

Dane County Contract Cover Sheet

RES 057
Significant

Dept./Division	Treasurer
Vendor Name	Business Communication Solutions, LLC
Vendor MUNIS #	29517
Brief Contract Title/Description	Tax & Assessment Printing
Contract Term	4/1/2020 - 4/1/2025
Total Contract Amount	\$ 250,000

Contract # <small>Admin will assign</small>	14019
Addendum	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of Contract	
<input checked="" type="checkbox"/>	Dane County Contract
<input type="checkbox"/>	Grant
<input type="checkbox"/>	County Lessee
<input type="checkbox"/>	County Lessor
<input type="checkbox"/>	Intergovernmental
<input type="checkbox"/>	Purchase of Property
<input type="checkbox"/>	Property Sale
<input type="checkbox"/>	Other

Purchasing Authority	<input type="checkbox"/> \$11,000 or under – Best Judgment (1 quote required)		
	<input type="checkbox"/> Between \$11,000 – \$37,000 (\$0 – \$25,000 Public Works) (3 quotes required)		
	<input checked="" type="checkbox"/> Over \$37,000 (\$25,000 Public Works) (Formal RFB/RFP required)	RFB/RFP #	120020
	<input type="checkbox"/> Bid Waiver – \$37,000 or under (\$25,000 or under Public Works)		
	<input type="checkbox"/> Bid Waiver – Over \$37,000 (N/A to Public Works)		
	<input type="checkbox"/> N/A – Grants, Leases, Intergovernmental, Property Purchase/Sale, Other		

MUNIS Req.	Org Code	TREAS	Obj Code	21990	Amount	\$ 40,000
Req #	470	Org Code	Obj Code		Amount	\$
Year	2020	Org Code	Obj Code		Amount	\$

Resolution	A resolution is required if the contract exceeds \$100,000 (\$40,000 Public Works). A copy of the Resolution must be attached to the contract cover sheet.						
	<input type="checkbox"/> Contract does not exceed \$100,000 (\$40,000 Public Works) – a resolution is not required.						
	<input checked="" type="checkbox"/> Contract exceeds \$100,000 (\$40,000 Public Works) – resolution required.					Res #	057
	<input type="checkbox"/> A copy of the Resolution is attached to the contract cover sheet.					Year	2020

Contract Review/Approvals				
Initials	Dept.	Date In	Date Out	Comments
MG	Received by DOA	5/18/20		
ch	Controller		5/18/20	approval via email
mr	Purchasing		5/18/20	approval via email
dg	Corporation Counsel		5/18/20	approval via email
dl	Risk Management		5/18/20	approval via email
	County Executive			

Dane County Dept. Contact Info		Vendor Contact Info	
Name	Adam Gallagher	Name	Kirk Dresen
Phone #	608.266.4151	Phone #	608.849.9730
Email	gallagher@countyofdane.com	Email	kirk.dresen@bcs-innovation.com
Address	210 Martin Luther King Jr Blvd #114 Madison, WI 53703	Address	317 Raemisch Rd Waunakee, WI 53597

Certification:	
The attached contract is a:	
<input checked="" type="checkbox"/>	Dane County Contract <u>without</u> any modifications.
<input type="checkbox"/>	Dane County Contract <u>with</u> modifications. The modifications have been reviewed by:
<input type="checkbox"/>	Non-standard contract.

Contract Cover Sheet Signature

Department Approval of Contract		
Dept. Head / Authorized Designee	Signature	Date
	<i>T. Adam Gallagher</i>	05.14.2020
	Printed Name	
	T Adam Gallagher	

Contracts Exceeding \$100,000

Major Contracts Review – DCO Sect. 25.11(3)

Director of Administration	Signature	Date
	<i>Greg Brockmeyer</i>	5/29/20
	Comments	
Corporation Counsel	Signature	Date
	<i>David Gault</i>	5/18/20
	Comments	

Goldade, Michelle

From: Goldade, Michelle
Sent: Monday, May 18, 2020 10:25 AM
To: Hicklin, Charles; Rogan, Megan; Gault, David; Lowndes, Daniel
Cc: Stavn, Stephanie
Subject: Contract #14019
Attachments: 14019.pdf

Tracking:	Recipient	Read	Response
	Hicklin, Charles	Read: 5/18/2020 10:58 AM	Approve: 5/18/2020 10:59 AM
	Rogan, Megan	Read: 5/18/2020 10:27 AM	Approve: 5/18/2020 10:27 AM
	Gault, David		
	Lowndes, Daniel	Read: 5/18/2020 10:26 AM	Approve: 5/18/2020 10:26 AM
	Stavn, Stephanie	Read: 5/18/2020 11:32 AM	

Contract #14019
Department: Treasurer
Vendor: Business Communication Solutions LLC
Contract Description: Tax Bills & Assessment Rolls Printing (Res 057)
Contract Term: 4/1/20 – 4/1/25
Contract Amount: \$250,000

Please review the contract and indicate using the vote button above if you approve or disapprove of this contract.

