

RESOLUTION
OF THE CLAY COUNTY COMMISSION
CLAY COUNTY, MISSOURI

2025-209

ATTEST A TRUE COPY
STACEY TINGLE, CLERK
CLAY COUNTY COMMISSION
BY: Sharon Power
DEPUTY CLERK

APPROVE RFP #57-25
LINEAGE MAILING SERVICES
COLLECTOR TAX STATEMENT PRINTING AND MAILING SERVICES
COLLECTOR

BE IT HEREBY RESOLVED BY THE COUNTY COMMISSION OF CLAY COUNTY, MISSOURI
THAT, this Commission hereby approves RFP #57-25 with Lineage Mailing Services dba
Lineage Connect for Collector Tax Statement Printing and Mailing Services.

ADOPTED BY THE COUNTY COMMISSION OF CLAY COUNTY, MISSOURI, THIS 10th DAY
OF July, 2025.

Per RSMo. 50.660, I certify the unencumbered cash balance in Fund 100 is \$22,231,735.33 and the unencumbered appropriation in
Fund 100, Account 505, Line Item E250 is \$ 66,384.36 as of the date and time stamp below.

Kevin Graham Date: 7-12-25 Time: 10:08 AM
Clay County Auditor

E291 - \$31,372.83

APPROVED AS TO FORM AND LEGALITY:

Kevin Graham
COUNTY COUNSELOR, KEVIN GRAHAM

Jerry Nolte
ON BEHALF OF CLAY COUNTY, MISSOURI
PRESIDING COMMISSIONER, JERRY NOLTE

ATTEST:

Stacey Tingle
COUNTY CLERK, STACEY TINGLE





REQUEST FOR COMMISSION ACTION

RES ☒ ORD ☐

2025-209

Agenda Date: 07/10/2025

Department/Office: Collector

Staff Contact: Barbara O'Riley

Subject: RFP 57-25 Tax Statement Services

Item Description: Request award of RFP 57-25 for Collector Tax Statement Printing and Mailing Services with Lineage Mailing Services LLC dba Lineage Connect.

Background: Specifications were given to the Purchasing Department by the Collector's Department for Tax Statement Services. Purchasing emailed Notification of RFP to two (2) of potential vendors and posted on Public Purchase our online Bid/RFP notification service to approximately six hundred and forty-seven (647) of vendors. Forty-two (42) of vendors accessed the documents. Four (4) vendors responded. Responses were distributed to an Evaluation Committee who then rated the proposals based on weighted factors of Experience, Expertise, Project Approach, Cost and Reliability. Lineage Mailing Services LLC dba Lineage Connect provided the lowest and best RFP responses that meets all specifications.

Funding Overview:

Capital Projects Encumbrance Request Form Yes ☐ No ☐ \$ _____ (attach)

Budgeted/Funds available in Fund Name: General # 100

Dept Name: Collector # 505 Acct Name: Reprographic Services # 250

Acct Name: Dept. Postage # 291

Action needed: Award RFP 57-25 Tax Statement Services to Lineage Mailing Services LLC dba Lineage Connect. The lowest and best RFP response that met all specifications.

Attachments:

Distribute Attested Copies of Resolution/Original Contracts to: brandy.young@claycountymo.gov,
Collector: boriley@claycountymo.gov; rmcintosh@claycountymo.gov; Purchasing:
ekitchell@claycountymo.gov; pwest@claycountymo.gov; Purchasing@claycountymo.gov and Vendor:
Lineage Mailing Services LLC dba Lineage Connect: jhasen@trustlineage.com

Barbara O'Riley
Requestor



CLAY COUNTY

RFP No. 57-25
TAX STATEMENT SERVICES

This AGREEMENT, made and entered into this 10th day of July 2025, by and between Clay County, Missouri, hereinafter referred to as "County," and Lineage Mailing Services LLC dba Lineage Connect, a corporation in the State of New York, hereafter referred to as "Vendor." Witnesseth, that:

WHEREAS, the County has caused to be prepared certain Agreement documents, General Terms and Conditions, Special Conditions and/or Specifications, Request For Proposal (RFP) for Agreement and any special Proposal clauses/addenda listed under Special Attachments below (hereinafter "Agreement Documents"), said Agreement Documents setting forth such equipment, supplies, labor and/or services to be furnished as therein fully described; and

WHEREAS, The County desires to engage Vendor to provide such equipment, supplies, labor and/or services.

NOW, THEREFORE, in consideration of the mutual covenants and considerations herein contained, IT IS HEREBY AGREED by the parties hereto as follows:

1. The County employs Vendor to provide the services hereinafter set forth.
2. **PRODUCTS AND/OR SERVICES:** The Vendor represents that it is equipped, competent, and able to provide, and that it will provide all such equipment, supplies, labor and/or services hereinafter set forth in a diligent, competent, and workmanlike manner. Vendor will provide all such equipment, supplies, labor and/or services in accordance with the following provisions, incorporated into this Agreement as if set forth in full herein: County's Request For Proposal No. 57-25 (hereinafter "RFP"); the Vendor's Response to the RFP, which includes; Payment Terms/Fee Schedule(s), Scope of Work ("Scope"), and Agreement Terms and Conditions. In the event of any conflict between provisions in the appendices attached herein, the provisions set forth in the Agreement Terms and Conditions shall control.
3. **PAYMENT AND ADDITIONAL SERVICES:** If additional services are requested by the County, the Vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The County will review and approve in writing such cost estimate for additional services, and the total compensation and reimbursement to be paid by the County to the Vendor for such approved additional services shall not exceed the approved amount.
4. **TERM:** The Agreement shall be in effect from the date of Commission approval via a signed Resolution for an initial period of one year. Pricing shall remain the same firm, fixed amounts as specified in the RFP for the duration of the Agreement, unless otherwise stated within the Agreement. Clay County shall have the right, at its sole option, to renew the Agreement for four additional one-year periods, or any portion thereof. This Agreement shall automatically renew annually for a period of four times unless either party notifies the other of intent not to renew, modify or alter terms of the RFP. Notification must be in writing within a minimum of 30 days prior to end date of an annual renewal period.
5. **TERMINATION:** Clay County shall have the right to terminate the Agreement at any time, for the convenience of Clay County, without penalty or recourse, by giving written notice to the Vendor at least thirty calendar days prior to the effective date of such termination. The Vendor shall be entitled to receive compensation for such equipment, supplies, labor and/or services delivered to and accepted by the County pursuant to the Agreement prior to the effective date of termination.
6. This agreement shall be binding on the parties thereto only after it has been duly executed and approved by the County Commission. The vendor has previously indicated their approval and agreement to enter into a binding contract agreement by virtue of their signature on the RFP cover page thereby declaring their understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained therein and the Contract Terms and Conditions.

WITNESS WHEREOF, Clay County represents that the signatories below have full authority and authorization to sign on behalf of Clay County and hereby accept the proposal response from Lineage Mailing Services LLC dba Lineage Connect.

APPROVED:

A blue ink signature of the County Counselor.

County Counselor

COUNTY OF CLAY, MISSOURI
COUNTY COMMISSION:

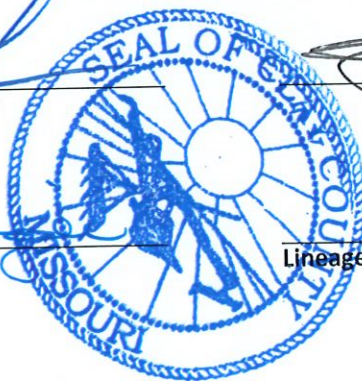
A blue ink signature of the County Commissioner.

County Commissioner

ATTEST:

A blue ink signature of the County Clerk.

County Clerk



A blue ink signature of the representative of Lineage Mailing Services LLC dba Lineage Connect.

Lineage Mailing Services LLC dba Lineage Connect



**LINEAGE CONNECT PROPOSAL FOR
CLAY COUNTY TAX STATEMENT SERVICES**

RFP NO. 57-25



**Lineage Connect
1700 Broadway Blvd
Kansas City, MO 64108**

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Vendor's Initials: 

RFP No: **57-25**

CLAY COUNTY
PURCHASING DEPARTMENT
REQUEST FOR PROPOSAL (RFP)

RFP NO:	57-25	PURCHASING SPECIALIST II	PATRICK WEST
TITLE:	TAX STATEMENT SERVICES	EMAIL:	PWEST@CLAYCOUNTYMO.GOV
ISSUE DATE:	4/2/2025	PHONE NO:	816-407-3637

PROPOSAL RESPONSES MUST BE RECEIVED NO LATER THAN:
5/1/2025 AT 2:00 PM CENTRAL TIME.
PROPOSAL RESPONSES WILL BE OPENED AND READ ALOUD AT 3:00 PM CENTRAL TIME.

SUBMITTAL INSTRUCTIONS:

In an effort to support the County's initiative for conservation, it is preferred that the Request for Proposals (RFP) be submitted via www.PublicPurchase.com. Sealed RFPs may be delivered to the Clay County Purchasing Department prior to the return date and time. Print the **Sealed RFP Label** found in Attachment 1 or type **RFP Number, RFP Title and Return Due Date** on the lower left-hand corner of the envelope or package. In order for a response to be considered complete, the Clay County document **MUST** be completed in its entirety which includes this cover page. All subsequent pages **MUST** also be initialed, and the Terms and Conditions Acknowledgement form **MUST** be signed.

