

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Bellevue, Washington for:

RFP #9141
Tax Division Mailing and Printing Services

by filing with the Service First Desk, 1st floor, 450 – 110th Ave. NE, Bellevue, WA, 98004 until:

Date: **June 5, 2009**

Time: **4:00 P.M.**

Proposals submitted after the due date will not be considered. Proposers accept all risks of late delivery of mailed submittals regardless of fault.

A detailed Request for Proposal (RFP) information packet including general information, requested services, submittal requirements, and evaluation process is available on the City's [website](#).

The City of Bellevue reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.

The City is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality, disability, or sexual orientation. The successful Contractor must comply with the City of Bellevue's equal opportunity requirements.

Dated this 19th day of May 2009.

Jamie Robinson
Contracting Services Supervisor

City of Bellevue

Request for Proposals

<u>Request for Proposals Information:</u>		<u>Submit Proposals to:</u>	
RFP Number:	9141	Physical Address:	City of Bellevue Service First Desk Attn: Contracting Services 450 110 th Ave NE Bellevue, WA 98004
Tax Division Mailing and Printing Services		Mailing Address:	City of Bellevue Service 1st Attn: Contracting Services PO Box 90012 Bellevue, WA 98009-9012
Date Issued:	May 19, 2009		
Contact Persons:	Lucy Liu		
Email Addresses:	lliu@bellevuewa.gov		
Proposals Due:	June 5, 2009 @ 4:00pm		

General Information

- **NOTICE:** Notice is hereby given that proposals will be received by the City of Bellevue, Washington, for **RFP #9141 Tax Division Mailing and Printing Services** by filing with the City at the above location.
- **PURPOSE:** The purpose of this RFP is to solicit proposals from qualified Contractors to provide mailing and printing services for the City of Bellevue Tax Division.
- **BRIEF SCOPE OF SERVICES (Additional Detail listed in Attachment "A"):** The City of Bellevue desires to contract for mailing and printing services for the City's Tax Division.
- **QUALIFICATIONS:**
This project will require the firm to have the following qualifications:
 - o Strong knowledge and/or experience in requested service(s)
 - o Experience working with municipal and regulatory entities
 - o Ability to meet required deadlines as demonstrated by prior project history
 - o Ability to work with City staff
- **RFP SCHEDULE:**

Event	Date
RFP Release	May 19, 2009
Pre-Submittal Meeting	NA
Contractor Questions (if any) Due	May 26, 2009
Responses to Contractor Questions	June 1, 2009
Proposal Responses Due	June 5, 2009
New Contract in Place	September 2009

- **SUBMITTAL REQUIREMENTS:**
Responses to this RFP must include the following information:
 1. Proposal Form – **Form #1**
 - Please note any exceptions that you will be taking to this RFP.
 - The form must be signed by a company representative authorized to bind the proposing firm contractually.

2. Company Information Form – **Form #2**
3. Client Reference Form – **Form #3**
4. Disaster Recovery Plan
5. Attachments:
 - Scope of Services (**Attachment “A”**)
 - Current insurance certificate(s) (**Attachment “B”**)
 - Tax Division Confidentiality Affidavit (**Attachment “C”**)
 - Data Security Standards Requirements **Attachment “D”**
 - Sample Tax Return Forms (**Attachment “E”**)

Submittals shall be delivered in an envelope clearly marked with: **RFP #9141 Tax Division Mailing and Printing Services**, by the deadline listed above.

• **EVALUATION CRITERIA:**

Evaluations of submittal packet will be based on the criteria listed below. Evaluations will be based on criteria as below. All proposals will be evaluated using the same criteria and possible points.

