior fiscal year. The City will provide the Contractor written Notice of termination of this Contract due to the non-appropriation of funds at least fifteen (15) Calendar Days before the effective date of the termination. However, the City's failure to provide such Notice will not extend this Contract into a fiscal year in which funds for Contract payments have not been appropriated.

B. Termination for Convenience: The City shall have the right to terminate this Contract at its own convenience for any reason by giving fifteen (15) Calendar Days prior written Notice of termination to the Contractor. In such event, the Contractor shall be paid an amount equal to the lesser of: (1) the actual cost of any Work, labor or materials actually performed or in place and the actual cost of any labor, equipment or materials ordered in good faith which could not be canceled, less the salvage value thereof, plus 10%, or (2) the pro rata percentage of completion based upon any schedule of payments set forth in the Contract Documents, plus the actual cost of any labor, equipment or materials ordered in good faith which could not be canceled, less the salvage value thereof. Each subcontract shall contain a similar termination provision for the benefit of the Contractor and the City. The Contractor shall not be entitled to receive anticipated profits on unperformed portions of the Work. The City shall have the right to employ an independent accounting firm to verify any amounts claimed by the Contractor to be due under this Paragraph. The City shall have the right of audit (and Contractor shall have the obligations) stated in Paragraph 21, insofar as they pertain to amounts claimed to be due hereunder.

C. Termination for Default. The City of Alexandria may, by written Notice to the Contractor, terminate the whole or any part of the Contract in any one of the following circumstances:

1. If the Contractor fails to deliver the Goods or perform the Services within the Time(s) for Performance specified in this Contract, and does not cure such failure within a period of ten (10) Calendar Days after receipt of Notice from the Purchasing Agent or designee;

2. If the Contractor fails to perform any of the other provisions of this Contract, fails to make progress so as to endanger performance of this Contract in accordance
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

with its terms, and does not cure such failure within a period of ten (10) Calendar Days after receipt of Notice from the Purchasing Agent or designee; or

3. Without further notice, if the Contractor defaults in the performance of its duties pursuant to paragraphs (1) and/or (2) above more than twice within any consecutive twelve (12) month period, whether or not the Contractor subsequently cures such earlier defaults.

In the event the City terminates this Contract in whole or in part as indicated above, the City may purchase from other vendors Goods or Services similar to those terminated. The defaulting Contractor shall be liable to the City for any excess costs for such similar Goods or Services.

D. **Force Majeure:** Except for defaults of subcontractors at any tier, the Contractor shall not be liable for any excess costs of failure to perform if the failure to perform this Contract arises from causes beyond the control and without the fault or negligence of the Contractor. Excusable causes include, but are not limited to, acts of God or of the public enemy and acts of the federal or state government in either their sovereign or contractual capacities. If the failure to perform is caused by the default of a subcontractor at any tier, and if the cause of the default is beyond the control of both the Contractor and the subcontractor, and without the fault or negligence of either, the Contractor shall not be liable for any excess costs for failure to perform, unless the subcontracted Goods or Services were obtainable from other sources in sufficient time for the Contractor to meet the required Time(s) for Performance.

3.13 CLAIMS AND DISPUTES

A. **Claims:** Contractual claims shall be submitted in writing not later than sixty (60) Calendar Days after the date of Final Payment. No claim shall be considered by the City (and will be deemed to have been waived), unless the Contractor gives written Notice of an intention to file such a claim at the time of the occurrence of the event giving rise to the claim or at the beginning of the Work upon which the claim is based. Written Notice of the Contractor's intention to file a claim pursuant to this Section shall not be sufficient unless Contractor complies with each of the following:

1. The Contractor shall, within five (5) Calendar Days after the occurrence of the event giving rise to such claim or the beginning of the Work upon which the claim is based, deliver to the Purchasing Agent and the COTR written Notice specifying that the Contractor has sustained or is sustaining injury, and detailing the basis of the claim against the City.

2. Within twenty (20) Calendar Days after delivering such Notice, the Contractor shall deliver to the Purchasing Agent and the COTR a sworn affidavit incorporating an itemized breakdown of the nature and amounts of any damages it
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

has incurred or is incurring. This itemized breakdown shall be made to the fullest extent possible; otherwise the claim shall be deemed to be waived.

3. The Purchasing Agent or designee shall make a determination of the claim within fifteen (15) Calendar Days after receipt of the itemized breakdown described in Subparagraph A(2) above, which decision shall be the final determination of the City.

B. No Claim Against City Officials: The Contractor shall make no claim whatsoever against any elected official, appointed official, authorized representative or employee of the City for, or on account of, anything done or omitted to be done in connection with this Contract.

C. Disputes: Disputes shall be resolved in accordance with Sections 3-3-107 and 3-3-108 of the Code of the City of Alexandria, as it may be amended from time to time.

D. Exhaustion of Administrative Procedures: The City and the Contractor agree that no claim or controversy arising under this Contract at any time during or after the performance of the Work shall be brought before any court without first having been submitted to the procedures outlined above, and that failure to comply with such procedures shall be deemed a waiver of such claim.

E. Contractor to Continue Work During Pendency of Dispute: Unless ordered by the City to suspend all or a portion of its Services hereunder, the Contractor shall proceed with the performance of the Work without any interruption or delay during the pendency of any dispute resolution procedures.

3.14 INSURANCE

Prior to beginning Work under this Contract, the Contractor shall furnish to the Purchasing Agent certificate or certificates of insurance, showing that the Contractor has obtained, at its own expense, all insurance coverage listed in the "City of Alexandria, Virginia, Insurance Checklist." These certificates of insurance shall list the City of Alexandria as an additional insured in the amounts and types of insurance listed in the "City of Alexandria, Virginia, Insurance Checklist" and reference this RFP.

3.15 INDEMNITY

The Contractor hereby assumes all liability for and agrees to indemnify and hold harmless the City and its officers, authorized representatives and employees against any and all claims, losses, costs, damages, penalties, liabilities and fees (including reasonable attorneys' fees) and expenses resulting from any material breach of the representations, warranties and covenants of the Contractor contained in the Contract Documents or from any injuries to persons or property caused by the negligence or alleged negligence of the
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

Contractor or its Subcontractors, employees, or authorized representatives, or in any other manner arising out of the performance of this Contract.

