

BID ADDENDUM TO REPLACE PREVIOUS PAGE 14 & 15

NORTH PENN SCHOOL DISTRICT

Lansdale, PA 19446

Bid Proposal Form

Property Tax Bill Printing and Mailing 2023

We, the undersigned, have reviewed the specifications herein for the supply of the above listed item(s). We propose to furnish and deliver all materials and accessories to complete the work, in accordance with the attached Bid Specifications and General Conditions. We understand that the District reserves the right to reject or accept any or all bids or any portion thereof and to waive any informalities permitted by law.

Company Name		Date
Company Address		
Authorized Signature	Printed Name	Title
Phone Number	Fax Number	Email Address

Dawn Johnston
Procurement Supervisor
401 E. Hancock St.
Lansdale, PA 19446
NPprocure@npenn.org
215-853-1011

ADDENDUMS – SEE REPLACEMENT PAGE 15 FOR DETAILED INFORMATION

- **Maximum number of pages for tax bill mailing will be two (2) double sided pages.**
- **Alternate proposal to include the mailing of all tax installment payments.**
- **A .txt file on USB thumb drives, with one thumb drive per municipality.**

ACKNOWLEDGEMENT

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Bidder has received and responded to the bid in accordance with Addendum #1, Addendum #2, and Addendum #3.

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Bid Proposal Form (continued)

All bidders shall provide a cost per bill, inclusive of programming, printing, stuffing envelopes, and all related services except postage. Postage will be paid for cost at time of mailing.

ADDENDUM #1

Maximum number of pages for tax bill mailing will be two (2) double sided pages (refer to page 9 for number of tax bills).

Fiscal Year	Estimated Number of Tax Bills	Cost Per Bill w/ Inserts (max. 2 Double-sided pages)	Estimated Annual Cost	Cost for Each Additional Double-sided Page (If needed)
2023-2024	35,500			
2024-2025	35,500			
Total Contract Cost				

ADDENDUM #2

Alternate proposal to include the mailing of all tax installment payments.

The District would like to have pricing for the cost of preparing and mailing the tax installment bills if that option is selected. The total number of installment payments per year is, on average, about 7% of the total number of tax bills per municipality (refer to page 9 for number of tax bills).

Fiscal Year	Estimated Number of Tax Bills	Cost Per Bill w/ Inserts (max. 2 Double-sided pages)	Estimated Annual Cost	Cost for Each Additional Double-sided Page (If needed)
2023-2024	35,500			
2024-2025	35,500			
Total Contract Cost				

ADDENDUM #3

Successful bidder will be required to provide all finalized, computed, data information for the tax collectors to be able to upload the data into their tax collection software for the purpose of recording taxes paid. The data will need to be in a .txt file and separated onto USB thumb drives with one thumb drive per municipality.

- ANTICIPATED BID AWARD WILL BE THURSDAY, MARCH 16, 2023

- END OF BID PROPOSAL FORM -