Evaluation Criteria	Possible Points
Responsiveness/Completeness of Proposal (i.e., were all the forms completed and everything included that was required by the RFP)	5
Experience/Qualifications (i.e., experience working within the requested service areas; experience working with municipalities; ability to successfully complete the scope of services on time and on budget; ability to successfully work with City staff; references). Error rate will be taken into account here.	30
Scope of Services (i.e., did the proposal show an understanding of what it will take to successfully achieve the goals and objectives of the requested services; did the proposal offer any revisions and/or modifications to the draft Scope of Services that would better serve the City)	35
Budget (i.e., does the budget seem reasonable for the scope of services proposed; does the budget provide the City good value)	30
Total Points Possible	100

- **QUESTIONS:** Questions regarding this project may be directed to the RFP coordinator via e-mail at lliu@bellevuewa.gov. Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City. Any questions will be answered in writing and posted on the City's website at www.bellevuewa.gov under “Find”, “Bid Information”, “Request for Qualifications”. It is the responsibility of individual firms to check the website for any amendments or Q & A's to this RFP.
- **REJECTION OF PROPOSALS:** The City reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of their Proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.
- **CONTRACT AWARD:** The City reserves the right to make an award without further discussion of the submittals. The Contractor selected as the apparently successful Contractor will be expected to enter into a contract with the City. A sample City contract is provided on the City's website at www.bellevuewa.gov. To

view a PDF version of the sample contract document click on “Find”, then click “Bid Information” and select “General Services Contract”. Please review this contract prior to submitting a Proposal. Following Contractor selection, the successful Contractor shall prepare a proposal and scope of work for review by the City. Once the City and Contractor have reached an agreement on the scope of services, a final contract will be prepared by the City. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected Contractor fails to sign the Contract within ten (10) business days of delivery of the final Contract, the City may elect to negotiate a Contract with the next-highest ranked Contractor. The City shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

The City reserves the right to award multiple contracts to multiple Contractors for this scope of service if it is in the best interest of the City.

- **CONTRACT NEGOTIATION:** The City reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of services as part of the contract negotiation process prior to any formal authorization of the Contract by the City. All parties understand that if any adjustments are made to the original scope as a result of contract negotiations, a resulting change in price/cost may be necessary.
- **EQUAL OPPORTUNITY EMPLOYMENT:** The successful Contractor or Contractors must comply with the City of Bellevue equal opportunity requirements. The City of Bellevue is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.
- **TITLE VI:** It is the City of Bellevue's policy to assure that no person shall, on the grounds of race, color, national origin or sex, as provided by Title VI of the Civil Rights Act of 1964, be excluded from participation in, be denied the benefits of, or be otherwise discriminated against under any of its federally funded programs and activities.
- **INSURANCE REQUIREMENTS:** The selected Contractor or Contractors shall maintain insurance that is sufficient to protect the Contractor's business against all applicable risks, as set forth in the City's Standard Insurance Requirements **Attachment “B”**. Please review the insurance requirements prior to submitting a Proposal. If selected Contractor is unable to meet these standard requirements, please note current or proposed insurance coverages in submittal. Standard requirements may be negotiated if it is in the best interest of the City.
- **BUSINESS REGISTRATION AND TAXATION:** The Contractor or Contractors awarded the contract will be subject to City of Bellevue Business Registration and Business Taxation as presented in the Bellevue City Code. Questions about the City's Business and Occupation (B&O) tax should be directed to the City's Tax office at 425-452-4445.
- **CONFIDENTIALITY OF INFORMATION:** All information and data furnished to the successful party by the City, and all other documents to which the successful party's employees have access during the term of the contract, shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited. The successful Contractor will also agree to comply with the provisions of BCC 4.03.200 regarding the proper treatment of confidential tax information. The successful Contractor shall agree to sign a Tax Division Confidentiality Affidavit **Attachment “C”**.
- **DATA SECURITY:** Given the nature of the services provided the Contractor must make every reasonable effort to protect City data from improper access. In order to protect the City's information, the Contractor shall adhere to the City's Data Security Standards Requirements **Attachment “D”**.
- **NON-ENDORSEMENT:** As a result of the selection of a Contractor to supply products and/or services to the City, Contractor agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

- **NON-COLLUSION:** Submittal and signature of a Proposal swears that the document is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the Contractor has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the Contractor or Contractors ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- **PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the City receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the City (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the City within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The City assumes no contractual obligation to enforce any exemption.
- **COOPERATIVE PURCHASING:** RCW 39.34 allows cooperative purchasing between public agencies (political subdivisions) in the State of Washington. Public agencies that file an Interlocal Joint Purchasing Agreement with the City of Bellevue may also wish to procure the goods and/or services herein offered by the selected Contractor. The selected Contractor shall have the option of extending its offer to the City of Bellevue to other agencies for the same cost, terms and conditions.