3.16 EQUAL EMPLOYMENT OPPORTUNITY: The Contractor hereby agrees:

A. Discrimination Prohibited: Not to discriminate against any employee or applicant for employment on account of race, color, sex, religion, ancestry, national origin, marital status, age, sexual orientation, disability, when such person is a qualified person with a disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

B. Affirmative Action: To implement an affirmative action employment program as defined in Section 12-4-3 of the Code of the City of Alexandria to ensure nondiscrimination in employment under guidelines to be developed by the Human Rights Commission of the City of Alexandria and approved by the City Council of the City of Alexandria.

C. EOE Statement: To include in all solicitations or advertisements for employees placed by or on behalf of the Contractor the words "Equal Opportunity Employer" or a symbol, approved by the commission, meaning same.

D. Notice to Labor Unions: To notify each labor organization or representative of employees with which the Contractor is bound by a collective bargaining agreement or other contract of the Contractor's obligations pursuant to this equal employment opportunity clause.

E. Reports to the City: To submit to the City Manager and the City's Human Rights Administrator, upon request, no more frequently than annually, regular equal employment opportunity reports on a form to be prescribed by the City's Human Rights Administrator with the approval of the City Manager, except that the administrator may request more frequent special reports of particular employers provided the commission has found such employers to have violated any provision of Chapter 4, of Title 12 of the Code of the City of Alexandria.

F. Compliance with Federal Requirements Sufficient: Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this Paragraph.

G. Accommodation of Disabled Workers: To make reasonable accommodation to the known physical or mental limitations of an otherwise qualified person with a disability.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

who is an applicant or employee unless the Contractor can demonstrate that the accommodation would impose an undue hardship on the operation of its business.

H. Reasonable Accommodations: That for the purpose of this paragraph reasonable accommodation may include (i) making facilities used by employees readily accessible to and usable by persons with a disability and (ii) job restructuring, part-time or modified work schedules, acquisitions or modification of equipment or devices, the provision of readers or interpreters and other similar actions.

I. Undue Hardship: That in determining whether an accommodation would impose an undue hardship on the operation of the Contractor's business, factors to be considered include but are not limited to the following:

1. The overall size of the Contractor's business with respect to the number of employees, the number and type of facilities and size of budget;

2. The type of the Contractor's operation, including the composition and structure of the Contractor's work force; and

3. The nature and cost of the accommodation needed.

J. Refusal to Employ: That it may not deny any employment opportunity to a qualified person with a disability who is an employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

K. Subcontracts: To include the provisions in Paragraphs 16.01 through 16.10 of this Article in every subcontract so that such provisions will be binding upon each subcontractor.

L. Non-compliance: That in the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity clause, upon a finding of such noncompliance by the City's Human Rights Commission and certification of such finding by the City Manager, the City Council of the City of Alexandria may terminate or suspend or not renew, in whole or in part, this Contract.

3.17 SMALL AND MINORITY AND WOMEN-OWNED BUSINESS OUTREACH

The City of Alexandria is committed to increase the opportunity for utilization of small, minority and women owned business in all aspects of procurement and have adopted a policy for increasing that participation. This policy is set forth in Sections 3-3-111 and 12-4-6 of the Code of the City of Alexandria. The City reserves the right to make multiple awards if the Purchasing Agent determines that such awards are in the best interest of the City and its SMBE program.

RFP 00000403 53
3.18 ETHICS IN PUBLIC CONTRACTING

The provisions of law set forth in Article IV of the Virginia Public Procurement Act, entitled "Ethics in Public Contracting," Va. Code §§ 2.2-4367 et seq., the State and Local Government Conflict of Interest Act, Va. Code §§ 2.2-3100, et seq., the Virginia Governmental Fraud Act, Va. Code §§ 18.2-498.1 et seq., Articles 2 and 3 of Chapter 10, Title 18.2 of the Code of Virginia, as amended, and Article I of Chapter 3, Title 3 of the Code of the City of Alexandria, all as the same may be amended from time to time, are incorporated herein by reference. The Contractor shall incorporate the above clause in its contracts with each subcontractor.

3.19 DRUG-FREE WORKPLACE

A. Drug-Free Workplace: During the performance of this Contract, the Contractor agrees to (i) provide a drug-free workplace for the Contractor's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the Contractor that the Contractor maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over $10,000, so that the provisions will be binding upon each subcontractor or vendor.

B. Definition: For the purposes of this Paragraph, "drug-free workplace" means a site for the performance of work done in connection with this Contract awarded to Contractor, in accordance with Chapter 3, Title 3, of the Code of the City of Alexandria, the employees of which are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of this Contract.

3.20 NOTICE

A. Written Notice: All Notices required by the terms of this Contract shall be in writing. For purposes of this Paragraph, "writing" shall include facsimile transmissions and electronic mail, provided that reasonable care is used to ensure that the Notice is received by its intended recipient.

B. Notice to Contractor: Written Notice may be served on the Contractor by mail, courier, facsimile transmission or electronic mail to the Contractor's office or to the business address of the Contractor as stated in the Contract Documents.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

C. Notice to City: Written Notice may be served on the City by mail, courier, facsimile transmission or electronic mail to the COTR, with a copy to the Purchasing Agent.

3.21 AUDIT AND PRICE ADJUSTMENT

A. Audit: All records, reports and documents relating to this Contract shall be maintained by Contractor for a period of three (3) years following Final Payment (the "Audit Period"). Such records, reports and documents shall be subject to review and audit by City and the City’s consultants or auditors at mutually convenient times.

B. Price Adjustment for Defective Cost and Pricing Data: If any price, including profit or fee, negotiated in connection with this Contract or any Change Order or modification under this Contract, was increased by any significant amount because the Contractor furnished cost or pricing data that were not complete, accurate and current as of the date agreed upon between the City and Contractor, the price or cost shall be reduced accordingly, and this Contract shall be modified to reflect the reduction. This right to a price reduction is limited to increases resulting from defects in data under which the submission and certification of cost or pricing data were required.

3.22 SERVICE CONTRACT WAGES

A. Living Wage: If applicable, the Contractor shall comply with provisions of Section 3-3-31.1 of the Code of the City of Alexandria during the performance of this Contract. All Contractor employees working on City-owned or City-occupied property shall be paid an hourly wage no less than the hourly wage rate published on the City's world-wide web site at the time of Contract execution (the "Living Wage").

B. Option Periods: For each option period for which the Contract is renewed, Contractor's employees' wages shall be adjusted to correspond to the Living Wage rate posted on the City's World Wide Web site as of the date of the Change Order authorizing the option period. Prior to renewal, the Contractor shall submit, on a form acceptable to the Purchasing Agent, the names of all employees who will be affected by the Living Wage requirements of this Article, their positions, their wage rates prior to the renewal date, their wage rates in conformance with the Living Wage at renewal, and the change in total direct labor costs as a result of the Living Wage changes. No Contract shall be renewed until this information is submitted and approved by the Purchasing Agent. The cost of any such increase in wages, together with applicable labor burdens, shall, be added to the Contract Sum, in addition to any increase otherwise allowed pursuant to Paragraph 3.10C.