Thanks much,
Michelle

Michelle Goldade

Administrative Assistant II
Dane County Department of Administration
Room 362, City-County Building
210 Martin Luther King, Jr. Boulevard
Madison, WI 53703
PH: 608/266-4941
Fax: 608/266-4425
TDD: Call WI Relay 711

Goldade, Michelle

From: Gault, David
Sent: Monday, May 18, 2020 4:22 PM
To: Goldade, Michelle
Subject: Approve: Contract #14019

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AUTHORIZING PURCHASE OF SERVICES AGREEMENT BETWEEN DANE COUNTY AND BCS FOR TAX & ASSESSMENT PRINTING NEEDS

Upon expiration of the current agreement, the Purchasing Division of the Department of Administration recently solicited proposals for printing needs for tax bills, notices, tax rolls, and assessment rolls. Following receipt and scoring of the proposals, staff recommends a Purchase of Services Agreement be awarded to Business Communication Solutions, LLC (BCS).

Services provided by the vendor under this agreement include printing needs for tax bills, notices, tax rolls, and assessment rolls. The agreement is covered by funds budgeted annually for these services.

NOW, THEREFORE, BE IT RESOLVED that BCS be awarded a five-year contract not to exceed \$50,000 annually; and

BE IT FURTHER RESOLVED that staff of the Treasurer’s Office and the Department of Planning and Development be directed to ensure the terms of the agreement are satisfied; and

BE IT FINALLY RESOLVED that the County Executive and the County Clerk be authorized to sign the Purchase of Services Agreement.

Submitted by: _____

DANE COUNTY CONTRACT # 14019



of Pages Including Schedules:

Expiration Date: April 1, 2025

Authority: Res. # , 19-20

Department: Treasurer

Maximum Cost: \$250,000

Registered Agent:

Registered Agent Address:

THIS AGREEMENT, made and entered into, by and between the County of Dane (hereafter referred to as "COUNTY") and Business Communication Solutions, LLC. (hereafter, "PROVIDER"),

WITNESSETH:

WHEREAS COUNTY, whose address is 210 Martin Luther King Jr. Blvd., Room 110, desires to purchase services from PROVIDER for the purpose of printing tax bills, tax and assessment rolls, various notices, and a number of reports and other forms;

WHEREAS PROVIDER, whose address is 317 Raemisch Rd. Waunakee, WI 53597, is able and willing to provide such services;

NOW, THEREFORE, in consideration of the above premises and the mutual covenants of the parties hereinafter set forth, the receipt and sufficiency of which is acknowledged by each party for itself, COUNTY and PROVIDER do agree as follows:

I. TERM:

The term of this Agreement shall commence as of the date by which all parties have executed this Agreement and shall end as of the EXPIRATION DATE set forth on page 1 hereof, unless sooner agreed to in writing by the parties. PROVIDER shall complete its obligations under this Agreement not later than the EXPIRATION DATE. Upon failure of PROVIDER to complete its obligation set forth herein by the EXPIRATION DATE, COUNTY may invoke the penalties, if any, set forth in this document and its attachments.

II. SERVICES:

A. PROVIDER agrees to provide the services detailed in the bid specifications, if any; the request for proposals (RFP) and PROVIDER's response thereto, if any; and on the attached Schedule A, which is fully incorporated herein by reference. In the event of a conflict between or among the bid specifications, the RFP or responses thereto, or the terms of Schedule A or any of them, it is agreed that the terms of Schedule A, to the extent of any conflict, are controlling.

B. PROVIDER shall commence, carry on and complete its obligations under this Agreement with all deliberate speed and in a sound, economical and efficient manner, in accordance with this Agreement and all applicable laws. In providing services under this Agreement, PROVIDER agrees to cooperate with the various departments, agencies, employees and officers of COUNTY.

- C. PROVIDER agrees to secure at PROVIDER's own expense all personnel necessary to carry out PROVIDER's obligations under this Agreement. Such personnel shall not be deemed to be employees of COUNTY nor shall they or any of them have or be deemed to have any direct contractual relationship with COUNTY.