RETURN RFP TO:

CLAY COUNTY
ATTN: ~ PURCHASING DEPARTMENT
16 W. FRANKLIN STREET
LIBERTY, MISSOURI 64068

AGREEMENT PERIOD: DATE OF AWARD THROUGH ONE YEAR; WITH FOUR ONE-YEAR RENEWALS
DELIVER SUPPLIES/SERVICES/INVOICES FOB (Free On Board) DESTINATION TO THE FOLLOWING ADDRESS:

By signing this RFP cover page, the vendor shall hereby declare understanding, agreement and certification of compliance to provide the items and/or services, at the prices quoted, in accordance with all requirements and specifications contained herein and the Contract Terms and Conditions. The vendor shall further agree that the language of this RFP shall govern in the event of a conflict with their proposal. In addition, the vendor shall further agree that upon receipt of an authorized purchase order from Clay County or when a Vendor Agreement is fully executed by an authorized agent of Clay County, a binding agreement shall exist between the vendor and Clay County.

SIGNATURE REQUIRED

Lineage Mailing Services LLC dba Lineage Connect		Jason Hansen		Director Sales and Customer Success	
Company Name		Authorized Representative (Print)		Title	
1700 Broadway Blvd					
Street Address		Authorized Signature			
Kansas City, MO 64108	Jackson	4/30/25	46-1602681		
City/State/Zip	County	Date	Company Tax ID No.		
816-756-2733	NA	jhanen@trustlineage.com			
Telephone No.	Facsimile No.	E-Mail			
<input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Individual LLC <input type="checkbox"/> State/Local Government <input type="checkbox"/> Partnership <input type="checkbox"/> Sole Proprietor <input type="checkbox"/> IRS Tax-Exempt					
Vendor Tax Filing Type with IRS (Check One)					

Vendor's Initials:

RFP No: 57-25

Lineage Connect is pleased to submit this response to Clay County's Request for Proposal (RFP No. 57-25) for Tax Statement Services.


With over five years of experience serving Clay County and other public governmental entities, Lineage Connect has processed over 200,000 custom-designed invoices annually, achieving significant postage savings. In 2024, we processed approximately 150,000 records for Clay County, with 95% mailed at the 5-digit rate (\$0.545), 4% at AADC (\$0.593), and 1% at Mixed AADC or non-automation (\$0.622). Our expertise, advanced technology, and commitment to compliance ensure we meet all mandatory requirements and desirable attributes outlined in the RFP. All costs are included in Exhibit A, Pricing Pages, as required.

Specific Requirements:

- **Tax Statement Services:** Lineage provides comprehensive tax statement services, exceeding RFP specifications, including printing, sorting, mailing, and electronic billing for approximately 100,000 Personal Property, 90,000 Real Estate, and 30,000 Spring Delinquent Tax Statements.
- **Expertise:** Lineage has over five years of experience creating custom-designed invoices for public entities, processing over 200,000 documents annually using pipe-delimited plain text files. We provide up-to-date information on postal regulations and technology, ensuring maximum savings, as demonstrated by our 95% 5-digit rate achievement in 2024.
- **Electronic Billing:** Lineage supports electronic billing statements via our Easy Send Digital (Appendix C), enabling secure, efficient delivery.
- **Custom Invoices:** We create custom-designed invoices from pipe-delimited plain text files transmitted via FTP, supporting all tax and delinquent mailings.
- **Proofs:** Lineage submits proofs to the County Collector within five business days of data receipt via FTP, verifying all text file fields and calculations for approval before printing.
- **Address Verification:** Using Accuzip for NCOA and CASS certification, we verify and correct addresses, sending changes to the Collector for approval. We can override verification for non-standard addresses upon authorized instruction from the Collector's Office.
- **Project Capabilities:**
 - **Laser Printing:** We will print custom invoices for 100,000 Personal Property, 90,000 Real Estate, and 30,000 Spring Delinquent statements (including ~7,000 real estate delinquent) using FTP-transmitted data.
 - **Omitted Information:** We print statements with omitted details (e.g., parcel numbers, taxpayer names) as required.
 - **Mailing:** Mail is delivered to the Liberty Post Office (1000 Progress Drive, Liberty, MO 64068) or Kansas City Regional Distribution Center (1700 Cleveland Ave., Kansas City, MO 64121).
 - **Envelope Storage:** We store bulk envelopes at no cost until ordered by Clay County.
 - **Cost Inclusion:** All scanning, programming, set-up fees, and printing overages are included in the bid price (Exhibit A).
 - **Verification:** The Collector verifies and approves data calculations and images before mailing.
 - **PDF Delivery:** Within 90 days, we provide searchable PDF files of all mailed statements, accessible by parcel number, name, etc., including delinquent files for litigation purposes.
 - **Post Office Approval:** All mailing items are approved by the USPS.
- **Envelopes:** We provide standard white diagonal seam envelopes (#10 and #9) without inside tint, meeting security requirements.
- **Timelines:** Laser setup, billing file creation, and proof submission are completed within five business days of data receipt. Folded, inserted, and presorted bills are delivered to the Liberty Post Office within five business days of proof approval.
- **Envelope Manufacturing:** If manufacturing envelopes in bulk for savings, Lineage stores them at no cost and charges Clay County only upon ordering.
- **Information Changes:** We accommodate changes to printed items due to elected official transitions or other needs.
- **Additional Mailings:** Lineage supports additional mailings at Agreement rates, including inserts from other departments, as requested by the Collector.

Tax and Spring Delinquent Mailings:

- **Products and Services:**
 - **Printing:** Standard image printed on one side using black ink on 20# OCR-readable, laser-compatible, perforated white paper.
 - **Postage Sorting:** We sort to the lowest First-Class postage rates. Lineage achieved 95% 5-digit (\$0.545), 4% AADC (\$0.593), and 1% Mixed AADC/non-automation (\$0.622) in 2024 for the County by commingling with Lineage's local volume.

Vendor's Initials: 

RFP No: 57-25

- **Folding and Insertion:** Statements are folded and inserted into #10 standard diagonal seam envelopes with a pre-printed #9 diagonal seam courtesy envelope bearing the Clay County Collector's return address.
- **Informational Insert:** An 8½ x 11, 20# paper insert is included with each mailing.
- **Sealing and Metering:** Envelopes are sealed, and postage is metered using Clay County's First-Class Permit, showing mailing from Clay County.
- **Sorting and Delivery:** Mail is sorted by ZIP code and delivered to the Liberty Post Office or Kansas City Regional Distribution Center.
- **Marking:** Statements are marked in the address window with "R" (Real Estate), "P" (Personal), or "B" (Business) and the most recent billing parcel year.
- **ACS:** Full-service Address Change Service is provided using Accuzip with Clay County's ACS account.
- **Delinquent Insert Letters:** For Spring Delinquent mailings (~30,000 total, ~7,000 real estate), we create insert letters tailored to tax type using Quadient Inspire, pulling specific data from text files into the Collector's mail merge Word documents.
- **Excel Expertise:** Lineage has extensive experience with Excel files, accurately deciphering parcels for printing.
- **Sample Bills:** We provide a sample printed bill to the Collector for approval before printing.
- **Mailing Documents:** Samples of mailing documents are provided to the Collector and approved by the post office before printing.

Postal and Postage Rates:

- **Postal Services:**
 - **Postal Equipment:** Lineage maintains equipment to affix/print postage on each item. In 2025 Lineage will be investing over \$2 million dollars in new equipment for printing, finishing and mail processing.
 - **Software and Knowledge:** We use Accuzip for NCOA, CASS, and barcode creation, maintaining up-to-date knowledge of USPS regulations to secure the largest postage discounts, as reflected in Exhibit A.
 - **Barcoding and Sorting:** Mail is barcoded and sorted to qualify for the lowest postage rates, achieving 95% 5-digit rates in 2024.
 - **Tracking:** We track jobs from data transmission to USPS delivery, providing proof of delivery to the Collector.
 - **Monthly Manifest:** A monthly manifest details the number of notices printed, mailed, and total postage/services charges.
 - **Weight Notifications:** We notify the Collector promptly if mail exceeds postal weight limits, providing estimated charges.
 - **Postage Application:** Lineage applies postage, coordinates preparation, and delivers statements to the USPS on designated business days.
 - **IMb Mail Tracking:** Lineage Connect leverages the Intelligent Mail Barcode (IMb) to provide customers with advanced tracking and visibility for their mailing projects. The IMb, a sophisticated barcode system, enables precise tracking of each mail piece through the USPS network, offering real-time insights into mail processing and delivery status. This enhanced visibility allows customers to monitor their mailings, anticipate delivery timelines, and address issues proactively, improving operational planning and customer satisfaction. Additionally, IMb integration supports compliance with USPS standards, qualifies mailings for maximum postage discounts, and streamlines verification processes, reducing costs and ensuring reliable, efficient service for high-volume projects like utility bill distribution.
 - **Detached Mail Unit (DMU):** Lineage Connect, as a USPS-authorized Detached Mail Unit (DMU), Full-Service Seamless Mail Provider, and USPS HQ Managed Account, delivers unmatched efficiency and cost savings for high-volume mailing projects like utility bill distribution. Our DMU status and Seamless Acceptance capabilities streamline mail processing, verification, and entry, ensuring faster delivery and compliance with USPS standards using tools like NCOA and Intelligent Mail Barcode (IMb). Customers benefit from maximum postage discounts, enhanced visibility, and direct access to USPS expertise through our dedicated account management. This combination of advanced capabilities and trusted USPS partnerships provides reliable, scalable, and cost-effective mailing solutions tailored to your business needs. See Appendix B.
 - **Commitment to Clay County:** Over the past five years, Lineage Connect has partnered with Clay County to implement processes that maximize postage savings, streamline operations, and ensure timely delivery. Our use of Accuzip, Quadient Inspire, our dedicated local employees, combined with our expertise in high-volume governmental billing, positions us to exceed RFP requirements. We are committed to delivering cost-effective, reliable, and compliant tax statement services, with all costs detailed in Exhibit A.