C. Complaints by Aggrieved Employees: Within six (6) months of the Contractor's failure to comply with the Living Wage requirements of this provision, an aggrieved employee may file a complaint with the City's Purchasing Agent. If the Purchasing Agent determines that the Contractor has paid its employees a wage rate less than that required

RFP 00000403  55
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

by the Contract, the Contractor shall be liable to the employees for the amount of the unpaid wage, plus interest at the judgment rate. The Contractor shall not discharge, reduce the compensation of, or otherwise retaliate against any employee who files a complaint with the City’s Purchasing Agent, or takes any other action to enforce the requirements of this clause.

D. Additional Compliance Requirements: At all times during the term of the Contract, the Contractor shall:

1. Post the current wage rate in English and Spanish at a prominent place at its offices and each location where its employees perform Services under this Contract;

2. Provide, within five (5) Calendar Days of an employees' request, a written statement of the then current required wage rate;

3. Include the provisions of this clause in all subcontracts for work to be performed by subcontractors on City-owned or City-occupied property, so that provisions of this clause are binding upon subcontractors;

4. Comply with all applicable federal, state and City laws, rules and regulations, including, but not limited to the U.S. Fair Labor Standards Act of 1938, as amended, the U.S. Occupational Safety and Health Act of 1970, as amended, the U.S. Employee Retirement Income Security Act, as amended, and Chapter 3 of Title 40.1 of the Code of Virginia, 1950, as amended (for the purposes of this Contract, the annual schedule of City holidays published by the City Manager's Office shall be used); and

5. Submit, within five (5) Business Days of the end of each period, quarterly and annual payroll reports in a form approved by the Purchasing Agent to include copies of at least four (4) payroll reports for each quarter and two (2) copies of a payroll check for each employee working during the quarter.

E. Contractor Record Keeping: The Contractor shall keep and preserve records which show wages and benefits provided to each employee assigned to perform Services under this Contract for a period of three (3) years after the expiration or earlier termination of this Contract. The Contractor shall permit the City's Purchasing Agent, or authorized representative, to examine, and make copies of, such records at reasonable times and without unreasonable interference with the business of the Contractor.

F. Violations: Violation of any law, rule, regulation, or provision of this clause, as determined by the Purchasing Agent, shall be grounds for termination of this Contract and debarment of the Contractor.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

3.23 COMPLIANCE WITH THE IMMIGRATION REFORM AND CONTROL ACT OF 1986

Unauthorized Aliens: During the performance of any Work under the Contract, the Contractor shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

3.24 STATE CORPORATION COMMISSION REQUIREMENT:

If the Contractor is organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership, the Contractor shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law.

3.25 MISCELLANEOUS PROVISIONS

A. Governing Law: This Contract is governed by the applicable provisions of the Code of the City of Alexandria, and the laws of the Commonwealth of Virginia.

B. Successors, Assigns and Legal Representatives: This Contract shall not be assigned, sublet or transferred, in whole or in part, by operation of law or otherwise, by either of the parties hereto except with the prior written consent of the other. Unless specifically stated to the contrary in any written consent to an assignment, no assignment shall operate to release or discharge the assignor from any duty or responsibility under this Contract.

C. Entire Agreement: The Contract Documents constitute the entire agreement among the parties pertaining to the Work and supersedes all prior and contemporaneous agreements and understandings of the parties in connection therewith.

D. Royalties and Patents: The Contract Sum includes all royalties and costs arising from patents, trademarks, and copyrights in any way involved in the Work. Whenever the Contractor is required or desires to use any design, device, material or process covered by letters of patent or copyright, the Contractor shall indemnify and save harmless the City, its officers, agents and employees from any and all claims for infringement by reason of the use of any such patented design, device, tool, material, equipment, or process to be performed under this Contract, and shall indemnify the City, its officers, agents, authorized representatives, and employees for any costs, expenses and damages which may be incurred by reason of any such infringement at any time during the prosecution and after the completion of the Work.

E. Severability: Should any provision of this Contract be declared invalid for any reason, such decision shall not affect the validity of any other provisions, which other provisions
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

shall remain in force and effect as if this Contract had been executed with the invalid provisions(s) eliminated, and it is hereby declared the intention of the parties that they would have executed the other provisions of this Contract without including therein such provision(s) which may for any reason hereafter be declared invalid.

F. Survival: Any provision of this Contract which contemplates performance subsequent to any termination or expiration of this Contract, including, without limitation, the provisions of Sections 3.7 (Warranty); 3.13 (Claims and Disputes); 3.15 (Indemnity), and 3.21 (Audit and Price Adjustment), shall survive any termination or expiration of this Contract and shall remain in full force and effect according to their terms.

G. Non-Waiver: The failure of Contractor or the City to exercise any right, power or option arising under this Contract, or to insist upon strict compliance with the terms of this Contract, shall not constitute a waiver of the terms and conditions of this Contract with respect to any other or subsequent breach thereof, nor a waiver by Contractor or City of their rights at any time thereafter to require exact and strict compliance with all the terms thereof.

H. Headings: Numbered topical headings, articles, paragraphs, subparagraphs or titles in this Contract are inserted for the convenience of organization and reference and are not intended to affect the interpretation or construction of the terms thereof.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL A - OFFER AND AWARD FORM

NAME OF PROPOSER: 

ADDRESS: 

TELEPHONE NUMBER: (____) ________________________________

FAX NUMBER: (____) ________________________________

FEDERAL EMPLOYMENT IDENTIFICATION NO: ________________________________

ALEXANDRIA BUSINESS LICENSE NO: ________________________________

VIRGINIA CONTRACTOR’S REGISTRATION NO. ________________________________

THIS OFFER AND AWARD FORM SHALL BE SIGNED

For and in consideration of the payment of the Contract Sum, as set forth in the Proposal, subject to modification by a final Contract mutually agreed upon by the City and Proposer, the Proposer offers to perform the Work set forth in Request for Proposals No.00000403, including any addenda, in accordance with the terms of the Proposer’s Proposal, as modified by a final Contract by the City and the Proposer.