III. ASSIGNMENT/TRANSFER:

PROVIDER shall neither assign nor transfer any interest or obligation in this Agreement, without the prior written consent of COUNTY unless otherwise provided herein, provided that claims for money due or to become due PROVIDER from COUNTY under this Agreement may be assigned to a bank, trust company or other financial institution without such approval if and only if the instrument of assignment contains a provision substantially to the effect that it is agreed that the right of the assignee in and to any moneys due or to become due to PROVIDER shall be subject to prior claims of all persons, firms and corporations for services rendered or materials supplied for the performance of the work called for in this Agreement. PROVIDER shall promptly provide notice of any such assignment or transfer to COUNTY.

IV. TERMINATION:

A. Failure of PROVIDER to fulfill any of its obligations under this Agreement in a timely manner, or violation by PROVIDER of any of the covenants or stipulations of this Agreement, shall constitute grounds for COUNTY to terminate this Agreement by giving a thirty (30) day written notice to PROVIDER.

B. The following shall constitute grounds for immediate termination:

1. violation by PROVIDER of any State, Federal or local law, or failure by PROVIDER to comply with any applicable States and Federal service standards, as expressed by applicable statutes, rules and regulations.
2. failure by PROVIDER to carry applicable licenses or certifications as required by law.
3. failure of PROVIDER to comply with reporting requirements contained herein.
4. inability of PROVIDER to perform the work provided for herein.

C. Failure of the Dane County Board of Supervisors or the State or Federal Governments to appropriate sufficient funds to carry out COUNTY's obligations hereunder, shall result in automatic termination of this Agreement as of the date funds are no longer available, without notice.

D. In the event COUNTY terminates this Agreement as provided herein, all finished and unfinished documents, services, papers, data, products, and the like prepared, produced or made by PROVIDER under this Agreement shall at the option of COUNTY become the property of COUNTY, and PROVIDER shall be entitled to receive just and equitable compensation, subject to any penalty, for any satisfactory work completed on such documents, services, papers, data, products or the like. Notwithstanding the above, PROVIDER shall not be relieved of liability to COUNTY for damages sustained by COUNTY by virtue of any breach of this Agreement by PROVIDER, and COUNTY may withhold any payments to PROVIDER for the purpose of offset.

V. PAYMENT:

COUNTY agrees to make such payments for services rendered under this Agreement as and in the manner specified herein and in the attached Schedule B, which is fully incorporated herein by reference. Notwithstanding any language to the contrary in this Agreement or its attachments, COUNTY shall never be required to pay more than the sum set forth on page 1 of this Agreement under the heading MAXIMUM COST, for all services rendered by PROVIDER under this Agreement.

VI. REPORTS:

PROVIDER agrees to make such reports as are required in the attached Schedule C, which is fully incorporated herein by reference. With respect to such reports it is expressly understood that time is of the essence and that the failure of PROVIDER to comply with the time limits set forth in said Schedule C shall result in the penalties set forth herein.

VII. DELIVERY OF NOTICE:

Notices, bills, invoices and reports required by this Agreement shall be deemed delivered as of the date of postmark if deposited in a United States mailbox, first class postage attached, addressed to a party's address as set forth above. It shall be the duty of a party changing its address to notify the other party in writing within a reasonable time.

VIII. INSURANCE:

A. PROVIDER shall indemnify, hold harmless and defend COUNTY, its boards, commissions, agencies, officers, employees and representatives against any and all liability, loss (including, but not limited to, property damage, bodily injury and loss of life), damages, costs or expenses which COUNTY, its officers, employees, agencies, boards, commissions and representatives may sustain, incur or be required to pay by reason of PROVIDER's furnishing the services or goods required to be provided under this Agreement, provided, however, that the provisions of this paragraph shall not apply to liabilities, losses, charges, costs, or expenses caused by or resulting from the acts or omissions of COUNTY, its agencies, boards, commissions, officers, employees or representatives. The obligations of PROVIDER under this paragraph shall survive the expiration or termination of this Agreement.

B. In order to protect itself and COUNTY, its officers, boards, commissions, agencies, agents, volunteers, employees and representatives under the indemnity provisions of the subparagraph above, PROVIDER shall, at PROVIDER's own expense, obtain and at all times during the term of this Agreement keep in full force and effect the insurance coverages, limits, and endorsements listed below. When obtaining required insurance under this Agreement and otherwise, PROVIDER agrees to preserve COUNTY's subrogation rights in all such matters that may arise that are covered by PROVIDER's insurance. Neither these requirements nor the COUNTY's review or acceptance of PROVIDER's certificates of insurance is intended to limit or qualify the liabilities or obligations assumed by the PROVIDER under this Agreement. The County expressly reserves the right to require higher or lower insurance limits where County deems necessary.

Commercial General Liability.

