



COUNTY OF WASHINGTON, VIRGINIA

COUNTY GOVERNMENT CENTER BUILDING
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

TAMMY STURGILL, CPA
DIRECTOR OF BUDGET & FINANCE

DEPARTMENT OF BUDGET & FINANCE

December 08, 2023

To whom it may concern:

Washington County, Virginia is currently accepting sealed PROPOSALS from qualified vendors for Outsource Printing of Forms for the County Treasurer's Office. The qualified vendor shall print and mail out property tax bills to County residents in a timely manner.

The Request for Proposal packet, containing instructions and specifications, is attached for your use.

Sealed PROPOSALS must be received no later than: 3:00 pm on January 5, 2024

Proposals should be made using the proposal forms provided with the Request for Proposal package and directed to **Department of Budget and Finance; Washington County Government Center Building; 1 Government Center Place, Suite A; Abingdon, Virginia 24210**. Five copies of the Proposal must be submitted in a sealed package marked on the outside with the Provider's name and address, and clearly marked: "**Outsource Printing Proposal**". No faxed proposals or electronic media responses will be accepted. Proposals must be signed in ink by an official authorized to bind the Provider. Proposals received after the deadline, postmarks notwithstanding, shall be rejected. The County of Washington reserves the right to reject any or all proposals.

Questions to clarify the Request, instructions, specifications, or any solicitation document should be submitted by email no later than five (5) working days before the due date to: **tcopenhaver@washcova.com**. The email inquiry should be identified with a subject line of: "**Question Regarding Outsource Printing Proposal**".

Sincerely,

Tammy Sturgill
Director of Budget & Finance

For posting and legal advertisement:

**REQUEST FOR PROPOSALS
OUTSOURCE PRINTING OF FORMS
FOR WASHINGTON COUNTY TREASURER'S OFFICE**

The County of Washington, Virginia is currently accepting proposals from qualified vendors for Outsource Printing of Forms for the County Treasurer's Office. The qualified vendor shall print and mail out property tax bills to County residents in a timely manner. A request for proposal package containing instructions, qualifications, and specifications may be obtained by contacting the Department of Budget & Finance at 1 Government Center Place, Suite A; Abingdon, Virginia 24210; or phone 276-525-1310.

Sealed proposals will be accepted until **3:00 PM on January 5, 2024**. Proposals must be made using specified proposal forms, and may be mailed or delivered to the address above for the Department of Budget & Finance. Proposals received after the deadline, postmarks notwithstanding, shall be rejected. The County of Washington reserves the right to reject any or all proposals.

WASHINGTON COUNTY, VIRGINIA
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210

**REQUEST FOR PROPOSALS
OUTSOURCE PRINTING OF FORMS
FOR WASHINGTON COUNTY TREASURER'S OFFICE**

December 08, 2023

PROPOSALS WILL BE RECEIVED UNTIL:

3:00 pm on January 5, 2024

PROPOSALS ARE TO BE MAILED OR DELIVERED DIRECTLY TO:

WASHINGTON COUNTY, VIRGINIA, DEPARTMENT OF BUDGET & FINANCE
1 GOVERNMENT CENTER PLACE, SUITE A
ABINGDON, VIRGINIA 24210
(276) 525-1310

Five copies of the Proposal must be submitted using the specified Proposal Form in a sealed package marked on the outside with the Provider's name and address, and clearly marked:

"OUTSOURCE PRINTING PROPOSAL".

**REQUEST FOR PROPOSALS
 OUTSOURCE PRINTING OF FORMS
 FOR WASHINGTON COUNTY TREASURER’S OFFICE**

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**REQUEST FOR PROPOSALS
OUTSOURCE PRINTING OF FORMS
FOR WASHINGTON COUNTY TREASURER'S OFFICE**

I. PURPOSE:

The County is seeking proposals from qualified vendors for Outsource Printing of Forms for the County Treasurer's Office. The qualified vendor shall print and mail out property tax bills to County residents in a timely manner.

II. PROJECT OVERVIEW

Washington County, Virginia presently bills citizens for payment of real estate taxes twice a year and for payment of personal property taxes once a year at the same time as the second real estate tax billing. In order to achieve its goal to print and mail property tax bills within certain time constraints, the County Treasurer's Office is soliciting the services of a qualified vendor that can provide an outsource printing and mailing solution.

III. INSTRUCTIONS TO OFFERORS: PROPOSAL SUBMITTAL, QUESTIONS, AND AWARD

A. Identification of proposal envelope

Five copies of the proposal shall be submitted to County in a sealed envelope marked with the following information:

1. Offeror's name and address; and
2. **"Outsource Printing Proposal"**

B. Deadline for County receipt

Proposals must be received by the County no later than the due date and time specified on the cover sheet to this Solicitation. Proposals received after the due date and time, postmark notwithstanding, shall be rejected.

C. Rejection if proposal in improper form

Offeror's failure to submit a proposal on the Proposal form provided with this Solicitation and with all information required by this Solicitation shall be a cause for rejection of the proposal. Modification of or additions to any portion of the proposal form may be cause for rejection of the proposal; however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal as nonresponsive. As a precondition to its acceptance, the County may, in its sole discretion, request that Offeror withdraw or modify non-responsive portions of a proposal that do not affect quality, quantity, price, or delivery. No modification of or addition to the provisions of the contract shall be effective unless

reduced to writing and signed on behalf of the Offeror.

D. Questions and modification

Questions to clarify this Solicitation shall not be received or answered by telephone or in-person. Questions shall be submitted by email no later than five working days before the due date to: tcopenhaver@washcova.com. The email must identify in the subject line: “**Question Regarding Outsource Printing Proposal**”. Answers to all questions will be sent by email to all Offerors of whom the County is aware have interest in this Solicitation. Revisions may be made only by addendum issued by the County.

E. Optional pre-bid conference

Not applicable.

F. Inspection of job site

Not applicable.

G. Period allowed for County acceptance of proposal

Any proposal resulting from this solicitation shall be valid for 90 days after the proposal submittal deadline. At the end of the 90-day period, the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time, it remains in effect until an award is made or the solicitation is cancelled.

H. Interview

Prior to making an award pursuant to this solicitation, the County reserves the right to require Offeror to interview with a County review committee to determine whether Offeror is fully qualified to provide the goods and services as set forth herein. The interview is intended to show that Offeror is fully qualified, that Offeror’s services will be provided in a completely satisfactory manner, and that Offeror is competent to meet or exceed the performance specifications. Failure by an Offeror to comply promptly with a request for interview may result in its proposal being rejected.