By signing this document, the Proposer agrees that, if its Proposal is accepted for the consideration mentioned, it will at its own expense do all of the Work and furnish all the materials, equipment, and labor necessary to carry out this agreement within the time specified in the Request for Proposals pursuant to the Contract Documents identified as:

<table>
<thead>
<tr>
<th>PART</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>X I</td>
<td>Scope of Work</td>
</tr>
<tr>
<td>X II</td>
<td>Instructions and Information for Proposals</td>
</tr>
<tr>
<td>X III</td>
<td>General Conditions of Contract for Goods and Services</td>
</tr>
<tr>
<td>X IV</td>
<td>Required Submittals</td>
</tr>
<tr>
<td>X</td>
<td>Addenda</td>
</tr>
</tbody>
</table>

Proposer’s Authorized Signatory ___________________________ Date ___________________________

Name and Title of Authorized Signatory ___________________________

Accepted by the City of Alexandria, Virginia,

__________________________
Stephen Taylor, Acting Purchasing Agent

This ___ day of ________________, 2014.

RFP 00000403  59
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

ART IV – REQUIRED SUBMITTAL B - KEY PERSONNEL FORM

KEY PERSONNEL: In the spaces provided below, Proposers shall identify a minimum of two (2) key persons who would be assigned to provide contract administration. One of these two (2) individuals shall be available during normal business hours.

KEY PERSON NAME:

TITLE:

LIST QUALIFICATIONS AND EXPERIENCE:


KEY PERSON NAME:

TITLE:

LIST QUALIFICATIONS AND EXPERIENCE:


REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL C - CITY OF ALEXANDRIA INSURANCE CHECKLIST

I understand the Insurance Requirements and will submit a Certificate of Insurance to the City if awarded this contract in the amount and type as set forth below. See continuation sheets for explanation. Items marked “X” are required to be provided by Proposer, if contract award is made.

<table>
<thead>
<tr>
<th>REQUIRED COVERAGE</th>
<th>LIMITS (figures denote minimum limits required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>X 1. Worker's Compensation and Employer's Liability Required when Contractor has three (3) or more employees.</td>
<td>Statutory limits of Commonwealth of Virginia and the state of hire for workers’ compensation. $500,000 each accident; $500,000 each disease; $500,000 policy limit for employer's liability. USL&amp;H and Jones Act coverage endorsements needed for work along and on the river.</td>
</tr>
<tr>
<td>X 2. Commercial General Liability Required on all City contracts.</td>
<td>$1,000,000 combined single limit for bodily injury and property damage each occurrence. $2,000,000 General Aggregate, $2,000,000 Products and Completed Operations Aggregate, $1,000,000 Personal injury and Advertising injury Aggregate. The General Aggregate should apply on a “per project” basis, if construction related. General Liability coverage should include: Premises/Operations, Independent Contractors, Contractual Liability, and Explosion, Collapse, and Underground damage (any type of construction work.) Products and Completed Operations coverage should be maintained for at least three years after the City’s final acceptance of the work.</td>
</tr>
<tr>
<td>X 3. Automobile Liability Required on all City contracts. Sole proprietor contractors must provide evidence of business endorsement on their personal auto policy in lieu of a commercial auto liability policy.</td>
<td>$1,000,000 combined single limit bodily injury and property damage each accident; $1,000,000 Uninsured and Underinsured Motorists. Must include the following: Owned, Hired and Non-Owned. $5,000,000 Motor Carrier Act Endorsement, where applicable.</td>
</tr>
<tr>
<td>4. Property Coverage Required when Contractor: A. Uses their own personal property or equipment on City property and/or</td>
<td>Commercial Property Policy/Builders Risk: Provide replacement cost. Should include all perils (also known as “special” or “all risks”)</td>
</tr>
</tbody>
</table>
### REQUEST FOR PROPOSALS (RFP) NO: 00000403

**PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>B.</strong> Stores or leaves equipment or personal property on City Property; and/or C. Uses materials for building NOT owned by City until installed.</td>
<td>including theft, flood, earthquake, and terrorism. Contractor’s Equipment Floater: Provide coverage for Contractor’s mobile equipment, including road building machinery, steam shovels, hoists, and derricks or any equipment to become part of the permanent structure used on the job by builders of structures, roads, bridges, and tunnels.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>X</th>
<th>5. Crime Policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Required when Contractor:</td>
<td>$1,000,000 limit for employee theft of money, securities and other property owned by the contractor. An endorsement should also be added to the policy to cover theft of the City’s money, securities, or other property (third party coverage).</td>
</tr>
<tr>
<td>A. Collects money, securities or other property on behalf of City, and/or B. Requires the use of City money, securities, or negotiable property to be in Contractor’s care, custody and control and/or C. Has access to computer systems that could involve extortion, theft of monies or securities or other negotiable property.</td>
<td></td>
</tr>
</tbody>
</table>

| 6. Professional Liability/Errors & Omissions | $2,000,000 each claim and aggregate. C. Where applicable $10M Law Enforcement contractors. Coverage may be provided in the General Liability policy in some cases. (e.g. wrongful detention or arrest, etc.). |
| Required when: A. Contractor must maintain a license or special degree. B. services require high level of expertise or knowledge in a particular field to require certification or licensing. C. Law enforcement, contractors A and B services (above) typically include engineering and design services, architects, attorneys, physicians, insurance brokers and agents etc., as well as when access to any private information, electronic data or equipment owned by the City is part of the work. | |

<table>
<thead>
<tr>
<th>X</th>
<th>7. Excess Liability/Umbrella</th>
</tr>
</thead>
<tbody>
<tr>
<td>$1,000,000 Per Occurrence and Aggregate for bodily injury, property damage, personal and advertising injury and products and completed operations. Limits should include an aggregate per project for construction projects. Higher limits may be required in some cases.</td>
<td></td>
</tr>
</tbody>
</table>

| 8. Garage Liability |
| Required when the contractor takes possession of the City’s owned vehicles including buses in order to repair. | $1,000,000 bodily injury and property damage each occurrence/accident. |
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>X 9.</td>
<td>City of Alexandria must be named as an <strong>additional insured</strong> on all insurance policies other than Worker’s Compensation and Professional Liability and must be stated on the certificate(s) of insurance (or the certified policy, if required.) The contractor’s insurance will be primary and the City’s insurance or self-insurance shall be non-contributory. The Contractor should waive and require their insurers to waive by endorsement subrogation rights against the City for losses and damages incurred under the insurance policies required by the agreement. No work should be performed by contractors or subcontractors until a certificate of insurance has been submitted and approved by City to insure compliance with all insurance requirements.</td>
</tr>
</tbody>
</table>

| 10. | **Pollution Liability** Coverage should be included with a $1,000,000 limit for each occurrence, claim or pollution incident. This coverage is required of all contractors performing any type of hazardous material remediation, working with pollutants including asbestos and lead abatement, or performing underground work. Higher limits may be required in some circumstances. |

| X 11. | Thirty (30) day notice of cancellation, non-renewal, material change or coverage reduction is required on all policies. |

| X 12. | Best’s Guide rating: “A-” VIII or better, or its equivalent. The insurance companies should be lawfully authorized to do business in the Commonwealth of Virginia. |

| X 13. | The Certificate(s) of Insurance shall state the RFP/ITB/RFQ/RFI Number and Title. |