PROVIDER agrees to maintain Commercial General Liability insurance at a limit of not less than \$1,000,000 per occurrence. Coverage shall include, but not be limited to, Bodily Injury and Property Damage to Third Parties, Contractual Liability, Personal Injury and Advertising Injury Liability, Premises-Operations, Independent PROVIDERs and Subcontractors, and Fire Legal Liability. The policy shall not exclude Explosion, Collapse, and Underground Property Damage Liability Coverage. The policy shall list DANE COUNTY as an Additional Insured.

Commercial/Business Automobile Liability.

PROVIDER agrees to maintain Commercial/Business Automobile Liability insurance at a limit of not less than \$1,000,000 Each Occurrence. PROVIDER further agrees coverage shall include liability for Owned, Non-Owned & Hired automobiles. In the event PROVIDER does not own automobiles, PROVIDER agrees to maintain coverage for Hired & Non-Owned Auto Liability, which may be satisfied by way of endorsement to the Commercial General Liability policy or separate Business Auto Liability policy.

Environmental Impairment (Pollution) Liability

PROVIDER agrees to maintain Environmental Impairment (Pollution) Liability insurance at a limit of not less than \$1,000,000 per occurrence for bodily injury, property damage, and environmental cleanup costs caused by pollution conditions, both sudden and non-sudden. This requirement can be satisfied by either a separate environmental liability

policy or through a modification to the Commercial General Liability policy. Evidence of either must be provided.

Workers' Compensation.

PROVIDER agrees to maintain Workers Compensation insurance at Wisconsin statutory limits.

Umbrella or Excess Liability.

PROVIDER may satisfy the minimum liability limits required above for Commercial General Liability and Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum Per Occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for the Commercial General Liability and Business Auto Liability. PROVIDER agrees to list DANE COUNTY as an "Additional Insured" on its Umbrella or Excess Liability policy.

- C. Upon execution of this Agreement, PROVIDER shall furnish COUNTY with a Certificate of Insurance listing COUNTY as an additional insured and, upon request, certified copies of the required insurance policies. If PROVIDER's insurance is underwritten on a Claims-Made basis, the Retroactive Date shall be prior to or coincide with the date of this Agreement, the Certificate of Insurance shall state that professional malpractice or errors and omissions coverage, if the services being provided are professional services coverage is Claims-Made and indicate the Retroactive Date, PROVIDER shall maintain coverage for the duration of this Agreement and for six (6) years following the completion of this Agreement. PROVIDER shall furnish COUNTY, annually on the policy renewal date, a Certificate of Insurance as evidence of coverage. It is further agreed that PROVIDER shall furnish the COUNTY with a 30-day notice of aggregate erosion, in advance of the Retroactive Date, cancellation, or renewal. It is also agreed that on Claims-Made policies, either PROVIDER or COUNTY may invoke the tail option on behalf of the other party and that the Extended Reporting Period premium shall be paid by PROVIDER. In the event any action, suit or other proceeding is brought against COUNTY upon any matter herein indemnified against, COUNTY shall give reasonable notice thereof to PROVIDER and shall cooperate with PROVIDER's attorneys in the defense of the action, suit or other proceeding. PROVIDER shall furnish evidence of adequate Worker's Compensation Insurance. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER. In case of any sublet of work under this Agreement, PROVIDER shall furnish evidence that each and every subcontractor has in force and effect insurance policies providing coverage identical to that required of PROVIDER.
- D. The parties do hereby expressly agree that COUNTY, acting at its sole option and through its Risk Manager, may waive any and all requirements contained in this Agreement, such waiver to be in writing only. Such waiver may include or be limited to a reduction in the amount of coverage required above. The extent of waiver shall be determined solely by COUNTY's Risk Manager taking into account the nature of the work and other factors relevant to COUNTY's exposure, if any, under this Agreement.

IX. NO WAIVER BY PAYMENT OR ACCEPTANCE:

In no event shall the making of any payment or acceptance of any service or product required by this Agreement constitute or be construed as a waiver by COUNTY of any breach of the covenants of this Agreement or a waiver of any default of PROVIDER and the making of any such payment or acceptance of any such service or product by COUNTY while any such default or breach shall exist shall in no way impair or prejudice the right of COUNTY with respect to recovery of damages or other remedy as a result of such breach or default.

X. NON-DISCRIMINATION:

During the term of this Agreement, PROVIDER agrees not to discriminate on the basis of age, race, ethnicity, religion, color, gender, disability, marital status, sexual orientation, national origin, cultural differences, ancestry, physical appearance, arrest record or conviction record, military participation or membership in the national guard, state defense force or any other reserve

component of the military forces of the United States, or political beliefs against any person, whether a recipient of services (actual or potential) or an employee or applicant for employment. Such equal opportunity shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, training, rates of pay, and any other form of compensation or level of service(s). PROVIDER agrees to post in conspicuous places, available to all employees, service recipients and applicants for employment and services, notices setting forth the provisions of this paragraph. The listing of prohibited bases for discrimination shall not be construed to amend in any fashion state or federal law setting forth additional bases, and exceptions shall be permitted only to the extent allowable in state or federal law.