I. Award

The County will follow procedures for competitive negotiation as set forth in Virginia Code § 2.2-4302.2. Unless all proposals are canceled or rejected, the County will select for negotiation two or more Offerors that the County determines to be fully qualified and best suited among those submitting proposals on the basis of factors specified in this solicitation, including price. Negotiations may include modifications of the proposal price and of the specifications to be included. Price shall be considered, but need not be the sole or primary determining factor. The County shall initiate negotiations by written notice to the selected Offeror. The times, places, and manner of negotiating shall be agreed to by the County and

the selected Offeror. Failure by an Offeror to comply promptly with a request to schedule negotiations may result in its proposal being rejected. After negotiations have been conducted with each Offeror so selected, the County will select the Offeror which, in its opinion, has made the best proposal and provides the best value, and will award the contract to that Offeror. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.

The County reserves the right to reject any and all proposals in whole or in part, to waive any informality, to negotiate the proposal price, and to modify the specifications prior to making an award.

J. Announcement of Award

Following the announcement of the decision to award a contract as a result of this solicitation, the County will publicly post such notice on the County website at washcova.com on the Board of Supervisors’ web page in the meeting agenda public packet.

K. Oral Presentation

Offerors who submit a proposal in response to the solicitation may be required to give an oral presentation of their proposal to the County. This provides an opportunity for the Offeror to clarify and elaborate on the proposal. This is a fact finding and explanation session only and does not include negotiation. The County will schedule the time and location of these presentations. Oral presentations are an option of the County and may or may not be conducted.

L. Evaluation Criteria

Proposals shall be evaluated by a County selection committee using the following criteria:

	Criteria	Point Value
1.	Qualifications and experience of Offeror providing services	45
2.	Method and plan for providing services	35
3.	Cost of services	20
	Total	100

M. Applicable laws and courts

This solicitation and any resulting contract shall be governed in all respects by the law of the Commonwealth of Virginia, and any litigation with respect thereto shall be brought in the court of appropriate jurisdiction in Washington County, Virginia. Offeror shall comply with all applicable federal, state and local laws, rules and regulations.

N. Ethics in public contracting

By submitting their proposal, Offeror certifies that its proposals are made without collusion or fraud and that it has not offered or received any kickbacks or inducements from any other Offeror, supplier, manufacturer, or subcontractor in connection with the proposal, and that it has not conferred on any public employee having official responsibility for this procurement transaction 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.

O. Debarment status

By participating in this procurement, Offeror certifies that it is not currently debarred by the Commonwealth of Virginia or County of Washington, Virginia from submitting a response for the type of goods and/or services covered by this solicitation. Offeror further certifies that they are not debarred from filling any order or accepting any resulting order, or that it is not an agent of any person or entity that is currently debarred by the Commonwealth of Virginia or County of Washington, Virginia. If a vendor is created or used for the purpose of circumventing a debarment decision against another vendor, the non-debarred vendor will be debarred for the same time period as the debarred vendor.

P. Investigation of qualifications of contractor

Offeror agrees to cooperate with such reasonable investigation as the County deems proper and necessary to determine the ability of Offeror to satisfy the terms of any contract that may be awarded pursuant to this Solicitation. Investigation may include inspection of Offeror's physical facilities prior to award to satisfy questions regarding Offeror's capabilities. Further, the County reserves the right to reject any bid if the evidence submitted by, or investigations of, such Offeror fails to satisfy the County that such Offeror is properly qualified to fulfill the obligations of the contract.

Q. Testing and inspection

The County reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

R. Additional users/cooperative procurement

This procurement is being conducted under the provisions of Section 2.2-4304 of the Code of Virginia. As stated, a public body may purchase from another public body's contract even if it did not participate in the Request for Proposal, if the Request for Proposal specified that the procurement was being conducted on behalf of other public bodies. Except for contracts for architectural and engineering services and most construction contracts, if agreed to by the selected Contractor, other public bodies may utilize the contract awarded pursuant to this Solicitation, if any. The selected Contractor shall deal directly with any public body it

authorizes to use the contract. The County, its official and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transaction between the selected Contractor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages, or injury resulting to any other party from use of a contract awarded pursuant to this Solicitation, if any. Washington County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the selected Contractor may conduct such notification.

S. Mandatory Use of County Forms, Terms and Conditions, and County Contract

Unless otherwise specified in the Solicitation, all proposals must be submitted on the form provided by the County. Failure to submit a proposal on the County form provided for that purpose shall be a cause for rejection of the proposal. Modification of or additions to any portion of the Solicitation including the General Terms and Conditions may be cause for rejection of the proposal, however, the County reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal as nonresponsive. The Terms and Conditions are mandatory provisions of all Solicitations and all Contracts of the County. No modification of or addition to the provisions of the contract shall be effective unless reduced to writing and signed by the parties.

The Terms and Conditions and Instructions to Offeror and Contractors shall apply to all purchases and be incorporated into and be a part of each Solicitation and every Contract awarded by the County unless otherwise specified by the County in writing. Offerors and Contractors or their authorized representatives are expected to inform themselves fully as to these Terms and Conditions before submitting a proposal to and/or entering into any Contract with the County. Failure to do so will be at the Offeror's or Contractor's own risk and except as provided by law, relief cannot be secured on the plea of error.

Subject to all Federal, state, and local laws, policies, resolutions, regulations, rules, limitations and regulations, including the County's procurement policies and procedures, proposals on all Solicitations issued by County will bind Offerors, as applicable, and Contracts will bind Contractors, to all applicable terms, conditions, instructions, rules, and requirements herein set forth unless otherwise specifically set forth by the County in writing in the Solicitation or Contract. All provisions of the Terms and Conditions are material to any Contract between the County and Contractor.

All Contracts shall be in a form prepared by the County and approved by the County Attorney or his/her designee. All County procurements shall use Standard Contract Forms and Terms and Conditions. Any proposals, quotes, and contracts that contain additional terms and conditions, are on non-standard forms, or make changes to the County's standard contract language shall be reviewed by the County Attorney, or his/her designee to determine if the County's Standard Contract and Terms and Conditions requires modification prior to award of the Contract.

Attachment 1 – QUALIFICATIONS/SCOPE OF WORK

Outsource Printing of Forms

Page 1 of 3

The headings, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract.

The County is seeking proposals from qualified vendors for Outsource Printing of Forms for the County Treasurer's Office. The qualified vendor shall print and mail out property tax bills to County residents in a timely manner.

Washington County, Virginia presently bills citizens for payment of real estate taxes twice a year and for payment of personal property taxes once a year at the same time as the second real estate tax billing. In order to achieve its goal to print and mail property tax bills within certain time constraints, the County Treasurer's Office is soliciting the services of a qualified vendor that can provide an outsource printing and mailing solution.

QUALIFICATIONS AND SPECIFICATIONS

The purpose of these specifications and qualifications is to outline the minimum requirements for selection of the vendor to provide outsource printing of forms as described herein.