Vendor's Initials: 

+

1. INTRODUCTION AND GENERAL INFORMATION

This section of the RFP includes a brief introduction and background information about the intended acquisition for which the requirements herein are written. The contents of this section are intended for informational purposes and do not require a response.

1.1 Purpose:

1.1.1 This document constitutes a request for competitive, sealed proposals from prospective vendors for Tax Statement Services for County Collector in accordance with the requirements and provisions stated herein. While this solicitation constitutes a need, Clay County reserves the right to reject any and all proposals received, without clarification.

1.1.2 RFP Document Contents:

- Introduction and General Information
- Scope of Work/Functional Specifications
- Meeting Information Page
- Agreement Terms and Conditions Acknowledgement Form

- Exhibit A - Pricing
- Exhibit B - Experience and Expertise
- Exhibit C - Miscellaneous Information
- Attachment 1 – Sealed RFP Label

1.2 Questions:

1.2.1 Questions relating to the RFP must be submitted via the www.PublicPurchase.com website or e-mailed to Purchasing@ClayCountyMo.gov

1.2.2 All questions and issues should be submitted no later than Monday, April 21, 2025. If not received prior to the aforementioned date, the Clay County Purchasing Department may not be able to fully research and consider the respective questions or issues.

1.3 Background Information:

1.3.1 Clay County's current Agreement for Printing Tax Statements, RFP 25-20 (Official Action Number 2020-142), has expired in its entirety.

- a. This RFP 57-25 shall replace that Agreement.
- b. Clay County's previous Agreement for Printing Tax Statements, RFP 16-15 (Resolution Number 2015-161), expired in its entirety, as well.

1.3.2 The Collector's Office ordered 162,666 pieces for mailing, which would be the envelope with the permit number on it and the #9 4.5 insert return envelope.

- a. In addition, approximately the Collector's Office used about 10,000 to 20,000 miscellaneous envelopes throughout the year.
- b. The Collector's office typically orders boxes of 2,500 envelopes at a time. The orders are done on an as needed, if needed basis.

Vendor's Initials: 

RFP No: 57-25

1.3.3 Although an attempt has been made to provide accurate and up-to-date information, Clay County does not warrant or represent that the background information provided herein reflects all relationships or existing conditions related to this Request for Proposal.

1.4 Estimated Quantities:

1.4.1 The County shall not guarantee any minimum or maximum amount of the vendor's products/services that may be required under the Agreement.

- a. The vendor shall provide products/services on an as needed basis.
- b. The County shall not guarantee any usage of the contract whatsoever.

1.5 Award Determination

1.5.1 Any award of Agreement must be approved by the County Commissioners and shall be made by notification from the Purchasing Department to the successful bidder.

- a. Clay County shall have the right to make awards by items, or as an all or none basis.
- b. Clay County may make awards to multiple vendors.
- c. The grouping of items and/or multiple vendor awards shall be determined by Clay County based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Clay County.

1.5.2 Clay County reserves the right to reject any and all proposals received without clarification.

2. SCOPE OF WORK

This section of the RFP includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of Clay County. The contents of this section include mandatory requirements that will be required of the successful vendor and subsequent vendor. The vendor is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The vendor's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the proposal is accepted by Clay County. The vendor must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the vendor (if any) in the appropriate sections of Exhibit A, Pricing Pages.

2.1 Specific Requirements:

- 2.1.1 The vendor shall provide a Tax Statement Services, which meets or exceeds the specifications contained in this document.
- 2.1.2 Vendor must have a high level of expertise in the billing and printing field of similar scope and size as what is requested in this RFP in order to fulfill a high demand for large volumes of mailings, as well as provide Clay County with up-to-date information regarding changing technology and knowledge in order to ensure the best possible savings are attained.
 - a. At a minimum, the Vendor must have five (5) years of experience creating custom-designed invoices for a public governmental entity, using data transmitted as a pipe-delimited plain text file, where the printing services exceeded 200,000 individual documents per year.
- 2.1.3 The Vendor should have the capability to perform electronic billing statements.
- 2.1.4 Vendor must be able to create custom-designed invoices from data that is transmitted as a pipe-delimited plain text file.
- 2.1.5 Vendor must submit a variety of proofs to the Collector prior to printing for verification that all fields in the text file are calculating correctly.

Vendor's Initials:

RFP No: 57-25

- 2.1.6 Vendor must use industry-standard address verification and correction software and must have the ability to send the County Collector any address changes that need to be made so the County can approve the change.
- a. Vendor must be able to override the verification software and mail to non-standard addresses if instructed to do so by an authorized representative of the Clay County Collector's Office.
- 2.1.7 Vendor must be able to:
- a. Laser print custom-designed invoices using data transmitted as a pipe-delimited text file via File Transfer Protocol (FTP), approximately 100,000 Personal Property Tax Statements, 90,000 Real Estate Tax Statements, and 30,000 Spring Delinquent Mailings;
- b. Print tax statements with certain information omitted, such as parcel numbers and tax-payer name;
- c. Mail items from the Liberty Post Office located at 1000 Progress Drive, Liberty, MO. 64068; d. Store bulk of envelopes;
- e. Include all scanning, programming, set-up fees, and printing overages in bid price stated in Exhibit A;
- f. Allow Collector to verify and approve calculations of data and images before bills are mailed;
- g. Provide the Collector with images of all statements mailed within 90 days via PDF files. 1. PDF files must be search capable for individual pieces of information including parcel number, name, etc.; and
- h. Have all mailing items approved by the above-mentioned post office.
- 2.1.8 Envelopes provided by the Vendor do not need any inside tint for security purposes. All envelopes must be standard white diagonal seam envelopes.
- 2.1.9 Vendor must agree and be able to complete laser set up, have billing file created, and have proofs submitted to the county within five (5) business days of data submission via FTP.
- a. Folded, inserted, and pre-sorted bills must be delivered to the Liberty, MO post office within five (5) business days after receiving final approval of proofs by the County Collector.
- 2.1.10 Based on previous experience, if the Vendor chooses to manufacture several thousands of Clay County envelopes due to a bulk savings by printing them all at once, then the Vendor must understand and agree that Clay County shall not pay for any envelopes until ordered, as well as the Vendor shall be required to store the envelopes for Clay County.
- 2.1.11 Due to any change of elected officials, Vendor must accommodate information changes as needed on printed items.
- 2.1.12 The County Collector shall have the right to request additional mailings at the Agreement rates as needed which may include inserts from other Departments.
- 2.2 Tax Statements:**
- 2.2.1 Vendor must provide the following products and services:
- a. Standard image printed on one side;
- b. One color, black ink, white paper;
- c. Paper must be perforated;
- d. Sort to lowest possible First-Class postage rates
- e. Tax statements must be folded and inserted into a #10 standard diagonal seam envelope;
- f. Insert #9 diagonal seam courtesy envelope must be pre-printed with Clay County Collector return address;
- g. Seal;
- h. Meter postage showing mailed from Clay County (Collector has First Class Permit printed on the envelope);
- i. Sorting;
- j. Delivery to post office;

Vendor's Initials:



RFP No: 57-25

- k. Printer must have the ability to place marks in the address window indicating whether the document is a R (Real Estate), P (Personal), or B (Business) statement and the most recent year of the billing parcel behind it;
 - l. Full-service ACS
 - m. Informational insert, printed on 8 ½ x 11, 20# paper, and inserted with each Tax Statement; and
 - n. Paper must be 20# OCR readable laser or laser compatible.
- 2.2.2 Vendor must have experience with Excel files and be able to decipher from documents the parcels to be printed.
 - 2.2.3 Vendor must provide to the Clay County Collector a sample of printed bill prior to printing and obtain County Collector's approval.
 - 2.2.4 Vendor must provide to the County Collector a sample of the mailing documents prior to printing and must be approved by the post office.

2.3 Spring Delinquent Mailing:

2.3.1 Vendor must provide the following products and services:

- a. Vendor must have the ability to create insert letters according to tax type (real estate or personal property);
- b. Estimated 30,000 total with approximately 7,000 for real estate;
- c. Vendor must provide PDF copies of the whole delinquent file.
 - 1. Images will be required for litigation purposes.
 - 2. Collector uses a mail merge letter
 - 3. Vendor must have the capability to pull very specific information from the text document and insert that information into the Collectors word document(s)
- a. Printer must have the ability to place marks in the address window indicating whether the document is a R (Real Estate), P (Personal), or B (Business) statement and the most recent year of the billing parcel behind it;
- b. Paper must be perforated;
- c. Informational insert, printed on 8 ½ x 11, 20# paper, and inserted with each Spring Delinquent mailing;
- d. Insert #9 diagonal seam courtesy envelope must pre-printed with Clay County Collector return address; and
- e. Spring Delinquent Mailings must be folded and inserted into a #10 standard diagonal seam envelope.