XI. CIVIL RIGHTS COMPLIANCE:

- A. If PROVIDER has 20 or more employees and receives \$20,000 in annual contracts with COUNTY, the PROVIDER shall submit to COUNTY a current Civil Rights Compliance Plan (CRC) for Meeting Equal Opportunity Requirements under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Title VI and XVI of the Public Service Health Act, the Age Discrimination Act of 1975, the Omnibus Budget Reconciliation Act of 1981 and Americans with Disabilities Act (ADA) of 1990. PROVIDER shall also file an Affirmative Action (AA) Plan with COUNTY in accordance with the requirements of chapter 19 of the Dane County Code of Ordinances. PROVIDER shall submit a copy of its discrimination complaint form with its CRC/AA Plan. The CRC/AA Plan must be submitted prior to the effective date of this Agreement and failure to do so by said date shall constitute grounds for immediate termination of this Agreement by COUNTY. If an approved plan has been received during the previous CALENDAR year, a plan update is acceptable. The plan may cover a two-year period. Providers who have less than twenty employees, but who receive more than \$20,000 from the COUNTY in annual contracts, may be required to submit a CRC Action Plan to correct any problems discovered as the result of a complaint investigation or other Civil Rights Compliance monitoring efforts set forth herein below. If PROVIDER submits a CRC/AA Plan to a Department of Workforce Development Division or to a Department of Health and Family Services Division that covers the services purchased by COUNTY, a verification of acceptance by the State of PROVIDER's Plan is sufficient.
- B. PROVIDER agrees to comply with the COUNTY's civil rights compliance policies and procedures. PROVIDER agrees to comply with civil rights monitoring reviews performed by the COUNTY, including the examination of records and relevant files maintained by the PROVIDER. PROVIDER agrees to furnish all information and reports required by the COUNTY as they relate to affirmative action and non-discrimination. PROVIDER further agrees to cooperate with COUNTY in developing, implementing, and monitoring corrective action plans that result from any reviews.
- C. PROVIDER shall post the Equal Opportunity Policy, the name of PROVIDER's designated Equal Opportunity Coordinator and the discrimination complaint process in conspicuous places available to applicants and clients of services, applicants for employment and employees. The complaint process will be according to COUNTY's policies and procedures and made available in languages and formats understandable to applicants, clients and employees. PROVIDER shall supply to COUNTY's Contract Compliance Officer upon request a summary document of all client complaints related to perceived discrimination in service delivery. These documents shall include names of the involved persons, nature of the complaints, and a description of any attempts made to achieve complaint resolution.
- D. PROVIDER shall provide copies of all announcements of new employment opportunities to COUNTY's Contract Compliance Officer when such announcements are issued.
- E. If PROVIDER is a government entity having its own compliance plan, PROVIDER'S plan shall govern PROVIDER's activities.

XII. COMPLIANCE WITH FAIR LABOR STANDARDS:

- A. Reporting of Adverse Findings. During the term of this Agreement, PROVIDER shall report to the County Contract Compliance Officer, within ten (10) days, any allegations to, or findings by the National Labor Relations Board (NLRB) or Wisconsin Employment Relations Commission (WERC) that PROVIDER has violated a statute or regulation regarding labor standards or relations,. If an investigation by the Contract Compliance Officer results in a final determination that the matter adversely affects PROVIDER'S responsibilities under this Agreement, and which recommends termination, suspension or cancellation of this agreement, the County may take such action.
- B. Appeal Process. PROVIDER may appeal any adverse finding by the Contract Compliance Officer as set forth in Dane County Ordinances Sec. 25.08(20)(c) through (e).
- C. Notice Requirement. PROVIDER shall post the following statement in a prominent place visible to employees: "As a condition of receiving and maintaining a contract with Dane County, this employer shall comply with federal, state and all other applicable laws prohibiting retaliation for union organizing."