Qualifications

The award of a contract as a result of this Solicitation will be based upon the following significant qualifications:

1. Vendor must have a secure processing and printing environment.
2. Vendor must have the ability to print variable messages on the tax bills as provided by the Treasurer's Office and change the messages when requested.
3. Vendor must have the ability to track the mail using the UPS Intelligent Barcode and provide access to tracking information on-line.
4. Vendor must have the ability to meter and deliver all tax bills to the United States Post Office.
5. Vendor must merge Real Estate and Personal Property tax bills when possible into the same envelope.
6. Vendor must be able to place inserts into the same envelope with the tax bills.
7. Vendor must provide guaranteed turn-around times for the following:
 - a) Once file is received by vendor, samples must be returned in 1 business day.
 - b) Once sample proofs are approved, bills must be mailed in 3 business days.



Attachment 1 – QUALIFICATIONS/SCOPE OF WORK

Outsource Printing of Forms

Page 2 of 3

8. Vendor must have the ability to accept data file from the County with all required data to produce a tax bill on a custom form. Mailing addresses and barcodes to be modified with most current USPS requirements.
9. Vendor must have the ability to accept the tax bills in PDF format for mailing. Mailing addresses and barcodes to be modified with most current USPS requirements.

Specifications

Attachment 2 contains the current tax bills used by the County Treasurer's Office. The frequency of mailing, quantities of tax bills, form size, ink used, perforation, proof, and packaging and delivery are as follows:

A. Frequency:

Form 1 - Real Estate tax bills - Mail semi-annually first week in April for tax bills due May 20th and first week in October for tax bills due November 20th.

Form 2 - Personal Property tax bills - Mail annually first week in October for tax bills due November 20th.

Form 3 - Second Notices – Mail semi-annually 30 days after the due date of Form 1 and Form 2.

B. Description: Estimated Quantity Printed:

Form 1 - 50,000 each semi-annual mailing - Duplex

Form 2 - 80,000 annually – Duplex

Form 3 - 30,000 annually– Simplex

C. Form Size:

Form 1, 2 and 3 are 8 1/2 x 11 and will be folded and inserted in #10 double window envelope (including #9 return envelope and optional inserts) and mailed. Due date is to be printed in **RED** on outside of envelope.

D. Ink:

All forms: four colors, black, red, yellow and gray tone. The ink may be screened at varying percentages on the forms.

E. Perforation:

Perforation must not eliminate any writing when torn off. Bottom 1/3 sheet needs to be perforated to allow taxpayer to tear off bottom 1/3 sheet to remit with payment of tax bill.



Attachment 1 – QUALIFICATIONS/SCOPE OF WORK

Outsource Printing of Forms

Page 3 of 3

F. Copy:

Attachment 2 contains the sample of the current tax bill.

G. Proof:

Vendor must provide a PDF sample of 50-100 tax bills with data including specific samples by request. A final written approval will be made after reviewing a fax of ten tax bills from the actual print job. Total counts and dollar amounts will be required to verify that all forms have been processed. Tax bills will not be printed or mailed until verification and final written approval is completed.

H. Packaging and Delivery:

The entire mailing will be presorted to obtain maximum postal discounts. All tax bills qualifying for presort rates will be mailed at the lowest possible rate. All tax bills with the same customer number or same name/address (exact match) will be mailed in one envelope. All mailings that will not fit into a window envelope will be placed into a larger envelope and mailed separately. Contractor will provide all paper, envelopes and inserts. Contractor will make delivery to the post office. If a contractor has an alternative method for providing these services, the County is willing to entertain discussion about such methods.

I. Additional Inserts:

The insert would be 1/3 cut (1/3 page) on colored paper and duplex. Due to cost, additional inserts have not been included with tax bill in past years. Even though not used in past, include in quote in case additional insert is needed.



Attachment 2 – SAMPLE OF CURRENT TAX BILLS AND ENVELOPES

Outsource Printing of Forms

Page 1 of 1

Sample attached for Form 1, Real Estate Tax Bill and Form 2, Personal Property Tax Bill.

An example of #9 Return Envelope and #10 Double Window Envelope is included in the attachments.





Real Estate Statement

Washington County

Fred W. Parker, Treasurer
 1 Government Center Place, Suite B
 Abingdon VA, 24210
 Phone: 276-676-6272 Fax: 276-698-3406



*044277/1 01-03 D-044277



10543 SARDIS OAKS RD
 CHARLOTTE NC 28270-1017

T

ACCOUNT #10032459

DUE: 11/20/2023 AMOUNT: \$1,645.20

Billing Date: 10/3/2023
 Parcel Number: 163E1-1-34
 Owner(s):
 Property Address: 14495 HIGHLANDS TRL
 BRISTOL, VA 24202

NOTICE

This is a statement of all outstanding tax bills for the indicated account number.

THIS BILL MUST BE PAID BY THE DUE DATE TO AVOID PENALTY AND INTEREST.

If you have questions concerning this assessment, please contact the Commissioner of Revenue.
 Real Estate 276-676-6271
 Bristol Line 276-821-8029
 Saltville 1-800-659-6211

Visit the Washington County Taxpayer Portal to view bills, make payments, enroll in electronic billing, and more! <https://taxes.washcova.com>

Property Description: THE VIRGINIAN PHASE 2 LOT 70 ACR .77

DESCRIPTION	BILL INFORMATION									
	BILL	ORIGINAL DUE DATE	TAX	FEES	PENALTIES / INTEREST	PAYMENTS / CREDITS	TOTAL			
Tax Year 2023										
Land Value: \$200,000.00 Washington County (\$0.6000/\$100):			\$3,290.40	2ND HALF	11/20/2023	\$1,645.20	\$0.00	\$0.00	\$0.00	\$1,645.20
Improvement Value: \$348,400.00										
Total Value: \$548,400.00										

Total Due (if paid on or before 11/20/2023) \$1,645.20

A late payment penalty of 10% plus interest at 10% APR will be applied if payment has not been received by the specified due date.

KEEP THIS PORTION FOR YOUR RECORDS. YOUR CANCELLED CHECK IS YOUR RECEIPT.
 RETURN THIS COUPON WITH YOUR PAYMENT.



Washington County Real Estate Statement

Account Number: 10032459
 Tax Year(s): 2023
 Parcel Number: 163E1-1-34
 Legal Description: THE VIRGINIAN PHASE 2 LOT 70 ACR .77
 Owner:
 Mailing Address:
 Property Address: CHARLOTTE, NC 28270
 14495 HIGHLANDS TRL
 BRISTOL, VA 24202
 Due Date: 11/20/2023
 Total Amount Due: \$1,645.20

STATEMENT AMOUNT OWED

Tax:	\$1,645.20
Fees:	\$0.00
Late Payment Penalty:	\$0.00
Interest:	\$0.00
Payments/Credits:	\$0.00
Total Owed:	\$1,645.20

Amount Paid:

PLEASE SEND RECEIPT

Make checks payable to **Treasurer, Washington County**
 Mail your payment to the address specified below:

WASHINGTON COUNTY TREASURER
 1 GOVERNMENT CENTER PLACE SUITE B
 ABINGDON, VA 24210-8484

80010000010032459000001645202023112008

REAL ESTATE TAXES ARE GENERALLY PRORATED WHEN REAL ESTATE IS SOLD, BUT THIS IS A MATTER TO BE SETTLED BETWEEN THE PURCHASER AND THE FORMER OWNER. REAL ESTATE IS ASSESSED IN THE NAME OF THE PERSON WHO OWNED THE PROPERTY AS OF JANUARY 1. IT IS ULTIMATELY ADVERTISED FOR SALE IN THIS NAME IF TAXES ARE NOT PAID. REAL ESTATE MAY BE SOLD FOR TAXES IF DELINQUENT MORE THAN 3 YEARS.