Company Name

Proposer’s Authorized Signatory

Date

Name and Title of Authorized Signatory

RFP 00000403 63
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILL, VEHICLE DECALS, AND REVENUE MASS MAILING

ATTACHMENT C - FORM "A" INSURANCE (continuation sheet)

Review this section carefully with your insurance agent prior to Proposal submission. See "Insurance Checklist" for specific coverage requirements applicable to the Contract.

1. General Insurance Requirements:

1. The successful Proposer shall not start work under the Contract until the successful Proposer has obtained at his/her own expense all of the insurance required under the Contract and such insurance has been approved by the City of Alexandria (City); nor shall the successful Proposer allow any subcontractor to start work on any subcontract until all insurance required of the subcontractor has been obtained and approved by the successful Proposer. Approval of insurance required of the successful Proposer and subcontractors for the City will be granted only after submission to the Purchasing Agent of original, signed certificates of insurance or, alternately, at the City's request, certified copies of the required insurance policies.

2. The successful Proposer shall require all subcontractors to maintain during the term of this agreement, Commercial General Liability insurance, Business Automobile Liability insurance, Workers' Compensation and Employers' Liability insurance and other insurance coverage as indicated in PART IV Attachment C, in the same manner as specified for the successful Proposer. Upon request, the successful Proposer shall immediately furnish subcontractors' certificates of insurance to the City.

3. All insurance policies required under the Contract shall include the following provision: Thirty (30) day notice of cancellation, non-renewal, material change, or coverage reduction is required on all policies.

4. No acceptance and/or approval of any insurance by the City shall be construed as relieving or excusing the successful Proposer, or the surety, or its bond, from any liability or obligation imposed upon either or both of them by the provisions of the Contract Documents.

5. The City of Alexandria (including its officers, agents and employees) is to be listed as an additional insured on all insurance policies except Workers' Compensation and Professional Liability, which must be stated on the certificate(s) of insurance or the certified policy, if requested. Coverage afforded under this section shall be primary with respect to the City, its officers, agents, and employees. The contractor's insurance will be primary and the City's insurance or self-insurance shall be non-contributory.

6. The successful Proposer shall provide insurance as specified in the "City of Alexandria, Virginia Insurance Checklist" PART IV Attachment C.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

7. The successful Proposer covenants to save, defend, keep harmless and indemnify the City and all of its officers, agents and employees (collectively the "City") from and against any and all claims, lawsuits, liabilities, loss, damage, injury, costs (including litigation costs and attorney's fees), charges, liability or exposure, however caused, resulting from or arising out of or in any way connected with the successful Proposer's performance or nonperformance of the terms of the Contract Documents or its obligations under the Contract. This indemnification shall continue in full force and effect until the successful Proposer completes all of the Work required under the Contract, except that indemnification shall continue for all claims involving products or completed operations after final acceptance of the Work by the City for which the City gives notice to the successful Proposer after the City's final acceptance of the Work.

8. The successful Proposer shall be responsible for the Work performed under the Contract Documents and every part thereof, and for all materials, tools, equipment, appliances, and property used in connection with the Contract. The successful Proposer assumes all risks for direct and indirect damage or injury to the property or persons used or employed on or in connection with the Work contracted for, and of all damage or injury to any person or property wherever located, resulting from any action, omission, commission or operation under the Contract, or in connection in any way whatsoever with the contracted work.

9. Insurance coverage required in these specifications shall be in force throughout the Contract term. Should the successful Proposer fail to provide acceptable evidence of current insurance within seven (7) Calendar Days of written notice at any time during the Contract term, the City shall have the absolute right to terminate the Contract without any further obligation to the successful Proposer, and successful Proposer shall be liable to the City for the entire additional cost of procuring performance and the cost of performance of the uncompleted portion of the Contract at the time of termination.

10. Contractual and other liability insurance provided under the Contract shall not contain a supervision, inspection or engineering services exclusion that would preclude the City from supervising or inspecting the project. The successful Proposer shall assume all on-the-job responsibilities as to the control of persons directly employed by it and of the subcontractors and any persons employed by the subcontractor.

11. Nothing contained in the specifications shall be construed as creating any contractual relationship between any subcontractor and the City. The successful Proposer shall be fully responsible to the City for the acts and omissions of the subcontractors and of persons employed by them as it is for the acts, commissions and omissions of persons directly employed by it.

12. Precaution shall be exercised by the successful Proposer at all times for the protection of persons (including employees) and property. All existing structures, utilities, roads, services, trees, and shrubbery shall be protected against damage or interruption of service at all times by the successful Proposer and its subcontractors. The successful Proposer
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

shall be held responsible for any damage to persons (including employees) and property occurring by reason of its operation on the property.

13. If the successful Proposer does not meet the insurance requirements of the specifications, alternate insurance coverage, satisfactory to the City's Purchasing Agent, may be considered. Written request for consideration of alternate coverage shall be received by the City's Purchasing Agent at least (10) ten Business Days prior to the date set for opening the Proposals. If the City denies the request for alternate coverage, the specified coverage will be required to be submitted. If the City permits alternate coverage, an amendment to the insurance requirements will be prepared and distributed prior to the time and date set for Proposal openings.

14. All required insurance coverage shall be acquired from insurers authorized to do business in the Commonwealth of Virginia and acceptable to the City. The insurers shall have a policyholders' rating of "A-" or better, and a financial size of "Class VIII" or better in the latest edition of Best's Insurance Reports, unless the City grants specific approval for an exemption, in the same manner as described in section 13 above.

15. The City will consider deductible amounts as part of its review of the financial stability of the Proposer. Any deductibles shall be disclosed in the Proposal and all deductibles will be assumed by the successful Proposer.