XIII. MISCELLANEOUS:

- A. Registered Agent. PROVIDER warrants that it has complied with all necessary requirements to do business in the State of Wisconsin, that the persons executing this Agreement on its behalf are authorized to do so, and, if a corporation, that the name and address of PROVIDER's registered agent is as set forth opposite the heading REGISTERED AGENT on page 1 of this Agreement. PROVIDER shall notify COUNTY immediately, in writing, of any change in its registered agent, his or her address, and PROVIDER's legal status. For a partnership, the term 'registered agent' shall mean a general partner.
- B. Controlling Law and Venue. It is expressly understood and agreed to by the parties hereto that in the event of any disagreement or controversy between the parties, Wisconsin law shall be controlling. Venue for any legal proceedings shall be in the Dane County Circuit Court.
- C. Limitation Of Agreement. This Agreement is intended to be an agreement solely between the parties hereto and for their benefit only. No part of this Agreement shall be construed to add to, supplement, amend, abridge or repeal existing duties, rights, benefits or privileges of any third party or parties, including but not limited to employees of either of the parties.
- D. Entire Agreement. The entire agreement of the parties is contained herein and this Agreement supersedes any and all oral agreements and negotiations between the parties relating to the subject matter hereof. The parties expressly agree that this Agreement shall not be amended in any fashion except in writing, executed by both parties.
- E. Counterparts. The parties may evidence their agreement to the foregoing upon one or several counterparts of this instrument, which together shall constitute a single instrument.

IN WITNESS WHEREOF, COUNTY and PROVIDER, by their respective authorized agents, have caused this Agreement and its Schedules to be executed, effective as of the date by which all parties hereto have affixed their respective signatures, as indicated below.

FOR PROVIDER:

 President

05/13/2020
Date Signed

Date Signed

* * *

FOR COUNTY:

Joseph T. Parisi, Dane County Executive

Date Signed

Scott McDonell, Dane County Clerk

Date Signed

* [print name and title, below signature line of any person signing this document]

SCHEDULE A

Scope of Services

Pursuant to paragraph II.A. of the attached AGREEMENT, the PROVIDER shall provide the following services, and the PROVIDER and COUNTY agree to the following terms:

1. **Notification and Format of Jobs to be Printed**

Files to be printed will be placed on the PROVIDER's secure FTP site. Then PROVIDER will check each morning at 9 AM for files to be printed. Any files that are not on the providers FTP site by 9 AM will require special treatment or may be delayed one (1) day with the prior approval of Dane County. Any files on FTP site by 9 AM must be delivered by 1 PM the following business day. Files requiring special treatment or shorter turnaround time will be sent to the FTP site with notification through a phone call or email to the company providing the service. Assessment files to be printed will be placed on the PROVIDER'S secure site. An email will be sent in conjunction with this placement that includes the print parameters and delivery specifications. In the event that a job must be printed, sorted, folded, inserted and mailed, the timeframe is slightly more flexible, but cannot exceed 72 hours.

Jobs will be sent with forms embedded in the data file as PDFs and will always be in black and white. Color printing will not be necessary or desired. Labels will either be in PDF or a Microsoft Excel compatible format. The printing services provider adds a 2D barcode to the documents for sorting of tax bills and reminder notices by an exact match on both the name and mailing address.

2. PROVIDER must have equipment and the capability to provide the following minimum services. Requirements may change from time to time over the life of the contract:
- Laser Print portrait duplex on 8-1/2" x 11" 24 lb. bond with a horizontal perforation 3-2/3" from the bottom of the form.
 - Laser print portrait single-side on 8-1/2" x 11" 20 lb. bond with a perforation 3-2/3" from the bottom.
 - Laser print duplex portrait on 8-1/2" x 11" with a perforation 3-2/3" from the bottom (perforated lower 1/3-page is a postcard/remittance slip/payment coupon).
 - Fold 8-1/2" x 11" forms in thirds.
 - Insert folded 8-1/2" x 11" form(s) in window envelopes.
 - Insert folded 8-1/2 x 11" form(s) along with a return envelope in window envelopes.
 - Apply postage to envelopes, and securely deliver to the USPS post office, either as processed, or mailed in one batch, at Dane County's direction.
3. All print jobs must be printed and delivered to Dane County within 24 hours of notification, or mailed as directed. The ability to meet printing deadlines is a major consideration in award of this RFP. On-site pick-up of printed products may also be coordinated at the direction of Dane County.