PERSONAL PROPERTY TAXES ARE ASSESSED AGAINST AUTOMOBILES. SUCH TAXES CANNOT BE CANCELED, ABATED OR PRORATED BECAUSE OF CHANGE OF RESIDENCE AFTER JANUARY 1 OF THE CALENDAR YEAR.

MOBILE HOME TAXES ARE ASSESSED TO THE OWNER AS OF JANUARY 1. SUCH TAXES CANNOT BE CANCELED, ABATED OR PRORATED BECAUSE OF CHANGE OF RESIDENCE AFTER JANUARY 1 OF THE CALENDAR YEAR.

ELDERLY OR DISABLED MAY BE ELIGIBLE FOR A REAL ESTATE EXEMPTION IF:

1. THEY ARE 65 OR OLDER OR PERMANENTLY DISABLED AND,
2. MEET FINANCIAL CRITERIA ESTABLISHED BY LOCAL ORDINANCE.

FOR FURTHER INFORMATION, CONTACT THE COMMISSIONER OF REVENUE AT 276-676-6271.

SIGN UP FOR THE DIRECT PAYMENT PLAN FOR NEXT YEAR'S TAXES. THE AMOUNT YOU CHOOSE WILL BE DEBITED FROM YOUR CHECKING ACCOUNT EACH MONTH.

BY LAW, PAYMENTS MUST BE APPLIED TO THE OLDEST DELINQUENT TAX, IF APPLICABLE.

THIS PORTION OF YOUR TAX BILL AND YOUR CANCELED CHECK SERVE AS YOUR LEGAL RECEIPT. **PLEASE CHECK THE BOX ON THE PAYMENT STUB IF YOU WISH TO RECEIVE A PAID RECEIPT BY RETURN MAIL.**

DMV STOP FEE \$30.00 RETURNED CHECK FEE \$25.00 DEBT OF TAXATION DEBT SET OFF FEE \$30.00

Pay Your Taxes with a Debit or Credit Card
 Online: taxes.washcova.com
 Phone: 1-877-768-4860






e-check

Debit Card Convenience Fee: 2.4%
 Credit Card Convenience Fee: 2.4%
 E-Check Convenience Fee: no fee

The service provider charges a fee for this service.
 Payments may also be made in-office. (Fee applies)

OFFICE HOURS

8:00 AM - 5:00 PM

OFFICE HOURS

8:00 AM - 5:00 PM

Please complete the form to charge you tax bill to a credit or debit card.

Convenience fee applies

Update Mailing Address

Card Number: _____

Name

Name on Card: _____

Street/PO Box

Expiration Date: _____ Security Code: _____
on back of card

City State Zip

Home Phone: _____ Cell Phone: _____

Signature: _____

I understand that for this payment to be accepted, I must possess a VISA, MC, AMEX, or Discover and have accurately recorded the correct card number. Further, that the provisions of uncompleted or inaccurate data by me, or failure to sign in the space provided, may result in processing delays and in my incurring the late payment penalty as prescribed by law.



Personal Property Statement

Washington County

Fred W. Parker, Treasurer
 1 Government Center Place, Suite B
 Abingdon VA, 24210
 Phone: 276-676-6272 Fax: 276-698-3406



*054855/2 01-03 D-054855



PO BOX 681
 PINEY FLATS TN 37686-0681

ACCOUNT #10054916

DUE: 11/20/2023 AMOUNT: \$97.10

Billing Date: 10/2/2023
 Owner(s):

NOTICE

This is a statement of all outstanding tax bills for the indicated account number.

THIS BILL MUST BE PAID BY THE DUE DATE TO AVOID ADDITIONAL PENALTY AND INTEREST.

If you have questions concerning this assessment, please contact the Commissioner of Revenue.

Personal Property 276-676-6271
 Bristol Line 276-821-6029
 Saltville 1-800-659-6211

Visit the Washington County Taxpayer Portal to view bills, make payments, enroll in electronic billing, and more! <https://taxes.washcova.com>

DESCRIPTION	BILL INFORMATION								
	BILL	ORIGINAL DUE DATE	TAX	FEES	PENALTIES / INTEREST	PAYMENTS / CREDITS	TOTAL		
Tax Year 2023 - 1990 CHALLENGER Open Hull ID Number: CHQ50296E990 Assessed Value: \$378.00 Tax Rate: \$1.70 Per \$100	Tax: \$6.43 Registration Fee: \$0.00	ORIG (1)	11/20/2023	\$6.43	\$0.00	\$0.00	\$0.00	\$6.43	
Tax Year 2022 - 1990 CHALLENGER Open Hull ID Number: CHQ50296E990 Assessed Value: \$420.00 Tax Rate: \$1.70 Per \$100	Tax: \$7.14 Registration Fee: \$0.00	ORIG (43743)	11/23/2022	\$7.14	\$0.00	\$1.56	\$0.00	\$8.70	
Tax Year 2021 - 1990 CHALLENGER Open Hull ID Number: CHQ50296E990 Assessed Value: \$420.00 Tax Rate: \$1.70 Per \$100	Tax: \$7.14 Registration Fee: \$0.00	ORIG (43719)	11/24/2021	\$7.14	\$0.00	\$2.35	\$0.00	\$9.49	
Tax Year 2020 - 1990 CHALLENGER Open Hull ID Number: CHQ50296E990 Assessed Value: \$420.00 Tax Rate: \$1.70 Per \$100	Tax: \$14.28 Registration Fee: \$0.00	ORIG (43641)	11/20/2020	\$14.28	\$0.00	\$6.27	\$0.00	\$20.55	
Tax Year 2019 - 1990 CHALLENGER Open Hull ID Number: CHQ50296E990 Assessed Value: \$420.00 Tax Rate: \$1.70 Per \$100	Tax: \$7.14 Registration Fee: \$0.00	ORIG (43611)	11/20/2019	\$7.14	\$0.00	\$3.92	\$0.00	\$11.06	

(Continued On Next Page)

KEEP THIS PORTION FOR YOUR RECORDS. YOUR CANCELLED CHECK IS YOUR RECEIPT.
 RETURN THIS COUPON WITH YOUR PAYMENT.