II. Successful Proposer's Liability Insurance - "Occurrence" Basis:

1. The successful Proposer shall purchase and maintain in a company or companies authorized to do business in the Commonwealth of Virginia, and acceptable to the City such insurance as will protect the successful Proposer and the City from claims set forth below which may arise out of or result from the successful Proposer operations under the Contract, whether such operations are by the successful Proposer or by any subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

A. Claims under Workers' Compensation, disability benefits and other similar employee benefit acts;
B. Claims for damages because of bodily injury, occupational sickness or disease, or death of successful Proposer's employees;
C. Claims for damages because of bodily injury, sickness or disease, or death of any person other than successful Proposer's employees;
D. Claims for damages insured by usual Personal Injury Liability coverage which are sustained by any person as a result of an offense directly or indirectly related to the employment of such person by the successful Proposer, or by any other person;
E. Claims for damages, other than to the Work itself (but only to the extent of coverage under any Builders' Risk or other property form, if applicable) because
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

of injury to or destruction of tangible property, including loss of use resulting there from;

F. Claims for damages because of bodily injury or death of any person or property damage arising out of the ownership, maintenance of use of any owned, hired, or non-owned motor vehicle.

2. The specific insurance policies required to cover the claims listed above in subsection II. I shall include terms and provisions, and be written for not less than the limits of liability, (or greater limits if required by law or contract) as shown on the "City of Alexandria, Virginia Insurance Checklist" contained in the Request for Proposals documents.

A. Commercial General Liability - Such Commercial General Liability policy shall include any or all of the following as dictated on the "City of Alexandria, Virginia Insurance Checklist":

i. Premises/Operations;
ii. Actions of Independent Contractors;
iii. Products/Completed Operations to be maintained for three years after completion of the Work;
iv. Contractual liability including protection for the successful Proposer from claims arising out of liability assumed under the Contract, and including Automobile Contractual Liability;
v. Personal Injury and Advertising Injury Liability
vi. Explosion, Collapse or Underground Hazards.

B. Commercial Automobile Liability including Uninsured Motorist's and Underinsured Motorists Coverage.

C. Workers' Compensation - statutory benefits as required by Virginia law or the U.S. Longshoremen's and Harbor Workers' Compensation Act, or other laws as required by labor union agreements, including standard Other States coverage; and Employers' Liability coverage.

III. Commercial General or other required Liability Insurance - "Claims Made" Basis

1. If Commercial General or other liability insurance purchased by the successful Proposer has been issued on a "claims made" basis, the successful Proposer shall comply with the following additional conditions. The limits of liability and the extensions to be included as described in the "City of Alexandria, Virginia Insurance Checklist" remain the same. However, the successful Proposer shall either:

   (a) Agree to provide the certificates of insurance evidencing the above coverage for a period of three years after final payment for the Contract. This certificate shall evidence a retroactive date, no later than the beginning of the successful Proposer or subcontractors Work under the Contract; or
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

(b) Purchase a three year extended reporting period endorsement for the policy or policies in force during the term of the Contract as evidence of the purchase of this extended reporting period endorsement by means of a certificate of insurance or a certified copy of the endorsement itself.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL D - REQUIRED INFORMATION FORM
Each Proposer submitting a response to this Request for Proposal is to provide the following information:

1. Minority Business Firm [ ] Yes [ ] No [ ] Partnership [ ] Yes [ ] No [ ]
Small Business Firm [ ] Yes [ ] No [ ] Corporation [ ] Yes [ ] No [ ]
Sole Proprietorship [ ] Yes [ ] No [ ]

2. Sole proprietorships and partnerships are to provide the following information:
Name ____________________________________________________________
Address ___________________________________________________________
City _______________________________________________________________
State __________________________

Partnerships are to provide this information for all partners.

3. If the Proposer is a corporation, provide the following:
State of Incorporation _______ Charter number of the Virginia Certificate of Authority___________ Date of Incorporation__________________________

Foreign corporations desiring to transact business in the State of Virginia shall register with the State Corporation Commission in accordance with Section 13.1-757 of the Code of Virginia, as amended.

4. Each corporation is to provide the names of the following officers:
President ___________________________________________________________
Vice-President _____________________________________________________
Secretary __________________________________________________________
Treasurer ___________________________________________________________
Registered Agent ___________________________________________________

Company Name _____________________________________________________
Proposer’s Authorized Signatory ___________________________ Date ______
Name and Title of Authorized Signatory

RFP 00000403 69
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV - REQUIRED SUBMITTAL E - CERTIFIED STATEMENT OF NON-COLLUSION

A. This is to certify that the undersigned is seeking, offering or agreeing to transact business or commerce with the City of Alexandria, a municipal corporation of Virginia, or seeking, offering or agreeing to receive any portion of the public funds or moneys, and that the offer or agreement or any claim resulting therefrom is not the result of, or affected by, any act of collusion with another person engaged in the same line of business or commerce; or any act of fraud punishable under Article 1.1 (Virginia Governmental Frauds Act), Chapter 12 (Miscellaneous), Title 18.2 (Crimes and Offenses Generally) of the Code of Virginia (1950), as amended.

B. This is to further certify that the undersigned has read and understands the following:

(1) The City is authorized by Section 18.2-498.4 of the Code of Virginia (1950) as amended, to require this certified statement. That section also provides that any person that is required to submit this statement that knowingly makes a false statement shall be guilty of a Class 6 felony.

(2) Section 18.2-498.3 of the Code of Virginia (1950), as amended, provides that any person, in any commercial dealing in any matter within the jurisdiction of any local government or any department or agency thereof, who knowingly falsifies, conceals, misleads, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious or fraudulent statements or representations, or makes or uses any false writing or document knowing the same to contain any false, fictitious or fraudulent statement or entry, shall be guilty of a Class 6 felony.

(3) Section 59.1-68.7 of the Code of Virginia (1950), as amended, provides that any combination, conspiracy or agreement to intentionally rig, alter or otherwise manipulate, or to cause to be rigged, altered or otherwise manipulated, any Proposal submitted to any governmental unit for the purpose of allocating purchases or sales to or among persons, raising or otherwise fixing the prices of goods or services, or excluding other persons from dealing with the state or any other governmental unit shall be unlawful. Any person violating the foregoing shall be guilty of a Class 6 felony.