4. PROVIDER will continuously have the capacity to produce and provide actual delivery of a minimum of 20,000 tax bills per day during the period of the last week in November through the second Monday in December annually.
5. PROVIDER shall deliver printed tax bills between 8:00 am and 4:00 pm on a 24 hour turnaround each business day during the period of the last week in November through the second Monday in December annually.
6. PROVIDER must have and provide sufficient on-site space for Dane County staff to sort and prepare second installment notices for mailing during the last two weeks of May annually. The same accommodations must be provided to subject municipalities who contract with the PROVIDER to stuff and mail the subject tax bills in the first two weeks of December annually. Neither Dane County nor the subject municipality shall be charged any fee for this access, space, or sorting.
7. PROVIDER must have sufficient secure space to store and protect Dane County overstock on all items for County projects, and must provide that storage at no charge to Dane County.
8. PROVIDER must be able to apply correct bulk mailing rates for all County mailing services. PROVIDER may not charge more than the stamped rate for any postage fee than the USPS rate available to Dane County to the lowest legal applicable rate for the subject mailing.
9. PROVIDER guarantees production, printing and delivery of all products at the pricing detailed in Schedule B. Pricing shall include any and all time, equipment, and materials required to complete the contract to the satisfaction of the COUNTY. Pricing shall be FOB Destination to various County departments or the USPS Office as directed by the COUNTY. PROVIDER shall send COUNTY monthly invoice(s) for services rendered, completely itemized by project, service, and County department.
10. All print jobs must be printed and delivered to COUNTY within 24 hours of notification, or be mailed as directed by COUNTY staff. On-site pick-up of printed products may also be coordinated at the direction of the COUNTY.
11. Tax Bills are currently printed on 8 ½" x 11" 24 lb. bond with microperforation 3-2/3" from the bottom of the page. The 3-2/3" page portion is to be mailed back by the taxpayer to the local jurisdiction with payment. The bills are printed on the blank side of page with a preprinted back page. The back page is the same for all bills; only the front changes. The front of the bill is sent in an Adobe PDF file.

The back of the page is set up and printed in advance, must conform to the current Department of Revenue specifications, and must be verified for accuracy each year in October in writing with the County Treasurer.

A sample run of tax bills must be completed each year at the beginning of the cycle to verify that the transfer process and printing works correctly. This includes the transfer of a PDF file from the County to the PROVIDER, the printing of fifty samples from each file, and the return of the printed samples to Dane County for quality assurance checking. Generally, this verification cycle takes less than five (5) days.

Some files are printed in duplicate. Most copies will be tri-folded for mailing; others will remain unfolded and be delivered as flat copies. Turnaround time on tax bills is critical. We require 24-hour turnaround times for business day processing. Files sent on Friday morning must be returned on Monday by noon. The tax bills are generally printed during the last week in November and first two weeks in December. Tax bill files are separated into Personal Property and Real Estate for the 60 municipalities so there are 120 files processed during his period.

Printing of bills must be strictly accounted for. The number of bills indicated in the notification of file transmittal emailed to the PROVIDER must match the number of bills printed. Discrepancies must be investigated and reconciled between parties within 24 hours.

PROVIDER must provide folding and insertion into window envelopes for local municipalities who desire to sort their own tax bills and contract separately with the PROVIDER for the service. Postage and delivery to the local USPS branch may also be selected. The PROVIDER shall provide on-site sorting space, and shall separately invoice the subject municipality for the folding, insertion, and/or postage services they provide for the subject at an established rate per service. This rate shall not be different in same year for any municipality.

PROVIDER will securely warehouse all County overstock for use on future projects at no charge to Dane County.

12. Assessment Rolls will be printed landscape duplex on 8-1/2" x 11" 20 lb. paper and three hold punched on top 11" side. Rolls can be printed as early as January, but in some years are printed as late as June. The initial file needs to be sent to the printing company along with auxiliary reports, collated and placed in binders to be picked up by assessors. Turnaround time cannot exceed two weeks. Additional rolls may be printed throughout the year. Assessment rolls range in size from 6 printed sides to 2200 printed sides per district.
13. Final Installment Notices – Notices for the final tax payment installment are printed in May and mailed to all taxpayers who have not fully paid their taxes for the prior year. The Notice must be printed portrait one-side on 8-1/2" x 11" 20 lb. bond with a perforation 3-2/3 from the bottom; the lower page portion is to be detached and mailed with payment to Dane County. Final Installment Notices must be printed with an OCRA font (ISO 1073-1; 1976) at the bottom of the page. Proposers must be able to apply the data line to each notice perfectly so this font and placement is readable by the Remittance Processor used by the County. The character string will be part of the PDF. Placement and readability must be verified before notices are printed annually. These sorted notices must be inserted into window envelopes along with blue preprinted #9 return envelopes. This mailing must be done on the same day at the same United State Post Office branch.
14. Double-window Envelopes for Tax Bill and Final Installment Notice Mailing
This envelope must provide complete visibility of the entire taxpayer mailing address and the County return address, conforming exactly to the folded notice inside. The PROVIDER will obtain, provide and warehouse overstock on double-window envelopes and #9 return envelopes suitable for mailing tax documents.