**Washington County
 Personal Property Statement**

Account Number: 10054916

Tax Year Count: 6

Number Of Bills: 2

Owner:

Mailing Address: P O BOX 681
 PINEY FLATS, TN 37686-0000

Due Date: 11/20/2023

Total Amount Due: \$97.10

STATEMENT AMOUNT OWED	
Tax:	\$67.01
Fees:	\$0.00
Late Payment Penalty:	\$6.05
Interest:	\$24.04
Payments/Credits:	\$0.00
Total Owed:	\$97.10
Amount Paid:	

PLEASE SEND RECEIPT

Make checks payable to **Treasurer**
 Mail your payment to the address specified below:

WASHINGTON COUNTY TREASURER
1 GOVERNMENT CENTER PLACE SUITE B
ABINGDON, VA 24210-8484

80040000010054916000000097102023112004

REAL ESTATE TAXES ARE GENERALLY PRORATED WHEN REAL ESTATE IS SOLD, BUT THIS IS A MATTER TO BE SETTLED BETWEEN THE PURCHASER AND THE FORMER OWNER. REAL ESTATE IS ASSESSED IN THE NAME OF THE PERSON WHO OWNED THE PROPERTY AS OF JANUARY 1. IT IS ULTIMATELY ADVERTISED FOR SALE IN THIS NAME IF TAXES ARE NOT PAID. REAL ESTATE MAY BE SOLD FOR TAXES IF DELINQUENT MORE THAN 3 YEARS.

PERSONAL PROPERTY TAXES ARE ASSESSED AGAINST AUTOMOBILES. SUCH TAXES CANNOT BE CANCELED, ABATED OR PRORATED BECAUSE OF CHANGE OF RESIDENCE AFTER JANUARY 1 OF THE CALENDAR YEAR.

MOBILE HOME TAXES ARE ASSESSED TO THE OWNER AS OF JANUARY 1. SUCH TAXES CANNOT BE CANCELED, ABATED OR PRORATED BECAUSE OF CHANGE OF RESIDENCE AFTER JANUARY 1 OF THE CALENDAR YEAR.

ELDERLY OR DISABLED MAY BE ELIGIBLE FOR A REAL ESTATE EXEMPTION IF:

1. THEY ARE 65 OR OLDER OR PERMANENTLY DISABLED AND,
2. MEET FINANCIAL CRITERIA ESTABLISHED BY LOCAL ORDINANCE.

FOR FURTHER INFORMATION, CONTACT THE COMMISSIONER OF REVENUE AT 276-676-6271.

SIGN UP FOR THE DIRECT PAYMENT PLAN FOR NEXT YEAR'S TAXES. THE AMOUNT YOU CHOOSE WILL BE DEBITED FROM YOUR CHECKING ACCOUNT EACH MONTH.

BY LAW, PAYMENTS MUST BE APPLIED TO THE OLDEST DELINQUENT TAX, IF APPLICABLE.

THIS PORTION OF YOUR TAX BILL AND YOUR CANCELED CHECK SERVE AS YOUR LEGAL RECEIPT. **PLEASE CHECK THE BOX ON THE PAYMENT STUB IF YOU WISH TO RECEIVE A PAID RECEIPT BY RETURN MAIL.**

DMV STOP FEE \$30.00 RETURNED CHECK FEE \$25.00 DEBT OF TAXATION DEBT SET OFF FEE \$30.00

Pay Your Taxes with a Debit or Credit Card
 Online: taxes.washcova.com
 Phone: 1-877-768-4860






e-check

Debit Card Convenience Fee: 2.4%
 Credit Card Convenience Fee: 2.4%
 E-Check Convenience Fee: no fee

The service provider charges a fee for this service.
 Payments may also be made in-office. (Fee applies)

OFFICE HOURS

8:00 AM - 5:00 PM

OFFICE HOURS

8:00 AM - 5:00 PM

Please complete the form to charge you tax bill to a credit or debit card.
Convenience fee applies

Update Mailing Address

Card Number: _____

Name

Name on Card: _____

Street/PO Box

Expiration Date: _____ Security Code: _____
on back of card

City State Zip


Home Phone: _____ Cell Phone: _____

Signature: _____

I understand that for this payment to be accepted, I must possess a VISA, MC, AMEX, or Discover and have accurately recorded the correct card number. Further, that the provisions of uncompleted or inaccurate data by me, or failure to sign in the space provided, may result in processing delays and in my incurring the late payment penalty as prescribed by law.

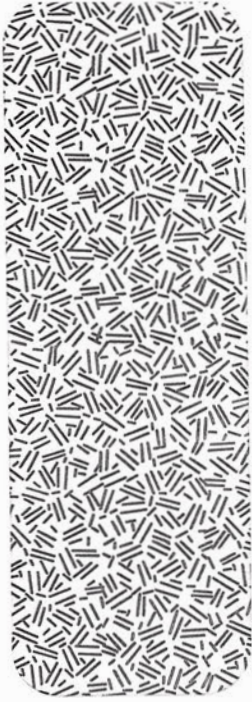
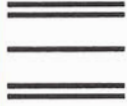
Attachment 2--Sample of Current Tax Bill-Form 2 Personal Property Tax Bill-Page 2-Side One

(Continued From Previous Page)

DESCRIPTION	BILL INFORMATION								
	BILL	ORIGINAL DUE DATE	TAX	FEES	PENALTIES / INTEREST	PAYMENTS / CREDITS	TOTAL		
Tax Year 2019 - 1989 TENNESSEE									
VIN: 1TPAMFP16K1090183									
Assessed Value: \$215.00	Tax:	\$3.66	ORIG (43611)	11/20/2019	\$3.66	\$0.00	\$2.01	\$0.00	\$5.67
Tax Rate: \$1.70 Per \$100	Registration Fee:	\$0.00							
Tax Year 2018 - 1990 CHALLENGER Open									
 Number: CHQ50296E990	Tax:	\$13.50	ORIG (43621)	11/20/2018	\$13.50	\$0.00	\$8.90	\$0.00	\$22.40
Assessed Value: \$420.00	Registration Fee:	\$0.00							
Tax Rate: \$1.70 Per \$100									
Tax Year 2018 - 1989 TENNESSEE									
VIN: 1TPAMFP16K1090183	Tax:	\$7.72	ORIG (43621)	11/20/2018	\$7.72	\$0.00	\$5.08	\$0.00	\$12.80
Assessed Value: \$240.00	Registration Fee:	\$0.00							
Tax Rate: \$1.70 Per \$100									
Total Due (if paid on or before 11/20/2023)								\$97.10	

A late payment penalty of 10% plus interest at 10% APR will be applied if payment has not been received by the specified due date.