The City of Bellevue does not accept any responsibility for agreements, contracts or purchase orders issued by other public agencies to the Contractor. Each public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency. The City of Bellevue accepts no responsibility for the performance of the Contractor in providing goods and/or services to other public agencies, nor any responsibility for the payment price to the Contractor for other public agency purchases.

ATTACHMENT "A"
SCOPE OF SERVICES

Background

The City of Bellevue Tax Division desires to contract with a Contractor to provide mailing and printing services for the City's Tax Division. Business taxes are submitted with multiple tax return forms (the Multi-Purpose Tax Return, Schedule A- Service Income Apportionment Detail, Schedule B- Square Footage Tax Detail, Schedule C- Multiple Activities Tax Credit Form, Schedule D- Deduction Detail and Annual B&O Tax Return for Non-Fileers are included as attachments to this RFP as "Attachment E"). The number of tax returns mailed per year average 52,000 and fluctuates from month to month. The number of delinquent letter printed and mailed per year average 9,600 and fluctuates from month to month. Following is additional detail information regarding the anticipated annual volume of tax return forms, delinquent letters and envelopes:

Tax Form/Letter Printing *(All forms contain merge fields where information from a data file is merged onto the form are highlighted on each form).* Note that the estimated volumes are based on ANNUAL needs. The mailing/ordering Vendor to provide paper stock.

	Estimated Average Annual Volume
Quarterly Multi-Purpose Tax Return (single page, double sided)	28,000 – mailed quarterly and possibly monthly in the future
Annual Nonfiler Letter/Tax Return (single page, double sided)	24,000 – mailed annually
Schedule D (two pages, double sided)	28,000 – mailed quarterly
Schedule C (single page, single sided)	100 – mailed quarterly - optional
Schedule B (single page, single sided)	2,520 – mailed quarterly - optional
Schedule A (single page, double sided)	8,000 – mailed quarterly - optional
Delinquent Letters (single page, single sided)	9,600 – mailed quarterly
Envelope Printing – Vendor to provide envelope stock.	
#10 Window Mailing Envelopes (White)	61,600 – ordered semiannually
#9 Window Return Envelopes (Blue)	61,600 – ordered semiannually

The successful Contractor will provide the following services:

Printing Services

1. Tax Return Forms

- a) **Quarterly Tax Forms** Contractor will provide the paper stock and the required paper weight is 60# White Opaque.
 - i. The following are included:
 1. **Multi-Purpose Tax Return** (merging data to specific fields using data from a City-provided data file). This is a double sided form and the fields where data is merged is on one side of the form.
 2. **Schedule D – Deduction Detail** (merging data to specific fields using data from a City-provided data file). This is a double sided form and the fields where data is merged is on one side of the form.
 - ii. Optional Services: The following forms are NOT currently included. However, the City may decide to include any or all of the following forms with the forms listed in subsection (i) above:
 1. **Schedule A – Service Income Apportionment Detail** (merging data to specific fields using data from a City-provided data file). This is a double sided form and the fields where data is merged is on one side of the form.

2. **Schedule B – Square Footage Tax Detail** (merging data to specific fields using data from a City-provided data file). This is a single sided form.
 3. **Schedule C – Multiple Activities Tax Credit Form** (merging data to specific fields using data from a City-provided data file). This is a single sided form.
- b) **Annual Tax Forms**
- i. The following form is included:
 1. **Annual B&O Tax Return for Non-Filers** (merging data to specific fields using data from a City-provided data file. This is a double sided form and the fields where data is merged is on both sides of the form.
2. **Delinquent Letters** (merging data to specific fields using data from a City-provided data file. This is a one-page letter. Contractor will provide paper stock and the required paper weight is 60# White Opaque.
3. **Envelopes**
- a) **Mailing Envelopes** This is a size #10 windowed envelope. The City of Bellevue return address is printed on the top left hand corner in blue. The envelope stock is provided by the Contractor and the required paper weight is 14# White Wove. The the envelope color is white.
 - b) **Return Envelopes** This is a size #9 non-windowed envelope. The City of Bellevue mailing address is printed on the middle of the envelope in black. The envelope stock is provided by the Contractor and the required paper weight is 24# Blue Wove. The envelope color is light blue.