______________________________
Company Name

______________________________
Proposer’s Authorized Signatory  Date

______________________________
Name and Title of Proposer’s Authorized Signatory

RFP 00000403  70
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL F - DISCLOSURES RELATING TO CITY OFFICIALS AND EMPLOYEES

A. I hereby state that, as of this date (check one):
   ( ) Our firm has no reason to believe that any member of the City Council, any official or employee of the City, or any member of any commission, committee, board or corporation controlled or appointed by the City Council has already received, in connection with or related in any way to this contract, or has been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value
   ( ) Our firm has reason to believe that the following City Council members, City officials and/or employees, and/or members of a Council-appointed or controlled commission, committee, board or corporation have already received, in connection with or related in any way to this contract, or have been promised, in the event this contract is awarded to the firm, any commission, finder's fee or other thing of value:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. I hereby state that, as of this date:
   ( ) Our firm has no reason to believe that any member of the City Council or any official or employee of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm
   ( ) Our firm has reason to believe that the following members of the City Council and officials and employees of the City would or may be financially affected, whether affirmatively or negatively, and whether personally or through a spouse or other family member, if this contract were awarded to the firm:

<table>
<thead>
<tr>
<th>Name</th>
<th>Title/Position</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Company Name

Proposer's Authorized Signatory  Date

Name and Title of Proposer’s Authorized Signatory

RFP 00000403  71
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL G - EQUAL EMPLOYMENT OPPORTUNITY AGREEMENT

The contractor hereby agrees:

(1) Not to discriminate against any employee or applicant for employment on account of race, color, religion, sex, ancestry, national origin, marital status, age, sexual orientation, or handicap, except as is otherwise provided by law.

(2) Implement an affirmative action employment program as defined in section 12-4-3 of the Code of the City of Alexandria, Virginia, 1981, as amended, to ensure non-discrimination in employment under guidelines to be developed by the commission and approved by the city council.

(3) To include in all solicitations or advertisements for employees placed by or in behalf of the contractor the words "Equal Opportunity Employer" or a symbol, approved by the Alexandria Human Rights Commission, meaning the same.

(4) To notify each labor organization or representative of employees with which said contractor is bound by a collective bargaining agreement or other contract of the contractor's obligations pursuant to this equal employment opportunity clause.

(5) To submit to the city manager and the city's human rights administrator, upon request, no more frequently than annually, regular equal employment opportunity reports on a form to be prescribed by the city manager.

(6) To make reasonable accommodation to the known physical or mental limitations of an otherwise qualified handicapped applicant or employee unless the contractor can demonstrate that the accommodation would impose an undue hardship on the operation of the contractor's business, factors to be considered include but are not limited to, the following:

A. the overall size of the contractor's business with respect to the number of employees, the number and type of facilities and size of budget;
B. the type of the contractor's operation, including the composition and structure of the contractor's work force; and
C. the nature and cost of the accommodation needed.

Contractor may not deny any employment opportunity to a qualified handicapped employee or applicant if the basis for the denial is the need to make reasonable accommodation to the physical or mental limitations of the employee or applicant.

(7) To include the provisions in paragraphs (1) through (6) hereof in every subcontract so that such provisions will be binding upon each subcontractor.
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

(8) In the event of the contractor's non-compliance with any provision, upon a finding of such non-compliance by the city's human rights commission and certification of such finding by the city manager, the city council may terminate or suspend or not renew, in whole or in part, this contract.

Company Name

Proposer's Authorized Signatory

Date

Name and Title of Proposer's Authorized Signatory
REQUEST FOR PROPOSALS (RFP) NO: 00000403

PRODUCTION AND MAILING OF BUSINESS TAX AND COMBINED PERSONAL PROPERTY TAX BILLS, VEHICLE DECALS, AND REVENUE MASS MAILING

PART IV – REQUIRED SUBMITTAL H W-9, Request for Taxpayer Identification

[Image: W-9 form]

Social security number

Employer Identification number

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners’ share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester’s form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-5(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners’ share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,
Staff Experience

Graphic Communications Group, Incorporated (GCG) has been incorporated in the Commonwealth of Virginia since 1996. GCG has two employees.

Jeff Walter, jwalter@e-gcg.com, President of GCG, will always be your main point of contact for your Contract. His experience and knowledge in handling the many details involved with these Contracts allows us to deliver the best product on time and without issue. Jeff Walter will sign and is authorized to bind GCG for this and any Contract. Jeff Walter holds a BS in Business Administration from The Citadel and founded and run GCG since its inception in 1991.

Deborah Walter, dwalter@e-gcg.com, Project Manager and Accounting Manager will also be available to help communicate and handle day to day details associated with the logistics of the Contract. Deborah Walter holds an Accounting degree from Old Dominion University and has worked for GCG for 16 years.

MDI Imaging and Mail, is our personalization and mailing partner.

Jay Hartman, jayh@mdimail.biz, Jay is our CSR from MDI. Jay is extremely detail oriented and has been working on the Alexandria projects for over 7 years. He coordinates between the programmers and the production staffs to make sure all aspects of the project are moving forward and on time.

Chris Sullivan, chris@mdimail.biz, Chris is one of the owners of MDI Imaging and Mail and has been working with Alexandria for over 10 years. His IT experience was invaluable in determining the best way to integrate post production data back into the new Alexandria systems.
EXHIBIT D