**PLACE STAMP
HERE**
THE Post Office
will not deliver
mail without
Postage.



FROM

Check if new address

#9 Return envelope

PRESORTED
FIRST-CLASS MAIL
U.S. POSTAGE
PAID

[Faint red markings and illegible text]

#10 Double Window



DUE DATE: NOVEMBER 20, 2018



-- 9393689821105944

ANK



Attachment 3 – SPECIAL TERMS AND CONDITIONS

Outsource Printing of Forms

Page 1 of 2

The headings, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract.

Special Terms & Conditions

1. **Term of Contract.** Any contract awarded pursuant to this Solicitation shall be for a term of three years, with optional renewal upon written agreement of both parties for up to two successive 1- year terms.
2. **Advertising.** In the event a contract is awarded for supplies, equipment, or services resulting from this proposal, no indication of such sales or services to the County will be used in product literature or advertising. The Offeror shall not state in any of its advertising or product literature that County has purchased or uses any of its products or services, and the Offeror shall not include County in any client list in advertising and promotional materials.
3. **Additional Users/Cooperative Procurement.** This procurement is being conducted under the provisions of Section 2.2-4304 of the Code of Virginia. As stated, a public body may purchase from another public body's contract even if it did not participate in the Request for Proposal, if the Request for Proposal specified that the procurement was being conducted on behalf of other public bodies. Except for contracts for architectural and engineering services, if agreed to by the Offeror, other public bodies may utilize this contract. The Offeror shall deal directly with any public body it authorizes to use the contract. The County, its official and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transaction between the vendor and any other public bodies, and in no event shall the County, its officials or staff be responsible for any costs, damages, or injury resulting to any party from use of a County contract. Washington County assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Offeror may conduct such notification.
4. **Confidentiality of Personally Identifiable Information.** The Offeror assures that information and data obtained as to personal facts and circumstances related to taxpayers will be collected and held confidential, during and following the term of this agreement, and unless disclosure is required pursuant to court order, subpoena or other regulatory authority, will not be divulged without the individual's and the County's written consent and only in accordance with federal law or the Code of Virginia. Offerors who utilize, access, or store personally identifiable information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Offerors shall allow the County to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Offerors and their employees working on this project may be required to sign a confidentiality statement.
5. **Unreasonable Charges.** Under certain emergency procurements and for most time and material purchases, final job costs cannot be accurately determined at the time orders are placed. In such cases, Offerors should be put on notice that final payment in full is contingent on a determination of reasonableness with respect to all invoiced charges. Charges which appear to be unreasonable will be resolved in accordance with Code of Virginia 2.2-4363 and 2.2-4364. Upon determining that invoiced charges are not reasonable, the County shall promptly notify the Offeror, in writing, of defects or improprieties in invoices within fifteen (15) days as required in the Code of Virginia 2.2-4351. The provisions of this section do not relieve an agency of its prompt payment obligations with respect to



Attachment 3 – SPECIAL TERMS AND CONDITIONS

Outsource Printing of Forms

Page 2 of 2

those charges which are not in dispute (*Code of Virginia, § 2.2-4363*).

6. To Subcontractors.

a. An Offeror awarded a contract under this solicitation is hereby obligated:

1. To pay the subcontractor(s) within seven (7) days of the Offeror's receipt of payment from the County for the proportionate share of the payment received for work performed by the subcontractor(s) under the contract; or
2. To notify the agency and the subcontractor(s), in writing, of the Offeror's intention to withhold payment and the reason.

b. The Offeror is obligated to pay the subcontractor(s) interest at the rate of one percent per month (unless otherwise provided under the terms of the contract) on all amounts owed by the Offeror that remain unpaid seven (7) days following receipt of payment from the County, except for amounts withheld as stated in (2) above. The date of mailing of any payment by U. S. Mail is deemed to be payment to the addressee. These provisions apply to each sub-tier contractor performing under the primary contract. An Offeror's obligation to pay an interest charge to a subcontractor may not be construed to be an obligation of the County.



Attachment 4 – GENERAL TERMS AND CONDITIONS

Outsource Printing of Forms

Page 1 of 7

The headings, below, are for general reference purposes only and shall have no effect on the interpretation of the Contract.

General Terms and Conditions

Payment

1. Form of payment. All invoices shall be directed to the payment address shown on the purchase order/contract. All invoices shall show the County purchase order number and the Contractor's federal employer identification number.
2. Timing of payment. Any payment terms requiring payment in less than thirty (30) days will be regarded as requiring payment thirty (30) days after the invoice or delivery, whichever occurs last. This shall not affect offers of discounts for payment in less than thirty (30) days, however.

Tax exemptions

3. Tax exemption. The County is exempt from State sales tax. State sales and use tax certificates of exemption will be issued upon request.
4. Direct purchase. Not applicable.

Contractor Qualifications & Performance

5. Contractor licensure. Not applicable.
6. Independent contractor. The selected contractor is an independent contractor and shall not be deemed the agent of the County of Washington for any purpose whatsoever. No contractor's employee or sub-contractor shall hold himself out as an employee of the County of Washington and none shall have power or authority to bind or obligate the County of Washington in any manner. Contractor shall be liable for and pay all taxes required by local, state, or federal governments or any other taxes and permits required by law. Contractor shall adhere to any and all regulations and stipulations governing the operation and work of such contractor for the duration of this contract. The County of Washington shall in no manner be held liable for the Contractor's disregard for required work related regulations.
7. No subcontract or assignment. No portion of the work to be performed pursuant to this Contract shall be subcontracted or assigned without the written consent of the County.
8. Contract performance. Not applicable.
9. Asbestos. Not applicable
10. Repair of damage. Not applicable.



Attachment 4 – GENERAL TERMS AND CONDITIONS

Outsource Printing of Forms

Page 2 of 7

- 11. Final Inspection. Not applicable.
- 12. Record retention and audit. Contractor shall retain all books, records, and other documents relative to this contract for 5 years after final payment, or until audited by the County or its authorized agent, whichever is sooner.
- 13. Indemnification. The Contractor shall indemnify and hold harmless the County against and from all liability, claims, damages and costs, including attorney’s fees of every kind and nature and attributable to bodily injury, sickness, disease or death or to damage or destruction of property resulting from or in any manner arising out of or in connection with the project and the performance of the work under this contract.
- 14. Insurance requirement. Contractor shall maintain insurance to meet the minimum requirements specified below, including contractual liability as stated in these General Terms and Conditions. Contractor shall deliver to the County a Certificate of Insurance from carriers acceptable to the County specifying such limits. The Certificate shall show the County of Washington named as an additional insured for the Comprehensive General Liability. In addition, Contractor or its insurer shall give the County 30 days advance notice of its decision to cancel coverage, which shall be grounds for County termination of contract.