2.4 Postal and Postage Rates:

2.4.1 Vendor must provide and maintain the following:

- a. The Vendor must maintain the necessary postal equipment to affix or print postage to each item.
- b. The Vendor must maintain the necessary software essential to receive the largest postage discounts and shall maintain up-to-date knowledge of all United States mail regulations regarding all classes of postage and relay that information in the tables of Exhibit A Pricing Pages.
- c. The Vendor shall utilize bar coding and arrange/sort the mail to qualify for the lowest postage rate consistent with the United States Postal Service standards.
- d. The Vendor shall maintain the necessary documentation and equipment to track the submitted job from the time transmission from the County Collector to delivery to the United States Postal Service and provide proof of delivery to the County Collector.
- e. The Vendor shall provide a monthly manifest showing details of the total number of notices printed and mailed with the total monies charged for postage and services.

Vendor's Initials: 

- f. The Vendor shall notify the County Collector, within a reasonable time frame, when mail exceeds postal weight requirements with estimated postal charges to be incurred when mailing.
- g. The Vendor shall be responsible for the application of postage, coordination, required preparation and designated business day delivery of the County Collector's billing statements to the United States Postal Service.

2.5 Miscellaneous Requested Information:

2.5.1 The vendor should respond to the information requested in all sections and all exhibits.

3. RFP OPENING

- 3.1.1 RFP Responses will be received prior to **2:00 P.M.** and read out loud at **3:00 P.M.** on **5/1/2025** in the Purchasing Department.
- a. Location subject to change.
 - b. Only respondent's names, city and state will be read at the RFP Opening.

4. AGREEMENT TERMS AND CONDITIONS ACKNOWLEDGEMENT FORM

The undersigned vendor has read, understood, and accepted the Terms and Conditions as published on the Clay County Official Website located at:

<https://www.claycountymo.gov/DocumentCenter/View/533/GENERAL-TERMS-AND-CONDITIONS-PDF>

All terms and conditions as stated shall be adhered to by vendor upon acceptance of Agreement. Vendors enter into this agreement voluntarily, with full knowledge of its effect.



Vendor Signature

4/30/25

Date

Lineage Mailing Services LLC dba Lineage Connect

Vendor Name

Vendor's Initials:



EXHIBIT A
Pricing Pages

PRICING TABLE 1: REQUIRED PRICING

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED COSTS (Quantity x Unit Price)
TAX STATEMENTS				
001	Laser 8 ½ x 11 Letter Sized Paper, White	190,000	\$0.065	\$12,350.00
002	Folding and Perfin	190,000	\$0.010	\$1,900.00
003	Inserting 1-4 Pieces	190,000	\$0.030	\$5,700.00
004	Informational Page	190,000	\$0.050	\$9,500.00
TOTAL COST PER THOUSAND				\$155.00
005	One-Time Laser Set-Up Fee	1	\$0.000	NA
006	One-Time Data Set-Up Fee	1	\$0.000	NA
007	USPS Postage per	Ea./190,000	\$0.545	\$103,550.00
SPRING DELINQUENT TAX STATEMENT MAILING				
008	Laser 8 ½ x 11 Letter Sized Paper, White	30,000	\$0.065	\$1,950.00
009	Folding and Perfin	30,000	\$0.010	\$300.00
010	Inserting 1-4 Pieces	30,000	\$0.030	\$900.00
011	Informational Page	30,000	\$0.050	\$1,500.00
TOTAL COST PER THOUSAND				\$155.00
012	One-Time Laser Set-Up Fee	1	0	N/A
013	One-Time Data Set-Up Fee	1	0	N/A
	USPS Postage per	Ea./30,000	\$0.545	\$16,350.00
ENVELOPES				
014	#10 Standard Window with Postal Permit and Forwarding Instructions	250,000/year	\$0.050	\$12,500.00
015	#9 Regular, No Window	250,000/year	\$0.035	\$8,750.00
016	#10 Standard Window	50,000/year	\$0.060	\$3,000.00
017	#10 Regular, No Window	2,500/year	\$0.070	\$175.00
TOTAL COST PER THOUSAND				
#10 Standard Window with Postal Permit and Forwarding Instructions				\$50.000
#9 Regular, No Window				\$35.000
#10 Standard Window				\$60.000
#10 Regular, No Window				\$70.000

Vendor's Initials:

EXHIBIT A, continued

Our proven approach leverages advanced presort technology and the USPS Mail Anywhere program to optimize postage savings while ensuring timely delivery. Below is an overview of our process, tailored to meet Clay County's needs:

1. **Presort and Commingling with Lineage Local Volume:** We utilize state-of-the-art presort machines to commingle Clay County's three bill types with our robust Lineage Local mailing volume. By combining your volume with ours, the majority of letters qualify for the cost-effective 5-digit postage rate, significantly reducing expenses. Only letters destined outside the Kansas City metro area incur higher postage rates, ensuring maximum savings for local deliveries.
2. **Mail Anywhere for Flexible Entry:** Through the USPS Mail Anywhere program, we enter your mail at the Kansas City Regional Distribution Center, located at 1700 Cleveland Ave., Kansas City, MO 64121. This strategic entry point enhances efficiency and allows us to draw funds directly from Clay County's permit account for the actual postage used, based on the final sortation of the mail. Each tray is meticulously sorted by ZIP code, ensuring accurate routing to the designated post office for delivery.
3. **Process and Mail as Work Completes:** To eliminate delays, we process and mail each bill type as it is completed. This approach ensures that smaller batches, such as business bills, are not held up waiting for larger volumes, like personal bills, to be finalized. By mailing as work is ready, we guarantee timely delivery to your constituents.
4. **Optimized Presort Operations:** Our presort software is continuously updated to comply with USPS regulations and maximize 5-digit sortation. We closely monitor our presort machines to handle Clay County's high-volume mail efficiently, ensuring seamless processing and consistent postage savings.

Financial Transparency: Clay County will pay for postage through your designated permit, covering only the actual postage costs determined by the mail's final sortation. This transparent approach ensures you benefit from the lowest possible rates without hidden fees.

Outcomes: By partnering with Lineage Connect, Clay County will enjoy:

- **Significant Postage Savings:** Most letters will ship at the 5-digit rate due to our combined mailing volume, with higher rates applied only to out-of-metro deliveries.
- **Timely Delivery:** Mailing as work completes ensures bills reach recipients promptly.
- **Operational Efficiency:** Entry at the Kansas City Regional Distribution Center and precise ZIP code sorting streamline logistics.
- **Reliability:** Our optimized presort operations handle high volumes with precision, delivering consistent results.

Vendor's Initials:

EXHIBIT A, continued

PRICING TABLE 2: OTHER REQUIRED PRICING

The vendor must state below all other applicable costs necessary to satisfy the mandatory requirements of the RFP. Unless stated in Exhibit A, the County shall assume that absolutely no other fees or charges, including upgrade fees, will be assessed to the County whatsoever in connection with Tax Statement Services herein and to satisfy the RFP requirements.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE
2.4.1.b Provide Software Name and Version used to identify and receive the largest postage discounts, all up-to-date knowledge of all United States Postal Service mail regulations regarding all classes of postage.		
Accuzip is used for NCOA and Cass Certification. Additionally mail through the Presort Blue Crest Systems, sort to lowest zip code. Cost of address and postal discounts are included in above pricing	NA	NA

PRICING TABLE 3: OPTIONAL PRICING

The vendor may provide firm, fixed pricing for optional features, expansion options and/or enhancements for the proposed Tax Statement Services solution. Also, list any pricing discounts.

DESCRIPTION / COMMENTS	UNIT OF MEASURE	UNIT PRICE
Provide a postage chart listing the various rates available for all classes and bulk mailings for use by the Collector and other Departments in the County:		
Post Card Receipts	Each	\$0.0500
Digital Mail with Electronic Payment processing with 3 year storage. – Easy Send Digital	Each	\$0.1200

Vendor's Initials:



EXHIBIT A, continued

PRICING TABLE 4: FEE SCHEDULE

If additional services are requested by the County, the vendor shall prepare and submit to the County an estimate of the total cost associated with such additional services. The vendor must indicate on the pricing table below the firm, fixed hourly rate for the personnel job classification that may be necessary to fulfill the requirements of the RFP.

TASK/PERSONNEL BREAKDOWN
SCHEDULE OF HOURLY BILLING RATES FOR SERVICES

PERSONNEL CLASSIFICATION	TYPICAL WORK TASKS	HOURLY RATE
There are no direct labor costs to the County. All costs are on a per item basis in the pricing.	NA	NA

Vendor's Initials: 

EXHIBIT B
Experience and Expertise

The evaluation of the vendor's experience and expertise shall be subjective based on the requirements stated herein. Therefore, the vendor should present detailed information regarding current and/or prior experiences in providing the services and expertise of the organization as well of its personnel. The County shall have the right to use the information provided herein, including information gained from any other source, in the evaluation process.

B.1 EXPERIENCE:

A MINIMUM of 3 year experience is required of the successful vendor, in similar services, as described in the scope. Experience and references provided by vendors shall be verified and will be a significant factor in the evaluation. Vendors should provide the information below.