1. Annually, in October, the County Treasurer will order double window envelopes in boxes of 500. In cases of five boxes to one case, to be delivered to the County during the last week of November. PROVIDER will bill County for such stock.
2. PROVIDER will hold prescribed cases from this stock for subject municipalities who contract with the PROVIDER to insert and mail the subject's bills. This will occur at the local municipalities' who contract with the PROVIDER to insert and mail the subject's bills. This will occur at the local municipalities' option in the first two weeks of December annually.
3. Annually in April, the Deputy Treasurer will order and PROVIDER will obtain envelope stock (white double-window and blue #9 pre-addressed return), to be used in insertion and mailing second installment notices for the County. The preaddressed blue #9 envelope with County return address will be verified with a written acceptance of a proof copy by the County Treasurer. PROVIDER must provide sufficient on-site space for Dane County staff to sort and prepare second installment notices. Dane County shall not be charged any fee for this access, space, or sorting.
4. PROVIDER will securely warehouse all County overstock for use on future projects at no charge to Dane County.

15. **Miscellaneous Reports**

The following reports may also need to be printed by the PROVIDER, but portions may be printed in-house at Dane County.

- **Assessor's labels** – Approximately 60,000 labels are printed each year. These are printed in January or February. The labels are printed on 1.33" x 4" sized labels.
- **Change of Assessment Notice** – Printed on 8-1/2' x 11" 2- lb. bond.
- **Cross Reference Reports** – Printed on 8 1/2" x 11" 2- lb. bond. These reports are printed sporadically throughout the year. They will range from several hundred pages to several thousand pages.
- **Mail Labels** – Printed sporadically throughout the year. These are printed on 1"x4" sized labels.

16. **Additional Considerations**

The local assessors may require assessment notices to be sent by the PROVIDER. Terms will be agreed upon between the assessor and PROVIDER.

The local assessor or local municipality may require shipment of certain reports. PROVIDER will charge the requesting local assessor or local municipality for the service.

The COUNTY will not be responsible for report shipping charges incurred.

SCHEDULE B

Pricing Structure and Payment

Pricing shall include any and all time, equipment, and materials required to complete the contract to the satisfaction of Dane County. Pricing shall be FOB Destination to various County agencies or to the US Post Office as directed by the County.	
DESCRIPTION	COST PER THOUSAND
Laser print portrait duplex on 8-1/2 x 11" 24 lb. bond with a horizontal perforation 3-2/3" from the bottom of the form.	\$60.00
24 lb. White-wove Double-window 4-1/8" x 9-1/2" OSDIS	\$47.52
24 lb. Blue return envelope 3-7/8" x 8-7/8" Self-addressed with County PO Box	\$53.26
Laser print portrait single-side on 8 1/2" x 11" 20 lb. bond with a perforation 3-2/3" from the bottom.	\$40.00
Laser Print duplex portrait on 8-1/2" x 11" with a perforation 3-2/3" from the bottom (perforated lower 1/3" is a postcard).	\$60.00
Laser print landscape duplex on 8-1/2" x 11" 20 lb Bond with a three hole punch on top.	\$60.00
Laser print portrait sing-side on 8-1/2" x 11" 20 lb. Bond	\$40.00
Laser print 1.33" x 4", 1" x 4" or 2" x 4" labels	\$50.00
Fold 8-1/2" x 11" forms in thirds	\$10.00
Insert single page, folded 8-1/2" x 11" form in double-window envelopes.	\$35.00
Insert single page, folded 8-1/2" x 11" form along with a return envelope in double-window envelopes	\$35.00
Apply postage to envelopes, and deliver to the USPS	NA

**Additional costs in the area provided below:
Courier services to various County
Departments in City-County Building
210 Martin Luther King Jr. Blvd.
Madison, WI**

Deliveries: \$25.00

Postal Presort for lowest possible postal rates: \$0.02 per envelope

Rates are guaranteed for the duration of the contract. If additional form types or services not listed in this price list are needed during the duration of the contract, COUNTY will request pricing from PROVIDER and the pricing will be added to the contract by addendum.

Upon agreement expiration or cancellation, any materials that have been purchased or acquired for the COUNTY and cannot be returned or used by another client, and have not been used for the COUNTY's projects, will be billed back to the COUNTY. The COUNTY has 30 days to pick up the materials from the PROVIDER or the PROVIDER must discard of the materials.

Planning and Development invoices are to be mailed or electronically delivered to:

Dane County Planning and Development
210 Martin Luther King Jr. Blvd., Room 116
Madison, WI 53703

Invoices-plandev@countyofdane.com

Invoices for services for the Dane County Treasurer shall be mailed to:

Dane County Treasurer
210 Martin Luther King Jr. Blvd., Room 114
Madison, WI 53703

Invoices-treasurer@countyofdane.com

SCHEDULE C

Reports

PROVIDER, to the extent possible, will provide COUNTY with detailed report of previous years printing activity by March 1 of the following year. The report shall break down the number and cost associated to the various printing activity produced for COUNTY.