Mailing Services

1. **Tax Return Forms** As described under item #1 under Printing Services.
 - a) **Quarterly Tax Forms**
 - i. The following are included:
 1. **Multi-Purpose Tax Return**
 2. **Schedule D – Deduction Detail**
 - ii. Optional Services: The following forms are NOT currently included. However, the City may decide to include any or all of the following forms with the forms listed in subsection (i) above:
 1. **Schedule A – Service Income Apportionment Detail**
 2. **Schedule B – Square Footage Tax Detail**
 3. **Schedule C – Multiple Activities Tax Credit Form**
 - c) **Annual Tax Forms**
 - i. The following form is included:
 1. **Annual B&O Tax Return for Non-Filers**
2. **Delinquent Letters** As described under item #2 under Printing Services.

Additional Considerations

The City is currently utilizing a legacy tax system. We are in the process of developing a new business license and tax system and anticipate implementation in 2010. Additional testing for successful electronic transmission of files will be necessary at that time.

Specifications for Electronic Transfers

The successful Contractor will:

1. Be able to electronically interface with the City's current and future business license and tax system based on a mutually agreed upon file layout. Attached is the current file layout (Current File Layout) as well as the draft layout for the new Business License and Tax System (Draft File Tax Layout) – See **Attachment F**.
2. Provide a written statement of disaster recovery procedures and a time frame for return of service.

3. Meet the City's standards for secure transmission of data.
4. Continuously monitor all systems involved in the transmission, processing or storage of the City's data and make improvements to security in response to changes in technology, sensitivity of customer information, and internal or external threats.
5. Contractor will provide written notice to the City within 24 hours of any breach or declared security incident of a network or system owned, operated or maintained by Contractor that contains City's data or information.
6. Upon request, provide the City the current audited Security Assessment or SAS70 for review, penetration testing reports, and disaster recovery plans. Contractor will provide the City or its designee access to audit all physical locations, systems or networks processing the City's data if a Security Assessment is not provided or there is a breach.

ATTACHMENT "B"

INSURANCE REQUIREMENTS

The Contractor shall procure and maintain for the duration of this Agreement insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be paid by the Contractor. Insurance shall meet or exceed the following unless otherwise approved by the City.

A. Minimum Insurance

1. Commercial General Liability coverage with limits not less than \$1,000,000 per occurrence / \$2,000,000 annual aggregate,
2. Stop Gap/Employers Liability coverage with limits not less than \$1,000,000 per accident/disease,
3. Business Automobile Liability coverage with limits not less than \$1,000,000 per accident for any auto,
4. Workers' Compensation coverage as required by the Industrial Insurance Laws of the State of Washington.

B. Self-Insured Retentions

Self-insured retentions must be declared to and approved by the City.

C. Other Provisions

Commercial General Liability policies shall be endorsed to:

1. Include the City, its officials, employees and volunteers as additional insureds,
2. Provide that such insurance shall be primary as respects any insurance or self-insurance maintained by the City,
3. Each insurance policy shall provide that coverage shall not be canceled except after thirty (30) days' written notice has been given to the City.

D. Acceptability of Insurers

Insurance shall be placed with insurers with a rating acceptable to the City.

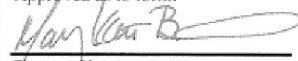
E. Verification of Coverage

Contractor shall furnish the City with certificates of insurance required by this clause. The certificates are to be received and approved by the City before work commences. The City reserves the right to require complete, certified copies of all required insurance policies at any time.

F. Subcontractors

Contractor shall require subcontractors to provide coverage which complies with the requirements stated herein.

Approved as to form:



Deputy City Attorney

C:\Documents and Settings\mkberens\Local Settings\Temporary Internet Files\OLKSC2\attachment B (2).