How many years has your company been in the Tax Statement Services business? Over 50 Years

List a minimum of three (3) references showing Agreements held by your company providing the same or similar services for other public entities, local government or private companies.

Reference No. 1 of 3	
Company/Organization Name:	City of Lee's Summit, MO, Water Utility
Address:	1200 SE Hamblen Road
Name of Contact and Title:	Joe San Nicolas, Financial Services Manager
E-mail Address:	Joe.SanNicolas@cityofls.net
Telephone No.:	816-969-1910
Agreement or Service Period (dates of services):	Feb 2025-present. All water statements processed, printed, mailed. \$50,000 Per year. Earned Bid award in December.
Reference No. 2 of 3	
Company/Organization Name:	City of Liberty, Missouri
Address:	101 E. Kansas St., Liberty, MO 64068
Name of Contact and Title:	Claire Rodgers, Asst. Director, Communications & Public Relations
E-mail Address:	croddgers@libertymo.gov
Telephone No.:	816-439-4428
Agreement or Service Period (dates of services):	5 years of service, 2020- present. All water statements processed, printed, mailed, \$70,000 per year.
Reference No. 3 of 3	
Company/Organization Name:	State of Kansas
Address:	201 NW MacVicar, Topeka, KS 66606
Name of Contact and Title:	Sherita M. Clifton, Services & Surplus Property Director Mailing
E-mail Address:	sherita.clifton@ks.gov
Telephone No.:	785-296-7276
Agreement or Service Period (dates of services):	Over 10 years of service, 2014- present. All outbound mail services, Disaster Recovery option for Lettershop Services, \$300,000 per year.

Vendor's Initials: 

EXHIBIT B, continued

B.2 EXPERTISE:

PERSONNEL QUALIFICATIONS

Vendors should provide the information below.

Indicate person who will be supervising project(s) and years of experience in similar work.

Name: Jason Hansen No. of Years 20

Type of Experience: Jason oversees the Customer Success Team. Jason Has Experience with managing customers and projects through out his career at companies like Hewlett Packard and Lexmark. Jason has managed software projects and implementation and services contracts for companies like 3M and Hospital systems like Barns Jewish Hospital and Vanderbilt University Hospital.

Complete the following for employees that would be working on this project. List any previous work directly relating to the RFP specifications that have been performed for other public entities, local government or private companies in the last five years. Attach a separate sheet of paper if needed.		
EMPLOYEE NAME	QUALIFICATIONS	EXPERIENCE/TRAINING/CERTIFICATIONS
Jason Hansen	Director Sales and Customer Success	See Appendix A
Sabrina Schall	Executive Customer Success Manager	See Appendix A
Pat Atkins	Data Processing Manager	See Appendix A
Jesse Jenkins	Operations Director	See Appendix A
Anthony Rios	Production Manager	See Appendix A


Vendor's Initials: 

EXHIBIT C
Miscellaneous Information

C.1 LOCAL GOVERNMENT USE (COOPERATIVE PROCUREMENT):

- 1) This section is optional, it will not affect proposal award. If the County awarded you the proposed Agreement, would you sell under the prices and terms of this Agreement to any Municipal, County Public Utility, Hospital, Educational Institution, or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or MidAmerica Regional Council (MARC) and located within the Greater Kansas City Metropolitan Trade Area. (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this Agreement.)
- YES: ☒ NO: ☐ INITIALS: AI
- 2) Sales shall be made in accordance with the prices, terms, and conditions of the RFP and any subsequent term Agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the Agreement unless they are specifically named in the RFP as a joint participating entity.
- 4) All sales to other jurisdiction shall be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other Agreement administration shall be the responsibility of the ordering jurisdiction.
- 5) The Purchasing Manager shall be responsible to handle the solicitation and award the Agreement. The Purchasing Manager shall have the sole authority to modify the Agreement and handle disputes regarding the substance of the Agreement.
- 6) Each jurisdiction that is a party to the joint bid has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

C.2 WEBSITE

- 1) Does your company have a website? YES: ☒ NO: ☐
- 2) If yes please provide the website address: www.trustlineage.com

C.3 EMPLOYEE BIDDING/CONFLICT OF INTEREST:

Vendors who are elected or appointed officials or employees of Clay County or any political subdivision thereof, serving in an executive or administrative capacity, must comply with sections 105.450 to 105.458, RSMo, regarding conflict of interest. If the vendor or any owner of the vendor's organization is currently an elected or appointment official or an employee of Clay County or any political subdivision thereof, please provide the following information.

Name and title of elected or appointed official or employee of Clay County or any Political sub-division thereof:	NA
If employee of Clay County or Political sub-division thereof, provide name of Clay County entity or political sub-division where employed:	NA
Percentage of ownership interest in vendor's organization held by elected or appointed official or employee of Clay County or political sub-division thereof:	NA

Vendor's Initials: AI

ATTACHMENT 1
Sealed RFP Label

PLEASE ATTACH LABEL TO OUTSIDE OF RFP PACKAGE

**SEALED RFP RESPONSE ENCLOSED DELIVER
TO:**

**CLAY COUNTY ~ PURCHASING DEPARTMENT
16 W. FRANKLIN STREET
LIBERTY, MO 64068**


RFP No.: 57-25 DATE: 5/1/2025

**RFPs MUST BE RECEIVED 2:00 pm CENTRAL TIME
DESCRIPTION: TAX STATEMENT SERVICES**

SPECIFY VENDOR NAME: Lineage Connect

SPECIFY VENDOR'S CITY, STATE LOCATION: Kansas City, Missouri
City, State Location

LINEAGE PROPOSAL WAS SUBMITTED ELECTRONIC VIA PUBLIC PURCHASE

Vendor's Initials: 

**Lineage Connect Staff**

Lineage Connect, a premier provider of business-critical communications solutions, is proud to introduce our dedicated team of professionals.

Our Team's Qualifications:

- Extensive background checks and ongoing training in data security and compliance
- Expertise in handling critical communications, including court summons, tax documents, checks, lab results, and healthcare notifications
- Annual performance evaluations and goal setting for continuous improvement

Lineage Currently has the following fulltime staff.

- Customer Success Team Members – 4
- Production Team Members – 13
- Building Staff and equipment Maintenance Team Members – 3
- Presort/Mail Processing Team Members – 13
- Data Processing Team Members – 6
- Administrative – 5

Jason HansenDirector of Sales and Customer Success

Jason graduated from Missouri University of Science and Technology with a degree in Computer Science. He has worked in the print industry since 1999 for HP, Lexmark, and other print technology resellers. He has worked with hospitals and Manufacturing companies to design and implement print solutions to support the work teams and the production of in-house print shops. He also has experience working with government entities to ensure contract compliance. Jason leads the Sales and Customer Success teams at Lineage to support the existing customers and provide new customers with the best experience possible.

Jesse JenkinsOperations Director

Jesse graduated from the University of Kansas State with a BA in History, and associate in science, Leadership, and Aerospace studies. He received his commission into the Air Force in 2014 and was first assigned to Dyess AFB, TS; where he over saw tactical operations and managed 927 personnel over 6 years in the position, while also directly handled the maintenance and flying for 17 B-1Bomber, worth \$325 million per aircraft.

Jesse continued his Operations career with Amazon, where he directed delivery station logistics for mail processing and delivery while leading teams of 115 personnel in training for long-term and daily operations. He now leads the Lineage Connect team overseeing multiple departments such as Print and Lettershop Operations, Presort Processing internal & external mail to commingle, and a Transportation team in the Kansas City, MO facility; along with our mail house located in Topeka, KS.

Caitlin KeuneAdministrative Director

Caitlin is a seasoned professional with extensive experience in administration and human resources. She studied Business Administration and Management at Southern Arkansas University, which has equipped her with a strong foundation in business operations and management. Caitlin has worked in various leadership roles for the past 10 years. Her roles have ranged from Assistant Human Resource Director, Office/HR Manager, to Director of Administration, showcasing her versatility and adaptability. With over six years of experience in document handling solutions and within the mailing industry. Throughout her career, she has demonstrated strong skills in strategic planning, accounting, conflict management, critical thinking, and innovation. Her ability to manage multiple responsibilities and adapt to different work environments has made her an asset to each organization she has worked with. Currently, she serves as the Director of Administration at Lineage, where she leads administrative and operational efforts to ensure smooth business operations in all locations and divisions of Lineage; Accelerate, Optimize and Connect.

Vendor's Initials:

Sabrina SchallExecutive Customer Success Manager

Sabrina graduated from the University of Northern Iowa with a BS in Graphic Communications. She worked as a Customer Service Representative for an offset printer for 8 years before making a transition into digital print production and mailing solutions with Strahm Automation. She remained with the company during the transition from Strahm (8 years) to Lineage Mailing Services (2 years) and is now the Executive Customer Success Manager managing larger clients as well a team of Customer Success Managers. She has valuable knowledge of printing processes, managing inventory, postal requirements and postage rates and will be receiving certification as a Mail Design Professional through the USPS. She also has several years of experience with print and mail estimating. Sabrina works closely with all levels of production, data processing, presort, accounting and sales to ensure quality is upheld as well as customer experience and expectations.