GRAPHIC COMMUNICATIONS, INC. BEST AND FINAL OFFER SUBMITTED IN RESPONSE TO THE RFP #00000403 DATED MARCH 13, 2014

USE THESE PRICES - BEST AND FINAL OFFER
<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Estimated Quantity</th>
<th>Cost/Unit</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Business Property Tax Bill Forms</td>
<td>10,000</td>
<td>$30.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>2.</td>
<td>Combined Personal Property Tax Bill and Decal Forms</td>
<td>115,000</td>
<td>$21.60</td>
<td>$24,840.00</td>
</tr>
<tr>
<td>3.</td>
<td>Decal Transmittal Forms</td>
<td>50,000</td>
<td>$216.00</td>
<td>$10,800.00</td>
</tr>
<tr>
<td>4.</td>
<td>Personal Property Tax Bill Forms</td>
<td>40,000</td>
<td>$30.00</td>
<td>$1,200.00</td>
</tr>
<tr>
<td>5.</td>
<td>Loose Vehicle Decals (No Form)</td>
<td>2,000</td>
<td>$55.00/EA</td>
<td>$110.00</td>
</tr>
<tr>
<td>6.</td>
<td>For Hire Decals (No Form)</td>
<td>2,000</td>
<td>$55.00/EA</td>
<td>$110.00</td>
</tr>
<tr>
<td>7.</td>
<td>Motorcycle Decals</td>
<td>2,000</td>
<td>$75.00/EA</td>
<td>$150.00</td>
</tr>
<tr>
<td>8.</td>
<td>Trailer Decals</td>
<td>1,500</td>
<td>$75.00/EA</td>
<td>$112.50</td>
</tr>
<tr>
<td>9.</td>
<td>Residential Parking Decals</td>
<td>22,250</td>
<td>$55.00/EA</td>
<td>$1,237.50</td>
</tr>
<tr>
<td>10.</td>
<td>Residential Parking Permits</td>
<td>21,400</td>
<td>$70.00/EA</td>
<td>$1,510.00</td>
</tr>
<tr>
<td>11.</td>
<td>Printing Variable Business Property Tax Data</td>
<td>6,500</td>
<td>$70.00</td>
<td>$455.00</td>
</tr>
<tr>
<td>12.</td>
<td>Printing Variable Combined Personal Property Tax and Decal Data</td>
<td>96,000</td>
<td>$57.00</td>
<td>$5,472.00</td>
</tr>
<tr>
<td>13.</td>
<td>Printing Variable Personal Property Tax Data (No Decal)</td>
<td>29,100</td>
<td>$44.00</td>
<td>$1,280.00</td>
</tr>
<tr>
<td>14.</td>
<td>Standard #10 Window Envelopes</td>
<td>120,000</td>
<td>$35.00</td>
<td>$4,200.00</td>
</tr>
<tr>
<td>15.</td>
<td>Business Property Tax, Standard #9 Return Envelopes (box number: 34901)</td>
<td>10,000</td>
<td>$30.00</td>
<td>$300.00</td>
</tr>
<tr>
<td>16.</td>
<td>Combined Personal Property Tax and Decal Standard #9 Return Envelopes (box number: 34710)</td>
<td>85,000</td>
<td>$30.00</td>
<td>$2,550.00</td>
</tr>
<tr>
<td>17.</td>
<td>Personal Property Tax Standard #9 Return Envelopes (box number: 34899)</td>
<td>25,000</td>
<td>$30.00</td>
<td>$750.00</td>
</tr>
<tr>
<td>18.</td>
<td>Personal Property Tax Insert</td>
<td>90,000</td>
<td>$25.00</td>
<td>$2,250.00</td>
</tr>
<tr>
<td>19.</td>
<td>Small Business Development Center Insert</td>
<td>6,500</td>
<td>$185.00</td>
<td>$1,202.50</td>
</tr>
<tr>
<td>20.</td>
<td>Machine Inserting No Decal, Presorting and</td>
<td>24,500</td>
<td>$47.00</td>
<td>$1,140.00</td>
</tr>
<tr>
<td>Item</td>
<td>Description</td>
<td>Estimated</td>
<td>Cost/Unit</td>
<td>Total Cost</td>
</tr>
<tr>
<td>--------</td>
<td>--------------------------------------------------</td>
<td>-----------</td>
<td>-----------</td>
<td>-------------</td>
</tr>
<tr>
<td>21.</td>
<td>Machine Inserting With Decal, Presorting and Mailing Tax Bills</td>
<td>75,500</td>
<td>$160.00</td>
<td>$46,500.00</td>
</tr>
<tr>
<td>22.</td>
<td>Hand Inserting With Parking Decal, Presorting and Mailing Tax Bills</td>
<td>12,600</td>
<td>$190.00</td>
<td>$2,394.00</td>
</tr>
<tr>
<td>23.</td>
<td>Hand Inserting No Parking Decal, Presorting and Mailing Tax Bills</td>
<td>19,000</td>
<td>$165.00</td>
<td>$3,135.00</td>
</tr>
<tr>
<td>24.</td>
<td>Lettershop Services – Additional Versions</td>
<td></td>
<td></td>
<td>$180.00/ea</td>
</tr>
<tr>
<td>25.</td>
<td>Shipping/Courier Costs</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26.</td>
<td>Data Processing/Programming Costs. (Cost for programming modifications requested after first year of contract. No programming charges will be paid for updating the year digits on subsequent year forms, for loading programs to print data or for programming required due to Contractor error.)</td>
<td></td>
<td>$9.00/m</td>
<td></td>
</tr>
<tr>
<td>27.</td>
<td>Graphic Design/Author Alteration Costs. (Cost for modifications requested after first year of contract. No design charges will be paid for updating the year digits on subsequent year forms, generating proofs or for changes required due to Contractor error.)</td>
<td></td>
<td>$150.00/hr</td>
<td>$160/Proj-Chg</td>
</tr>
<tr>
<td>28.</td>
<td>Set Ups (No charge for additional set ups required due to Contractor error.)</td>
<td></td>
<td>$250.00</td>
<td></td>
</tr>
<tr>
<td>29.</td>
<td>Generate Business Property Tax Bill PDF Images</td>
<td>6,500</td>
<td>$475.00</td>
<td>$3,050.00</td>
</tr>
<tr>
<td>30.</td>
<td>Live Sample Costs (No charge for additional live samples required due to Contractor error.)</td>
<td></td>
<td>$350.00</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Total Lines 1-30 Above</td>
<td></td>
<td></td>
<td>$69,694.40</td>
</tr>
<tr>
<td></td>
<td>Item Description Estimated Cost/Unit Total Cost</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Description</td>
<td>Quantity</td>
<td>$/Unit</td>
<td>Total</td>
</tr>
<tr>
<td>----</td>
<td>-------------------------------------------</td>
<td>----------</td>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>R1</td>
<td>Personal Property Notice Letter</td>
<td>12,000</td>
<td>$165</td>
<td>$1,980</td>
</tr>
<tr>
<td>R2</td>
<td>Business License Renewal Application</td>
<td>10,000</td>
<td>$118</td>
<td>$1,180</td>
</tr>
<tr>
<td>R3</td>
<td>Personal Property Notice of Intent Letter</td>
<td>12,000</td>
<td>$165</td>
<td>$1,980</td>
</tr>
<tr>
<td>R4</td>
<td>Business Personal Property Returns</td>
<td>9,000</td>
<td>$450</td>
<td>$4,050</td>
</tr>
<tr>
<td>R5</td>
<td>Personal Property File by Exception</td>
<td>65,000</td>
<td>$182</td>
<td>$11,830</td>
</tr>
<tr>
<td>R6</td>
<td>Follow-up Delinquent Collections</td>
<td>10,000</td>
<td>$165</td>
<td>$1,650</td>
</tr>
<tr>
<td></td>
<td>Total Lines R1-R6</td>
<td></td>
<td></td>
<td>$32,490</td>
</tr>
</tbody>
</table>

Please attach any additional costs, if any, in their proposal in this section.

* Does not include cost for envelopes.
* Use envelope costs from line items
  14 & 15 for #10 & #9 envelopes