Liability Insurance Coverage requirements:

- 1. Worker’s Compensation and Employer’s Liability
 - Coverage A - Statutory Requirements
 - Coverage B - \$100,000 Per Occurrence
 - Coverage C - \$100,000/\$100,000 Accident and/or Disease
 - All States Endorsement

- 2. Automobile Liability, including Owned, Non-Owned, and Hired Car Coverage
 - Limits of Liability
 - Combined Single Limit \$1,000,000

- 3. Comprehensive General Liability Limits of Liability:
 - Per Occurrence \$1,000,000
 - In Aggregate \$2,000,000

Including:

- A. Completed Operations/Products
- B. Contractual Liability for Specified Agreement



Attachment 4 – GENERAL TERMS AND CONDITIONS

Outsource Printing of Forms

Page 3 of 7

- C. Personal Injury and Advertising Injury
- D. Bodily Injury and Broad Form Property Damage

15. Insurance discretion of County. If the insurance coverage and limits stated herein cannot be provided, the County Director of Department of Budget and Finance, in such Director's sole discretion, may approve such other insurance coverage or limits that the County Director of Department of Budget and Finance deems acceptable.

County constitutional limitation

16. Constitutional limitation. The County obligations pursuant to this Contract are moral obligations subject to the limitations of the constitution and law of the Commonwealth of Virginia, subject to annual appropriation by the Board, and non-appropriation shall not constitute grounds for recovery against the County. The covenants of the County as stated herein shall not be interpreted to establish any pledge, security interest, lien, or other encumbrance of the full faith and credit or property of the County. State law and constitution prohibit Washington County from expenditure of funds unless appropriated by the Washington County Board of Supervisors and from obligating funds beyond the current fiscal year (July 1 – June 30). Therefore, notwithstanding any provision in this contract to the contrary, if the Washington County Board of Supervisors does not appropriate funds for the continuance of this contract in any future fiscal year, this contract and all obligations hereunder shall automatically terminate upon depletion of the currently appropriated funds, without penalty to the County.

Contract

17. Non-waiver of rights. No failure of either party to exercise any power given to it hereunder, nor a failure to insist upon strict compliance by the other party with its obligations hereunder, nor a custom or practice of the parties at variance with the terms hereof, nor any payment constitutes a waiver of either party's right to demand exact compliance with the terms hereof. Failure by the County to act on or to assert any right hereunder does not constitute a waiver of such right.

18. Binding effect. This Contract shall be binding upon all heirs, successors, and/or assigns to any of the parties to this Contract, subject to limitations of law for the County as stated herein.

19. Modification and assignment. This Contract may be modified or assigned only by written agreement signed by all parties hereto.

20. Change orders. Any change in the scope of work to be performed, materials to be used, price of project, schedule for completion, or other aspect of performance of the contract shall



Attachment 4 – GENERAL TERMS AND CONDITIONS

Outsource Printing of Forms

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require a written modification of the contract, which shall be called a Change Order. Unless it is not feasible to do so, Change Orders shall be prepared using the County-provided form for Change Orders. BEFORE proceeding with any additional work or variations in specified materials, Contractor shall obtain a written Change Order signed by both parties to the contract or, at minimum, email authorization from the County. The only persons authorized to sign a Change Order on behalf of the County or to provide email authorization for a Change Order shall be the County Treasurer or his or her designee. The County shall not pay any additional expense incurred by Contractor based on an oral-only change agreement. The Change Order shall be come effective only after it has been signed on behalf of both parties to the Contract by the authorized representatives, or if authorized by email, clearly transmitted by emails between such authorized representatives that address all matters that are covered by the Change Order form and that communicate both parties' agreement. Both parties to the contract agree to act in good faith and promptly when considering a Change Order requested by the other party but neither party is obligated to execute a Change Order.

21. Sovereign immunity. Nothing in this Contract shall be construed as an express or implied waiver of the County's sovereign or Eleventh Amendment immunity, as a political subdivision of the Commonwealth.
22. Governing laws. This Contract shall be governed by the laws of the Commonwealth of Virginia. In the event of dispute, the affected party shall provide written notice of dispute to all other parties. The parties shall make all reasonable efforts to resolve differences by negotiation. However, in the event that a resolution by negotiation is not reached within a reasonable time, the parties may proceed to mediation or litigation. Claims against the County for damages shall proceed as required by Title 15.2, Chapter 12, Article 4 of the Code of Virginia (1950, as amended).
23. Litigation venue. Venue for litigation shall be in the Circuit Court of the County of Washington, Virginia. All parties to this Contract have standing to enforce any covenants, terms, provisions, and contracts set forth herein.
24. Complete agreement. This Contract sets forth all of the promises, contracts, conditions, and understandings between the parties respecting the subject matter hereof and supersedes all prior and contemporaneous negotiations, conversations, discussions, correspondence, memoranda, and contracts between parties concerning such subject matter.
25. Severance clause. If any provision of this Contract shall be determined by a court of competent jurisdiction to be invalid, illegal, or unenforceable to any extent, the remainder of this Contract shall not be affected and shall be enforceable to the fullest extent permitted by law.



Attachment 4 – GENERAL TERMS AND CONDITIONS

Outsource Printing of Forms

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26. Counterparts and electronic signature. This Contract may be executed in counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. Facsimile signatures or signed copies sent by portable document format (PDF) shall be deemed originals.
27. Survival. Contract provisions regarding indemnification and recovery of damages for deficient contract performance shall survive the completion or earlier termination of the contract.

Disputes, failure to perform, termination

28. Failure to deliver. In case of failure to deliver goods or services in accordance with the contract terms and conditions, the County, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which the County may have.
29. Termination of contract:
- a. County or Contractor may terminate this Contract for convenience upon giving the other party 30 calendar days prior written notice. County shall within 30 calendar days after the date of termination pay Contractor for all services rendered and all costs incurred up to the date of termination in accordance with the applicable fee schedule.
 - b. County may terminate the Contract for cause subject to the following provisions. Prior to termination of the contract, the County shall give Contractor ten calendar days prior written notice, during which Contractor may rectify the cause of the termination. County may postpone the effective date of the termination, at its sole discretion. If rectified to the satisfaction of the County within said ten days or such other time as allowed by County, County may rescind the notice of termination. If it does not, then the County may immediately terminate the contract for cause by giving written notice to the Contractor.
 - c. Written notice of termination, whether initial or given after a period of postponement, may be served upon the contractor by U.S. mail or any other means at Contractor's last known place of business in Virginia or elsewhere, by delivery to any officer or management/supervisory employee of either wherever they may be found, or, if no such officer, employee or place of business is known or can be found by reasonable inquiry within three (3) business days, by posting the notice at the job



Attachment 4 – GENERAL TERMS AND CONDITIONS

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site. Contractor's failure to accept or pick up registered or certified mail addressed to the last known address shall be deemed to be delivery.