ATTACHMENT "C"

TAX DIVISION CONFIDENTIALITY AFFIDAVIT

I, _____, swear or affirm that I have read the following code and understand its requirements. I further understand that returns and tax information are privileged and confidential, and therefore shall not be disclosed to any person not entitled to knowledge of such returns or tax information.

I understand that my use or disclosure of confidential tax information may be further restricted by an information sharing agreement or by the City's written policies or procedures; provided that I shall not be bound by any information sharing agreement or City policies or procedures about which I have not been informed or that have not been provided to me.

I acknowledge that the reference to RCW ch. 42.17 below should be deemed to be a reference to the Public Disclosure Act, now codified at RCW ch. 42.56.

Date: _____

(Signature)

(Title)

On behalf of _____
(Name of Contractor)

SUBSCRIBED AND SWORN TO before me this _____ day of _____, 2009

(Signature of Notary Public)

My appointment expires _____

BCC 4.03.200 Public disclosure – Confidentiality – Information sharing.

Except as hereinafter provided, it shall be unlawful for the City or any official, employee, agent, or representative thereof to make known or reveal any facts or information contained in any return filed by any taxpayer or disclosed in any investigation or examination of the taxpayer's books and records made in connection with the administration thereof; except where such disclosure or inspection is authorized or required by the Public Disclosure Act, Chapter 42.17 RCW or other state or federal law. The foregoing, however, shall not be construed to prohibit the City or any official, employee, agent or representative thereof from:

- A. Giving such facts or information in evidence in any appeal before the hearing examiner or in any court action involving any tax, interest or penalty imposed pursuant to BCC Title 4 or involving a violation of the provisions thereof.
- B. Giving such facts and information to the taxpayer or his duly authorized agent.
- C. Publishing statistics so classified as to prevent the identification of particular taxpayers or their returns or reports or items thereof.

- D. Giving such facts or information, for official purposes only, to any employee of the City, the mayor and City council, or to any subcommittee of the City council dealing with matters of taxation, revenue, trade, commerce, the control of industry or the professions.
- E. Permitting the taxpayer's records to be audited and examined by the proper City officer, agent or employee.
- F. Giving such facts or information, for official purposes only, to the Federal Internal Revenue Service, State Department of Revenue, and tax or law enforcement officials of any federal or state agency or municipal subdivision of this state for official purposes only, but only if substantially similar privileges are granted to the proper offices of the City.

Any person acquiring knowledge of such facts or information in the course of his/her office, employment, or agency with the City and including any person acquiring knowledge of such facts and information as provided under subsections D, E and F of this section, who reveals or makes known any such facts or information to any person or entity not entitled to knowledge of such facts or information under the provisions of this section, may be punished by a civil penalty not exceeding \$1,000 and, if the person violating this requirement is an officer or employee of the City, he/she may be required to forfeit such office or employment. ([Ord. 5436](#) § 1, 2003.)

ATTACHMENT D
DATA SECURITY STANDARDS REQUIREMENTS

Given the nature of the services provided Contractor must make every reasonable effort to protect City data from improper access. In order to protect the City's information, Contractor shall adhere to the following requirements:

1. Contractor must protect access to City data and access may only be given to individuals assigned to process the data.
2. Contractor agrees to require its employees to submit to background checks the cost for which will be borne by the Contractor.
3. Contractor agrees at all times to maintain network security that at a minimum includes: network firewall provisioning, intrusion detection, and regular third party penetration testing.
4. Contractor agrees to protect and maintain the security of data with security measures which includes maintaining secure environments that are patched and up-to-date with all appropriate security updates, and protected by commercial anti-virus products with frequently updated definition files.
5. Contractor agrees that any and all transmission or exchange of system application data shall take place via secure means, e.g. HTTPS.
6. Contractor also agrees that any and all City data will be stored, processed, and maintained solely on designated target servers and that no data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is encrypted.
7. Contractor agrees to store all backup data as part of the its designated backup and recovery processes in encrypted form.
8. Contractor agrees to store only four business days of backup data unless otherwise directed in writing by the City.
9. Contractor agrees City data shall not be distributed, repurposed or shared across other applications, environments, or business units of Contractor.
10. Contractor agrees that upon termination of this Agreement it shall, upon request of the City, erase, destroy, and render unreadable all City data (including hard-copy documents) in its possession and certify in writing that these actions have been complete within 30 days of the request.