Anthony RiosProduction Manager

For the past 14 years, Anthony has been a production manager and then a shipping manager for Mizkan America. He was a plant manager for Linesets, and Pelton Shepherd Ind before joining Lineage on 04/03/2023 as our production manager. Anthony is responsible for enforcing Standard Operating Procedures at all stages of production throughout the Lettershop floor, along with performing a quality check on all jobs before releasing them to the next department, and one final QC check before releasing to USPS. He has extensive knowledge of our client's expectations and USPS guidelines and directs all production operators with their daily workflow. He also works closely with our Warehouse Specialist, ensuring we have the correct materials for each project, along with our entire Customer Success team with any questions or concerns.

Rosie GonzalezLettershop Lead & Quality Control Specialist

Rosie began with Strahm Automation as an Inserter Operator and was further promoted to Lettershop Lead and Quality Control Specialist. She remained with the company during its transition from Strahm to Lineage Connect. Rosie enforces Standard Operating Procedures at all stages of production throughout the Lettershop floor, along with performing a quality check on all jobs before releasing to the next department, and one final QC check before releasing to USPS. She has extensive knowledge of our client's expectations and USPS guidelines and directs all production operators with their daily workflow. She also works closely with our Warehouse Specialist, ensuring we have the correct materials for each project, along with our entire Customer Success team with any questions or concerns.

Pat AtkinsData Processing Manager

Pat graduated from the University of Kansas with a BS in Accounting and Business Administration. He has been in the print and mailing industry since 1992, most of those years with Strahm Automation (1997-2021) and remained with Lineage Mailing Services through the acquisition. He manages and directs IT, Data Processing and Programming; and works closely with a variety of clients as well as all Lineage Connect departments to facilitate and streamline the automated mailing project design and workflow through production. Pat has also been an active member of our Lineage Connect Caring Team for 3 years.

Vendor's Initials:



APPENDIX B**Lineage Connect: USPS Detached Mail Unit**

As a USPS-authorized Detached Mail Unit (DMU), a USPS HQ Managed Account, and a Full-Service Seamless Mail Provider, Lineage Connect offers unparalleled advantages for customers managing high-volume mailing projects, such as utility bill printing and distribution. Our unique designations and capabilities ensure exceptional efficiency, reliability, and cost savings, delivering superior mailing solutions tailored to your business needs.

Key Benefits

- 1. Faster Mail Processing and Delivery**
Our DMU status enables us to verify and accept mail directly at our facility, bypassing traditional postal processing steps. Combined with our Full-Service Seamless Mail Provider capabilities, we streamline the entire mailing process—from preparation to entry—ensuring faster delivery times and quicker receipt by your recipients.
- 2. Guaranteed Compliance with USPS Standards**
We utilize National Change of Address (NCOA) services and adhere to USPS Seamless Acceptance standards to ensure all addresses, sorting, and documentation meet stringent USPS requirements. This minimizes delays, reduces return rates, and enhances the accuracy of your mailings.
- 3. Cost Savings Through Full-Service Seamless Mailing**
As a Full-Service Seamless Mail Provider, we leverage USPS automation and integration tools, such as Intelligent Mail Barcode (IMb) and electronic documentation, to qualify for maximum postage discounts. This reduces your mailing costs while maintaining high service quality, providing significant savings for large-scale projects.
- 4. Direct Access to USPS Expertise**
Our USPS HQ Managed Account status, with a Dedicated Account Manager and Business Service Network (BSN) representative, ensures seamless communication with USPS experts. This enables rapid problem resolution, tailored optimization of mailing strategies, and access to exclusive USPS insights, ensuring your projects run smoothly.
- 5. Exclusive Access to Specialized USPS Resources**
Our trusted partnership with USPS, reinforced by our Full-Service Seamless Mail Provider status, grants access to premium tools, services, and support reserved for high-tier accounts. This ensures your mailing projects benefit from cutting-edge solutions and industry-leading expertise.
- 6. Simplified Mailing Process with Seamless Integration**
Our Full-Service Seamless Mail Provider status allows us to integrate directly with USPS systems, automating mail preparation, verification, and entry. This eliminates manual processes, reduces errors, and saves you time, making your mailing operations more efficient and hassle-free.
- 7. Reliable, Scalable Solutions for Your Business**
Our DMU infrastructure, Seamless Acceptance capabilities, and HQ Managed Account status enable us to handle projects of any size with precision. Whether you're mailing thousands or millions of pieces, we provide consistent, high-quality service tailored to your needs.

Our DMU authorization, Full-Service Seamless Mail Provider status, and USPS HQ Managed Account designation reflect our commitment to excellence and our ability to deliver superior mailing solutions. By partnering with Lineage Connect, you benefit from faster, more reliable mail delivery, reduced costs through postage discounts and process efficiencies, and unparalleled support—all backed by our direct connection to USPS resources and systems.

For questions, additional information, or to verify our USPS credentials, please contact our team or our designated USPS representatives.

Vendor's Initials: 



Keith L Dozier-Arizona

USPS

Business Alliance Specialist

(520) 388-5166 Work

(520) 336-8053 Mobile

Keith.Dozier@usps.gov

11900 N La Canada Dr

Oro Valley AZ 85737

Keith.Dozier@usps.gov IM

Authorlee, Sonya R

USPS

Business Service Network Representative

(816) 374-9200 Work

Sonya.R.Authorlee@usps.gov

Vendor's Initials:


EA

APPENDIX C**Lineage Deliver Docs Digital Solution**

Deliver Docs Digital transforms customer communication by seamlessly integrating physical mail and electronic document delivery with efficient payment collection and QR code linking to a user-friendly portal. This comprehensive platform streamlines document management, boosts operational efficiency, and enhances customer engagement through centralized processes. With robust data security, Deliver Docs Digital empowers organizations to deliver a modern, reliable, and convenient experience, fostering stronger connections with customers while reducing administrative overhead.

Core Capabilities:

- **Campaign Management:**
 - Create, manage, and track document campaigns to ensure effective delivery and engagement.
 - View all campaigns in one place for easy oversight.
- **Company Management:**
 - Manage and update your company information and settings to maintain a consistent brand identity.
- **Control Panel:**
 - Navigate the platform easily with a centralized control panel, allowing quick access to various features and settings.
- **Customer Management:**
 - **Customers:** View and manage all customer data, activities, and documents in a unified interface.
 - **Customer Import:** Import new customer data or update existing records efficiently.
 - **Customer Statistics:** Analyze customer and document statistics to gain insight into engagement and performance.
- **Document Management:**
 - **Document Types:** Configure and manage different document types to streamline organization and retrieval.
- **Email Communication:**
 - **Email Templates:** Create and customize email templates for consistent and professional communication.
 - **Emails:** Track outgoing emails and review email history for auditing and follow-up purposes.
 - **Images:** Create and configure images to be used in your emails.
- **User Management:**
 - **Users:** Create, edit, and manage user accounts with different access levels.
 - **User Import:** Streamline user creation by importing user data in bulk.
 - **Edit Your Profile:** Allows users to edit their profile information
- **Financial Payments:**
 - **Payments:** Monitor and track customer payment activities.
- **Support and Assistance:**

Vendor's Initials: 

- **Support:** Access the support team for assistance and submit feature requests to improve the platform.
- **Additional Information:**
 - **Homepage:** Customize the homepage with headings
 - **Jobs:** Add Headings
 - **Reports:** Add Headings

Document Storage and Searching

- **Centralized Document Repository:** Deliver Docs Digital acts as a central repository for all your documents, ensuring easy access and management.
- **Association with Customers:** Documents are likely associated with specific customer profiles, allowing you to quickly retrieve all documents related to a particular customer. (based on the "Customers" section).
- **Search Functionality:** Users are able to search for documents based on keywords, document type, customer name, date, or other relevant metadata. While not explicitly

Benefits:

- **Increased Efficiency:** Centralize document management and communication processes, reducing manual effort and saving time.
- **Improved Customer Engagement:** Deliver targeted and personalized communications to enhance customer satisfaction.
- **Enhanced Data Management:** Securely store and manage customer and document data in a centralized platform.
- **Better Insights:** Track customer activities and document performance to make data-driven decisions.
- **Streamlined User Management:** Easily manage user access and permissions to ensure data security and compliance.
- **Simplified Document Retrieval:** Quickly find the documents you need with powerful search and filtering capabilities.

Conclusion:

Deliver Docs Digital offers a robust set of features designed to streamline document management and customer communication. By implementing Deliver Docs Digital, your organization can improve efficiency, enhance customer engagement, ensure data security, and simplify document retrieval. We are confident that Deliver Docs Digital will be an asset to your business.

Jobs Listed by Description and Date

Vendor's Initials:

Deliver Docs Digital

Show/Hide Menu

Jobs

Emails

Payments

Customers

Campaign Management

Reports

Support

Logout

System Status:

Print Only Mode

Email is Paused

LINEAGE
CONNECT

Jason Hansen

Jobs

Search for:

Go



Date Range:

12/19/2024

to

12/26/2024

☐ Include Delivery Request

ID	Description	Uploaded By	Status	Date	
821	MRO OK:FINALNOTICE-12162024	LINEAGE_WS	Complete	12/19/2024 04:06 AM	 

1

20

items per page

1 - 1 of 1 items

Search for documents by ID number or name within a specific job.