30. Termination for cause. Without limitation, the following are bases for termination for cause, County may terminate the contract in the event Contractor fails to remain in compliance with applicable requirements for permitting, insurance, registration to do business in the Commonwealth of Virginia for the purposes required by the contract.
31. Termination for bankruptcy or acquisition by third party. The County may terminate the Contract if Contractor files for bankruptcy protection or is acquired by an independent third party. Contractor must disclose to the County any litigation, bankruptcy, or suspensions/disbarments that occur during the Contract period. Failure to disclose such information authorizes the County to immediately terminate the Contract.
32. Immediate termination. In the event of Contractor conduct that exhibits reckless disregard for the consequences of its conduct and its performance of services pursuant to this Contract, County, at its sole discretion, may immediately terminate the Contract upon delivery of written notice to Contractor. Additionally, in the event of voluntary or involuntary action that results in either the Contractor coming under the jurisdiction of federal bankruptcy court or assignment to a receivership, the County shall have sole discretion to terminate this contract immediately.

Compliance with laws

33. No illegal aliens. Contractors certify that they do not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
34. Drug-free workplace.
 - a. Contractor acknowledges and certifies that it understands that the following acts by Contractor, its employees, and/or agents performing services on County property are prohibited: (i) The unlawful manufacture, distribution, dispensing, possession or use of alcohol or other drugs; and (ii) Any impairment or incapacitation from the use of alcohol or other drugs (except the use of drugs for legitimate medical purposes).
 - b. The Contractor further acknowledges and certifies that it understands that a violation of these prohibitions constitutes a breach of contract and may result in default action being taken by the County in addition to any criminal penalties that may result from the conduct.
 - c. Federal laws. Contractor shall conform to the provisions of the Federal Civil Rights Act of 1964 (as amended), the Americans With Disabilities Act (as amended), the Virginia Human



Attachment 4 – GENERAL TERMS AND CONDITIONS

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Rights Act, and the Virginians with Disabilities Act. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided: however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body.

In every contract over \$10,000.00, the contractor agrees as follows:

- a. Contractor shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or 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. Contractor shall 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 such 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.
- d. The contractor will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.
- e. The requirements of this section are a material part of the contract. If the contractor violates one of these provisions, the County may terminate the affected part of this contract for breach, or at its option, the whole contract. Violation of one of these provisions may also result in debarment from contracting regardless of whether the specific contract is terminated.



Attachment 5 – PROPOSAL QUESTIONNAIRE

Outsource Printing of Forms

Page 1 of 3

PROPOSAL QUESTIONNAIRE

The undersigned, as Offeror, hereby declares that the only person or persons interested in this proposal as principal or principals is or are named herein and that no other person or Offeror herein mentioned has any interest in this proposal; that this is made without connection with any other person or company or parties making a proposal; and that it is in all respects fair and in good faith without collusion or fraud.

Offeror further declares that they have examined the specifications of the materials and services and informed themselves fully in regard to all the conditions pertaining to the materials and services; that they have examined the specifications relative thereto, and have read all terms and conditions furnished prior to the submittal of the proposal; that they have satisfied themselves relative to the materials and service to be provided.

Offeror agrees, if this proposal is accepted, to furnish all necessary materials and services in accordance with this proposal necessary to complete the Contract in full and complete accordance with the shown, noted, described and reasonably implied requirements of the Request for Proposal attached hereto to the full and entire satisfaction of Washington County, with the definite understanding that no money will be allowed for extra work except as set forth in the attached Request for Proposal and any contract that may result from such submitted Proposal. The statement on this cover sheet shall apply to each element of each proposal submitted to the County.

AGREED, _____
(Signature of Authorized Person)

Signatory's Name (Printed): _____

OFFEROR'S NAME (Business Entity): _____

ADDRESS: _____

ADDRESS: _____

ADDRESS: _____

FEDERAL EMPLOYER IDENTIFICATION NUMBER: _____

VIRGINIA STATE CORPORATION COMMISSION REGISTRATION NUMBER: _____

EMAIL ADDRESS: _____

TELEPHONE NUMBER: _____



Attachment 5 – PROPOSAL QUESTIONNAIRE

Outsource Printing of Forms

Page 2 of 3

Please provide responses to the requests for information stated below. A response to each item, below, is mandatory. Your responses should be itemized in accordance with the requests for information stated below and you may attach additional pages or materials as referenced in your responses.

The proposal shall provide information necessary for the County to evaluate qualifications, experience, and expertise of the Offeror to perform the requested services. The Offeror is to make a written proposal that presents an understanding of the work to be performed. Proposals should be as thorough and as detailed as possible but written clearly and concisely so that the County may properly evaluate the Offeror's capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

Qualifications and Experience of Offeror Providing Services:

1. An Executive Summary- The Offeror must submit an Executive Summary of the entire proposed outsource printing project. Provide the qualifications and experience for providing the services requested.
2. A Detailed Written Narrative Statement- The Offeror must submit a detailed written narrative statement to include the following:
 - a. General experience with printing forms, using data from a database, and providing forms with return envelopes.
 - b. Specific experience with the requested outsource printing and mailing solutions for Tax Forms with Virginia Counties and Towns. Include discussion about Offeror's ability to print and mail forms under certain deadlines.
3. On Attachment 6 References Form, please provide three (3) recent references, similar to the County, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name and phone number of the individual whom the County of Washington has your permission to contact.

Method and Plan for Providing Services:

4. The Offeror must submit a written plan to include the following
 - a. The Offeror shall provide a plan for how raw data will be converted into a format that will be readable for the tax form format. Provide methods for printing forms, providing postage and mailing of forms.
 - b. Discuss the turn-around time for timely delivery of forms. When must raw data be given to you in order to meet the mailing deadlines?
 - c. Discuss the review of proofs by County staff in your system. How will the forms layout be approved?



Attachment 5 – PROPOSAL QUESTIONNAIRE

Outsource Printing of Forms

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5. Offeror must have a secure processing and printing environment. Describe the security measures deployed to have a secure processing and printing environment and to ensure safety of data.
6. The Specifications indicated specific packaging and delivery of the tax bills. Provide any alternative methods of providing packaging and delivery services.

Cost of Services:

7. Provide costs of services for evaluation. Discuss how cost is derived, what changes might affect the cost, and how cost will be affected by such changes. Discuss all costs associated with producing and mailing the form. In the set-up cost, please itemize details such as plate cost etc.



Attachment 6 – REFERENCES

Outsource Printing of Forms

Page 1 of 1

References for _____

Name of Offeror

Offeror shall provide a list of at least 3 references where similar goods and/or services have been provided. Each reference shall include the name of the organization, the complete mailing address, name of the contact person, email address and telephone number.

- 1. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____
SERVICE DATES _____
- 2. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____
SERVICE DATES _____
- 3. ORGANIZATION _____
ADDRESS _____
CITY, STATE, ZIP _____
CONTACT PERSON _____
TELEPHONE NO. (____)_____ Email address: _____
SERVICE DATES _____

This form is required to be submitted to be considered a Qualified Offeror for this solicitation.



