



OFFICE OF THE PURCHASING DIRECTOR
1443 N. ROBBERSON AVE., SUITE 1000, SPRINGFIELD, MO 65802

BOB DIXON
PRESIDING COMMISSIONER

RUSTY MACLACHLAN
COMMISSIONER, 1ST DISTRICT

JOHN C. RUSSELL
COMMISSIONER, 2ND DISTRICT

ADDENDUM #1 TO INVITATION FOR BID #25-11112

RFP NO: 25-11112

TITLE: Assessment Lists Printing & Mailing

ISSUE DATE: 8-18-2025

CONTACT: Leah Avers

PHONE: (417) 868-4003

E-MAIL: Lavers@greencountymo.gov

IFB OPENING DATE REMAINS:

2:00, P.M., CST, on August 26, 2025

RETURN THIS SIGNED ADDENDUM ALONG WITH BID RESPONSE BY THE IFB OPENING DATE LISTED ABOVE TO:

**GREENE COUNTY PURCHASING DEPARTMENT
1443 N ROBBERSON AVE., 10TH FLOOR
SPRINGFIELD, MISSOURI 65802**

This addendum forms a part of the IFB document for the project identified above. All remaining portions of the IFB document not specifically mentioned or otherwise revised by this addendum or previous addenda remain in full force and effect.

Statement

1. Section 7.0 Pricing Form has been revised. Bidders must submit attached **Section 7.0 Revised Pricing Form** with bid response to be considered compliant.
2. Section 5.0 Bid Specifications, Mailing List Maintenance, NOCOA & Address Management Services, paragraph 5 has been removed and has been revised as follows:

Mailing List Maintenance:

NCOA & Address

Management Services: Bidders shall utilize methods and processes that significantly reduce the number of mail pieces returned Undeliverable as Addressed (UAA) by the USPS. **Bidders may provide Address Resolution Service (ARS) and Electronic Address Sequencing (EAS) as an option on pricing form.**

Each bidder shall acknowledge receipt of this Addendum #1 of Invitation for Bid #25-11112 titled Assessment Lists Printing & Mailing with his/her signature affixed hereto; and shall submit this signed acknowledgement and any attachments provided herein with their original bid submittal. Failure to do so shall render your bid non-responsive.

Addendum #1 acknowledged by:

Bidder Name

Title

Company Name

Date

7.0 Revised Pricing Form

Pursuant to and in accordance with the above stated Invitation for Bid, the bidder hereby declares that they have examined the bid documents and specifications for the item(s) listed below. The bidder agrees, if their bid is accepted, to furnish the item(s) submitted below, including F.O.B. delivery to Greene County, Missouri in accordance with the delivery schedule and according to the prices, products/services information submitted. Pricing shall include all Contractor's services, labor, materials, tools, equipment, supplies, postage, transportation and all other items and facilities necessary to complete the work specified.

SECTION 1

FIRST MAILING

Line No.	Approx. Qty	Description	Unit Price	Total \$ Amount
1.	2 hours	Consulting Services	\$_____/hr	\$_____
2.	1 hour	Software Development (if applicable)	\$_____/hr	\$_____
3.	1	Address Management Services (Including NCOA, Post mailing reports and Mail tracking) – with ARS & EARS (optional) For 1 st and 2 nd Mailing	\$_____/year	\$_____
3.1	1	Address Management Services (Including NCOA, Post mailing reports and Mail tracking) For 1st and 2nd Mailing	\$_____/year	\$_____
4.	85,000	Residential Personal Property Assessment Lists	\$_____/ea	\$_____
5.	15,000	Residential Personal Property Lists (Office Use)	\$_____/ea	\$_____
6.	85,000	#10 Window Envelopes	\$_____/ea	\$_____
7.	85,000	#9 Return Window Envelopes	\$_____/ea	\$_____
8.	85,000	Processing – supply proofs, image taxpayer information on Assessment Lists. Insert Lists & #9 Return Envelopes into #10 envelope, presort and deliver to BMEU	\$_____/ea	\$_____
9.	85,000	Postage: remit payment to USPS	\$_____/ea	\$_____
10.	1	Postal Permit Fees	\$_____/ea	\$_____
11.	7,000	Business Personal Property Assessment Lists	\$_____/ea	\$_____
12.	1,000	Business Personal Property Lists (Office Use)	\$_____/ea	\$_____
13.	7,000	Processing – supply proofs, image taxpayer information on Assessment Lists. Insert Lists & #9 Return Envelopes into #10 envelope, presort and deliver to BMEU	\$_____/ea	\$_____
14.	7,000	Postage: remit payment to USPS	\$_____/ea	\$_____
15.	1	Delivery / Freight charges	\$_____/ea	\$_____
16.	1	Design / Typesetting charges	\$_____/ea	\$_____
17.	1	Data File Setup charges	\$_____/ea	\$_____

Line No.	Approx. Qty	Description	Unit Price	Total \$ Amount
		TOTAL for Section 1 (Lines 1 - 17)		\$ _____

SECTION 2

FIRST MAILING

Line No.	Approx. Qty	Description	Unit Price	Total \$ Amount
18.	52,000	Online Filers Postcards	\$ _____/ea	\$ _____
19.	52,000	Processing – supply proofs, image taxpayer information on postcards, presort and deliver to BMEU	\$ _____/ea	\$ _____
20.	52,000	Postage: remit payment to USPS	\$ _____/ea	\$ _____
21.	1	Data File Setup charges	\$ _____/ea	\$ _____
		Total for Section 2 (Lines 18-21)		\$ _____

SECTION 3

SECOND MAILING

Line No.	Approx. Qty	Description	Unit Price	Total \$ Amount
22.	55,000	Second Notice Postcards	\$ _____/ea	\$ _____
23.	55,000	Processing – supply proofs, image taxpayer information on postcards, presort and deliver to BMEU	\$ _____/ea	\$ _____
24.	55,000	Postage: remit payment to USPS	\$ _____/ea	\$ _____
25.	1	Data File Setup charges	\$ _____/ea	\$ _____
		Total for Section 3 (Lines 22-25)		\$ _____
		Total for Sections 1 – 3 (Lines 1-25)		\$ _____

The pricing quoted above will be effective until contract execution or at least 90 days.

Additional Purchases by Other Public Agencies:

If awarded a contract via this solicitation, will you or your company agree to extend the utilization of said contract and its pricing to other public entities?

_____ Yes

_____ No