ATTACHMENT E
SAMPLE TAX RETURN FORMS

See following separate attachments:

- Multi-Purpose Tax Return
- Schedule D
- Schedule A
- Schedule B
- Schedule C
- Annual Non-Filer Letter
- Annual Non-Filer Tax Return

ATTACHMENT F
File Layouts

Current File Layout

Header Record

Width Nulls	Field	Field Name	Type
8	1	QUARTEREND	Character No
12	2	ENDMONTH	Character No
8	3	DUEDATE	Character No
7	4	TAX1	Character No
7	5	TAX2	Character No
7	6	TAX3	Character No
7	7	TAX4	Character No
7	8	TAX5	Character No
7	9	TAX6	Character No
7	10	TAX7	Character No
7	11	TAX8	Character No
7	12	TAX9	Character No
7	13	TAX10	Character No
40	14	GENTITLE	Character No
40	15	GENMESS1	Character No
40	16	GENMESS2	Character No
40	17	GENMESS3	Character No
40	18	GENMESS4	Character No
40	19	GENMESS5	Character No
6	20	INTRATE	Character No
6	21	DUMMY	Character No
** Total **			
351			

Detail Record

Width Nulls	Field	Field Name	Type
6	1	QUARTEND	Character No

5	2	REGNUMBER	Character
			No
1	3	CHKDIGIT	Character
			No
1	4	SIGN	Character
			No
13	5	CURRENTBAL	Numeric
			No
9	6	REPORTFREQ	Character
			No
5	7	FILLER2	Character
			No
6	8	ATTENTION	Character
			No
25	9	BUSATTN	Character
			No
40	10	BUSNAME	Character
			No
40	11	BUSDBA	Character
			No
26	12	ADDRESS1	Character
			No
15	13	CITY	Character
			No
2	14	STATE	Character
			No
6	15	ZIP5	Character
			No
4	16	ZIP4	Character
			No
40	17	PERTITLE	Character
			No
40	18	PERMESS1	Character
			No
40	19	PERMESS2	Character
			No
40	20	PERMESS3	Character
			No
40	21	PERMESS4	Character
			No
40	22	PERMESS5	Character
			No
10	23	ZIP	Character
			No
14	24	BALANCE1	Numeric
			No
20	25	BALANCE	Character
			No
22	26	COUNTRY	Character
			No

** Total **

Draft Future File Layout

Header Records

Starting Position	Length	Data Type	Description
-------------------	--------	-----------	-------------

1	1		Header ID (H)
2	8	mmddyyyy	Period End Date
10	2		Line Number
12	55		Tax Classification
67	3		Tax Code
70	13	Numeric - 13 Decimal - 6	Tax Rate
83	13	Numeric - 13 Decimal - 6	Interest Rate
96	254		General Message

Detail Records

Starting Position	Length	Data Type	Description
1	1		Detail Record (D)
2	8	mmddyyyy	Period End Date
10	7		Bellevue Account Number
17	1		Check Digit
18	1		Sign (+ or -)
19	13	Numeric - 13 Decimal - 2	Balance Due
32	10		Reporting Frequency
42	1		Schedule A ("Y" or "N")
43	1		Schedule B ("Y" or "N")
44	1		Schedule C ("Y" or "N")
45	1		Schedule D ("Y" or "N")
46	77		Business Name
123	77		DBA
200	77		Attention
277	77		Address Line 1
354	77		Address Line 2
431	25		City
456	2		State
458	10		Zip
468	4		Zip 4
472	50		Country (Blank = United States)
522	254		Personal Message

Proposal Form #1

To : City of Bellevue

From: _____ Company Name
 _____ Company Address
 _____ City, State, Postal Code
 _____ Telephone Number
 _____ Email Address

i. Proposal Overview**ii. Experience with mailing and printing services****iii. Pricing Proposal**