Deliver Docs Digital

Show/Hide Menu

Jobs

Emails

Payments

Customers

Campaign Management

Reports

Support

LINEAGE
CONNECT


Jason Hansen

Job Documents

Search for:

108043

Go

Account Number	Customer	Custom	Document	Added	
108043	GARY K. SMITH 121 S FOREMAN ST VINITA OK 74301		eDocument Invoice	12/19/2024 04:05 AM	

1

20

items per page

1 - 1 of 1 items

Document Search Section

Vendor's Initials: 

Deliver Docs Digital

CONNECT

Jason Hansen

Show/Hide Menu

Jobs

Emails

Payments

Customers

Campaign Management

Reports

Support

Logout

System Status:

Print Only Mode

Email is Paused

Document Search

Search for:

Go

Date Range: 11/26/2024 to 12/26/2024

Account Number	Customer	Custom	Document	Added	
103696	BARBARA A. LOPEZ 4449 SPRUCE ST KIEFER OK 74041		eDocument Invoice	12/19/2024 04:05 AM	
108043	GARY K. SMITH 121 S FOREMAN ST VINITA OK 74301		eDocument Invoice	12/19/2024 04:05 AM	
108274	CYNTHIA M. STANFORD 8047 W 133RD ST S SAFULPA OK 74066		eDocument Invoice	12/19/2024 04:05 AM	

Individual Document can be viewed, printed or emailed

Deliver Docs Digital

LINEAGE CONNECT

Jason Hansen

Show/Hide Menu

Jobs

Emails

Payments

Customers

Campaign Management

Reports

Support

Logout

System Status:

Print Only Mode

Email is Paused

Customer

GARY K. SMITH
121 S FOREMAN ST
VINITA OK 74301

Documents

Document	Delivery	Added	
eDocument Invoice	Print	12/19/2024 04:05 AM	

1

20


items per page

1 - 1 of 1 items

Reports can be run for specific scenarios

Vendor's Initials:

Deliver Docs Digital



Jason Hansen

Show/Hide Menu

Jobs

Emails

Payments

Customers

Campaign Management

Reports

Support

Logout

System Status:

Print Only Mode

Email is Paused

Customer Reports

Customer Delivery Preference Report

☐ Opt-in Customers

☐ Opt-out Customers

☐ All Customers

Run Report

Customer Optin/Optout Activity Report

Date Range: 12/1/2024 to 12/26/2024


Document Type: EDOC-INVOICE

☐ Customers that have opted in

☐ Customers that have opted out

☐ Customers that have changed delivery preference

☐ Show all document types for each customer

Vendor's Initials: 

ACKNOWLEDGEMENT OF ADDENDUM 1



Clay County, Missouri

Purchasing Department

16 W. Franklin Street
Liberty, MO 64068

PURCHASING DEPARTMENT
RFP 57-25, TAX STATEMENT SERVICES
ADDENDUM No. 1

Dear Vendor,

The original RFP remains in effect except as revised by the following changes, which shall take precedence over anything to the contrary in the specifications.

Except as amended by this Addendum, all terms and conditions of the RFP remain unchanged.

Please Note: The format for this addendum will detail questions asked, answers given and clarifications and statements made. Q = Question, A = Answer, C = Clarification and S = Statement.

- C1:** Delete Exhibit A PRICING TABLE 1: REQUIRED PRICING (Page 7 of 13) the IFB and replace with the Attached Replacement Page 7 of IFB. Table Line items numbered correctly and Postage requirements for Envelopes Section have been removed.
- Q1:** We are a mailing facility that presorts onsite and handles tax billing for other customers. We wanted to follow up and see if we need to drop at MO post office or since we are a mail anywhere presort facility if we can handle in-house.
- A1:** Clay County Collector's Permit is housed at the Liberty, Missouri Post Office. This is acceptable if Vendor can utilize the County's permit number and mail from anywhere, without incurring additional postage/shipping charges.
- Q2:** Will you accept pdf proofing, or would you require hard proof?
- A2:** Electronic PDFs are preferred.
- Q3:** What are the "USPS Postage per" descriptions for Line Items 013, 014, 015 and 016 for? These seem to be envelopes pricing items. The "USPS postage per" for the mailing are listed above in line items 007 and 012.
- A3:** See Clarification (C1) above; USPS postage per Line Items 013, 014, 015 and 016 have been removed and Table Item numbers have also changed in Exhibit A.

Vendor's Initials: *AV*

Q4: Is the information page for the tax and delinquent mailing printed black only and is it printed one side or both sides?

A4: The delinquent insert is only in b&w, and it is only the front of the page. In the future we may decide to change our minds and go with color, or our attorney may add language that causes the insert to go onto a second (back) page.

For the mass tax mailing in October/November, the insert letter is printed in color and is currently only the front of a page. Just like the delinquent, we may change our minds in the future and need to print the insert on a second (back) page, or switch to b&w.

All buckslips that are used are b&w.

Q5: Is the requirement to mail from the Liberty post office firm?

A5: Refer to Question 1.

Q6: Are mailings able to be entered into other Missouri Mail distribution Centers?

A6: Refer to Question 1.

ACKNOWLEDGEMENT

Each Vendor shall acknowledge receipt of Addendum No. 1 of RFP 57-25; Tax Statement Services by their signature affixed hereto and shall attach this Addendum to the original RFP.

CERTIFICATION BY BIDDER

SIGNATURE 

TITLE Director Sales and Customer Success

COMPANY Lineage Mailing Services LLC dba Lineage Connect

DATE 4/30/25

Cordially,



Patrick West, Purchasing Specialist II

Vendor's Initials: AW

RFP No: 57-25

Page 7 of 13

**EXHIBIT A; Replacement Table
Pricing Pages**

PRICING TABLE 1: REQUIRED PRICING

The vendor shall complete the following pricing table(s) (or in a form similar to the pricing tables) and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP.

LINE ITEM	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	EXTENDED COSTS (Quantity x Unit Price)
TAX STATEMENTS				
001	Laser 8 ½ x 11 Letter Sized Paper, White	190,000	\$	\$
002	Folding and Perforating	190,000	\$	\$
003	Inserting 1-4 Pieces	190,000	\$	\$
004	Informational Page	190,000	\$	\$
TOTAL COST PER THOUSAND				\$
005	One-Time Laser Set-Up Fee	1	\$	NA
006	One-Time Data Set-Up Fee	1	\$	NA
007	USPS Postage per	Ea./190,000	\$	\$
SPRING DELINQUENT TAX STATEMENT MAILING				
008	Laser 8 ½ x 11 Letter Sized Paper, White	30,000	\$	\$
009	Folding and Perforating	30,000	\$	\$
010	Inserting 1-4 Pieces	30,000	\$	\$
011	Informational Page	30,000	\$	\$
TOTAL COST PER THOUSAND				\$
012	One-Time Laser Set-Up Fee	1	\$	N/A
013	One-Time Data Set-Up Fee	1	\$	N/A
	USPS Postage per	Ea./30,000	\$	\$
ENVELOPES				
014	#10 Standard Window with Postal Permit and Forwarding Instructions	250,000/year	\$	\$
015	#9 Regular, No Window	250,000/year	\$	\$
016	#10 Standard Window	50,000/year	\$	\$
017	#10 Regular, No Window	2,500/year	\$	\$
TOTAL COST PER THOUSAND				\$

Vendor's Initials:

CLOSING STATEMENT

Thank you for considering Lineage Connect for your tax statement services. As a trusted partner serving Clay County for over five years, we have consistently delivered customized solutions that exceed expectations.

Our advanced technology, expert team, and commitment to compliance have enabled us to provide highly efficient and cost-effective services, ensuring significant postage savings while maintaining the highest levels of quality and reliability. We are proud to have processed over 150,000 records for Clay County in 2024 alone, achieving impressive postage discounts and accuracy in our services.

Our proposal demonstrates a deep understanding of your needs, backed by extensive experience and state-of-the-art technology like Accuzip and Quadient Inspire. With a dedicated local workforce and significant upcoming investments in new mailing equipment, we are committed to enhancing the efficiency and cost-effectiveness of your mailing operations.

By continuing our partnership, Clay County can expect seamless, compliant, and reliable tax statement services that align with your strategic objectives. We look forward to the opportunity to continue our collaboration and deliver exceptional value to Clay County.

Vendor's Initials:



**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Lineage Mailing Services LLC		
	2 Business name/disregarded entity name, if different from above. dba Strahm, Lineage Connect		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See instructions. 1700 BROADWAY BLVD		Requester's name and address (optional)
6 City, state, and ZIP code KANSAS CITY, MO 64108			
7 List account number(s) here (optional)			

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number											
				-				-			
or											
Employer identification number											
4	6		-	1	6	0	2	6	8	1	

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Caitlin Keune</i>	Date 01/01/2025
------------------	--	--------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Clay County (MO)

Tabulation Report IFB #57-25 - Tax Statement Services
Vendor: Lineage Mailing Services LLC

General Comments: Attached is the current W9, -w9 Lineage Connect 2025- pdf. Thank you.

