

# Office of the Assessor

Benton County, Washington

Barbara Wagner, Assessor  
Harriet Mercer, Chief Deputy  
Mark Maxwell, Chief Appraiser

Prosser Office (509) 786-2046  
Prosser from Tri Cities (509) 736-3088  
Kennewick Office (509) 735-2394  
Prosser Fax (509) 786-5657

## REQUEST FOR PROPOSAL PRINTING AND MAILING SERVICES

The Benton County Assessor's Office is soliciting a Request for Proposal from firms with the qualifications and experience to provide printing and mailing services of approximately 20,000 to 35,000 annual Change of Value Notices and approximately 3,000 new construction Change of Value Notices. A bid price for professional services that will be performed should also be provided.

Bid specifications include requirements for two different services listed below. Please provide prices for both services exclusively as individual services. Vendors who wish to provide both services are required to provide a price for both services exclusively, and a cost if both services were to be combined and provided by one vendor.

1. Supplies – should include the total cost of revaluation and new construction notices stock.
2. Mailing services – should include the total cost of printing, packaging, and mailing of revaluation and new construction notices.

Term/Timeline: The duration of this contract pricing shall be for five (5) years. The effective date for this contract shall be June 15<sup>th</sup>, 2011 and will remain in effect until June 15<sup>th</sup>, 2016.

Proposal's are to be submitted no later that May 27<sup>th</sup>, 2011. A copy of the proposal may be delivered via fax to (509) 786-5657, e-mailed to [barb.wagner@co.benton.wa.us](mailto:barb.wagner@co.benton.wa.us), or mailed as follows:

Benton County Assessor's Office  
Attention: Barbara Wagner, Benton County Assessor  
620 Market Street  
PO Box 902  
Prosser WA 99350-0902

Awarding of Contract: Benton County anticipates awarding this contract to the firm whom submits the proposal that is judged to be the most advantageous to the County. Bids will be evaluated on an individual service basis, and also on the basis of both services combined and performed by a single vendor. This document and the materials

enclosed herewith constitute an invitation to submit proposals only and does not represent an offer by Benton County. Only upon the County's acceptance of such offer shall a contractual commitment be created. Benton County reserves the right to reject any and all proposal's if deemed necessary.

The vendor must be able to receive a text (.txt) file from Benton County by email and format the data to conform with the prescribed layout on the approved change of value forms of Benton County. The vendor also must be able to print the change of value notices and mail the notices to the County's taxpayers.

Inquiries regarding the proposal specifications may be sent to Harriet Mercer via email at [harriet.mercer@co.benton.wa.us](mailto:harriet.mercer@co.benton.wa.us) or by phone at (509) 786-2046.