Item Number	Item Description	Year 1	Year 2	Year 3	Year 4
1	Per item pricing for printing of tax return form: Multi-Purpose Tax Return				
2	Per item pricing for printing of tax return form: Schedule D – Deduction Detail				
3	Per item pricing for printing of tax return form: Schedule A – Service Income Apportionment Detail				
4	Per item pricing for printing of tax return form: Schedule B – Square Footage Tax Detail				
5	Per item pricing for printing of tax return form: Schedule C – Multiple Activity Tax Credit Form				
6	Per item pricing for printing of tax return form: Annual B&O Tax Return for Non-Filers				
7	Per item pricing for printing of Delinquent Letter				
8	Per item pricing for printing of #10 Mailing Envelope				
9	Per item pricing for printing of #9 Return Envelope				
10	Per item pricing for mailing of Quarterly Tax Returns with the following required forms: Multi-Purpose Tax Return and Schedule D				
11	Per item pricing for mailing of Quarterly Tax Returns with the following required and optional forms: Multi-Purpose Tax Return, Schedule D, and one optional form (Schedule A, B or C)				
12	Per item pricing for mailing of Quarterly Tax Returns with the following required and optional forms: Multi-Purpose Tax Return, Schedule D, and two optional forms.				
13	Per item pricing for mailing of Quarterly Tax Returns with the following required and optional forms: Multi-Purpose Tax Return, Schedule D, and three optional forms.				
14	Per item postage for mailing of Quarterly Tax Returns with the following required forms: Multi-Purpose Tax Return and Schedule D. Specify rates for First-Class Non-Auto and First Class Automated. ^A				
15	Per item postage for mailing of Quarterly Tax Returns with the following required and optional forms: Multi-Purpose Tax Return, Schedule D, and one optional form (Schedule A, B or C). Specify rates for First-Class Non-Auto and First Class Automated. ^A				
16	Per item postage for mailing of Quarterly Tax Returns with the following required and optional forms: Multi-Purpose Tax Return, Schedule D, and two optional forms. Specify				

	rates for First-Class Non-Auto and First Class Automated. ^A				
17	Per item postage for mailing of Quarterly Tax Returns with the following required and optional forms: Multi-Purpose Tax Return, Schedule D, and three optional forms. Specify rates for First-Class Non-Auto and First Class Automated. ^A				
18	Per item postage for mailing of Annual Tax Return. Specify rates for First-Class Non-Auto and First Class Automated. ^A				
19	Per item postage for mailing of Delinquent Letter. Specify rates for First-Class Non-Auto and First Class Automated. ^A				
20	Any other pricing items related to Scope				

Note A: Postage costs are to be pass-through cost from the United State Postal Service with no profit added.

Exceptions:

Except as noted below, the undersigned hereby agrees to comply with all the terms and conditions put forth in the City's Request for Proposal.

Signed: _____

Dated: _____

Title: _____





Company Information Form #2

Company Name: _____

Home Office Address: _____

Washington Business Address: _____

Website Address: _____

Name, Title, Address, Telephone Number, FAX Number and Email Address of the person to be contacted concerning the proposal:

If Applicable, Name of the Parent Company:

Home Office Address, Telephone Number and Website Address of the Parent Company:

Describe the parent company's relationship with the proposing party:

If applicable, does the person signing the proposal have the authority to sign on behalf of the proposing party?

_____ Yes

_____ No

Names of companies that will share significant and substantive responsibilities with the proposing party in performing the scope of services under the contract:

Attach to this form, and label appropriately, documentation showing that the proposing party is duly organized and validly existing as a corporation or partnership in good standing, and licensed to do business in the City. If the proposing party is not licensed to do business in the City, then they must provide a sworn statement that it will take all necessary actions to become so licensed if selected as the successful party.





Client References Form #3

Client References #1

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	☐ Yes – Explain similarities: ☐ No

Client References #2

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	☐ Yes – Explain similarities: ☐ No

Client References #3

Client Name	
Contact Name	
Title	
Phone Number	
Email Address	
Type of Services Provided	
Services Provided Similar to the City's Scope of Services?	☐ Yes – Explain similarities: ☐ No