General Attachments: RFP 57-25 Tax Statement Services Lineage Connect - JH.pdf
w9 Lineage Connect 2025.pdf



RFP NUMBER:
PROJECT NAME:
RFP DUE DATE AND TIME:
RFP OPENING DATE AND TIME:

57-25
TAX STATEMENT SERVICES
May 1, 2025 @ 2:00 PM
May 1, 2025 @ 3:00 PM

BIDDER #	BIDDER NAME	CITY	STATE
	ONEZONE Communications, LLC dba ONESOURCE	Buffalo Grove	Illinois
	Diversified Companies LLC dba Divco Data	Chattanooga	Tennessee
	Input Technology Inc.	St. Louis	Missouri
	Lineage Mailing Services, LLC	Kansas City	MO

The signatures below certify that RFPs were publically opened and certified on May 1, 2025@3:00 PM

ANNOUNCER: Patrick West
(Print Name)

[Signature]
(Signature)

RECORDER: Penelope Banhart
(Print Name)

[Signature]
(Signature)



CLAY COUNTY

PURCHASING DEPARTMENT

16 W. Franklin Street

Liberty, MO 64068

(816) 407-3630

RFP OPENING ATTENDEE SIGN-IN SHEET

RFP NO:	57-25	RFP OPENING DATE:	5/1/2025
RFP DESCRIPTION:	Tax Statement Services	RFP OPENING TIME:	3:00 PM
PURCHASING SPECIALIST II:	Patrick West	PURCHASING STAFF CONTACT INFORMATION:	816.407.3630

[illegible]



RFP ANALYSIS AND REPORT

COLLECTOR

Department

57-25

REQUEST FOR PROPOSAL (RFP) No. _____ Date: June 5, 2025

ANALYSIS:

- 1) **Accept**_____ Recommend accepting the Proposal from Lineage Mailing Services, LLC
Scored the highest rank from the evaluation committee.
- 2) _____ Recommend accepting the Proposal from _____
instead of highest ranking score from evaluation committee for the following reasons:
 - a) Highest ranking score does not meet specifications as outlined below in remarks.
 - b) Offers better value, although highest ranking score meets specifications; specific reasons listed below in remarks:
- 3) _____ Recommend all Proposals be rejected and:
 - a) Issue new RFP.
 - b) Rewrite specifications
 - c) Cancel request.
- 4) _____ Request is budgeted.(Complete #6 below)
- 5) _____ Request is Term & Supply (Term & Supply Items do not need associated cost)
- 6) Budgeted/Funds available in:

Fund Name _____ # _____ Dept. Name _____ # _____ Acct Name _____ # _____ \$ _____
- 7) _____ Request is not budgeted.
Explain funding available below in remarks.

REMARKS:

RFP ANALYZED BY: Barbara O'Riley, Collector

Department Head

Date June 5, 2025

[Complete form and forward to Purchasing Department]

Client#: 2339702

70WILLIHOL2

ACORD_{TM}**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

1/08/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER McGriff, a MMA LLC Company 550 S Caldwell St. Suite 1500 Charlotte, NC 28202 704 954-3000	CONTACT NAME: NC Certificate Team PHONE (A/C, No, Ext): FAX (A/C, No): 888-751-3197 E-MAIL ADDRESS: NCCertificateTeam@mcgriff.com														
INSURED Lineage Mailing Services LLC 1629 Cross Beam Drive Charlotte, NC 28217	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A: Travelers Indemnity Co of America</td> <td>25666</td> </tr> <tr> <td>INSURER B: Travelers Indemnity Company</td> <td>25658</td> </tr> <tr> <td>INSURER C: Travelers Property Casualty Co of Amer</td> <td>25674</td> </tr> <tr> <td>INSURER D: Phoenix Insurance Company</td> <td>25623</td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Travelers Indemnity Co of America	25666	INSURER B: Travelers Indemnity Company	25658	INSURER C: Travelers Property Casualty Co of Amer	25674	INSURER D: Phoenix Insurance Company	25623	INSURER E:		INSURER F:	
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INSURER D: Phoenix Insurance Company	25623														
INSURER E:															
INSURER F:															

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	Y6309X501799TIA24	12/31/2024	12/31/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$3,000,000 PRODUCTS - COM/OP AGG \$2,000,000 \$
D	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			BAA28034142414G	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> RETENTION \$10000			CUPA28594462414	12/31/2024	12/31/2025	EACH OCCURRENCE \$8,000,000 AGGREGATE \$8,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		X	UBA69338632414G	12/31/2024	12/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Umbrella is follow form over General Liability, Auto Liability and Employers Liability.

CERTIFICATE HOLDER**CANCELLATION**

Clay County MO Tax Collector's Office 1 Courthouse Square Liberty, MO 64068-0000	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE <i>Scott D. Burns</i>
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**Request for Taxpayer
Identification Number and Certification**

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the
requester. Do not
send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) Lineage Mailing Services LLC		
	2 Business name/disregarded entity name, if different from above. dba Strahm, Lineage Connect		
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) P Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	5 Address (number, street, and apt. or suite no.). See instructions. 1700 BROADWAY BLVD 6 City, state, and ZIP code KANSAS CITY, MO 64108 7 List account number(s) here (optional)		Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Social security number									
				-					
or									
Employer identification number									
4	6		-	1	6	0	2	6	8 1

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person Caitlin Keune	Date 01/01/2025
------------------	--	---------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



1. CONTRACT TERMS AND CONDITIONS

This section of the RFP/IFB may include contractual requirements and provisions that will govern the contract after RFP/IFB award. The contents of this section include mandatory provisions that must be adhered to by Clay County and the Contractor unless changed by a contract amendment. Response to this section by the Offeror is not necessary as all provisions are mandatory.

1.1 Contract:

1.1.1 A binding contract may consist of: (1) the RFP/IFB, addendums thereto, and any Best and Final Offer (BAFO) request(s) with RFP/IFB changes/additions, (2) the Contractor's proposal/bid including any Contractor BAFO response(s), (3) clarification of the proposal/bid, if any, and (4) Clay County's acceptance of the proposal/bid by Contract Resolution notice of award. All Exhibits and Attachments included in the RFP/IFB shall be incorporated into the contract by reference.

a. Order of Precedence: Any inconsistency in the binding contract shall be resolved by giving precedence in the following order:

- 1) The Clay County RFP/IFB including addendums thereto, and any Best and Final Offer (BAFO) request(s) with RFP/IFB changes/additions;
- 2) Written clarification communications between Clay County Purchasing Staff and Offeror (emails, letters, memos, etc. of the proposal/bid), if any that are specifically accepted as included in the Contract Resolution notice of award;
- 3) The Offeror's proposal/bid including any BAFO response(s);
- 4) Clay County's acceptance of the proposal/bid by Contract Resolution notice of award; and
- 5) Any boilerplate vendor, professional service, licensing, or consulting agreements included as part of the Offeror's proposal/bid responses; however, such vendor boilerplate agreements must not conflict with the terms and conditions of the Clay County RFP/IFB document.

b. A notice of award issued by Clay County does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services for Clay County, the Contractor must receive a properly authorized purchase order or other form of authorization given to the Contractor at the discretion of the Clay County entity.

c. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein.

d. Any change to the contract, whether by modification and/or supplementation, must be accomplished by a formal contract amendment signed and approved by and between the duly authorized representative of the Contractor and Clay County Purchasing Manager prior to the effective date of such modification. The Contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment or modification to the contract.

1.2 Non-Exclusive Agreement:

1.2.1 The parties agree that no terms of the contract agreement or attached exhibits shall be deemed to create an exclusive agreement. Clay County shall retain the discretionary right to elect to bid or negotiate with other vendors for any project or services.

1.3 Contract Period:

1.3.1 The original contract period shall be as stated on page I of the RFP/IFB. The contract shall not bind, nor purport to bind, the County for any contractual commitment in excess of the original contract period.

1.4 Renewal Options:

- 1.4.1 Clay County shall have the right, at its sole option, to automatically renew the contract for four (4) additional one-year periods, or any portion thereof. In the event Clay County exercises such right, all terms and conditions, requirements and specifications of the contract may remain the same and apply during the renewal period. Any increase in cost at the beginning of each renewal period shall /IFB negotiated as needed.

1.5 Contract Extension:

- 1.5.1 In the event of an extended re-procurement effort and the contract's available renewal options have been exhausted, Clay County shall have the right to extend the contract. If exercised, the extension shall be for a reasonable period of time not to exceed 120 days as mutually agreed to by the County and the Contractor at the same terms, conditions, provisions, and pricing in order to complete the procurement process and to transition to the new contract.

1.6 Price:

- 1.6.1 All prices shall be firm, fixed and as indicated in Exhibit A Pricing Pages. Clay County shall not pay nor be liable for any other additional costs including but not limited to taxes, shipping charges, insurance, interest, penalties, termination payments, attorney fees, liquidated damages, etc. Unless stated in Exhibit A, Pricing Pages, the County shall assume absolutely no other costs exist to satisfy the RFP/IFB requirements. Therefore, the awarded Contractor shall be responsible for any additional costs.

1.7 Tax Exempt:

- 1.7.1 The County and its Departments are exempt from payment of Missouri Sales and Use Tax in accordance with Section 144,040 and 144,615 RSMO 1969 and is exempt from payment of Federal Excise Taxes in accordance with Title 26 United States Code, Annotated from State and local sales taxes. Sites of all transactions derived from this proposal/bid shall be deemed to have been accomplished within the state of Missouri.

1.8 Fund Allocation:

- 1.8.1 Continuance of any resulting Resolution, Agreement or issuance of Purchase Order shall be contingent upon the available funding and allocation of County funds. The Vendor understands that the obligation of the County to pay for goods and/or services under the agreement shall be limited to payment from available revenues and shall constitute a current expense of the County and shall not in any way be construed to be a debt of the County in contravention of any applicable constitutional or statutory limitations or requirements concerning the creation of indebtedness by the County nor shall anything contained in the agreement constitute a pledge of the general tax revenues, funds or moneys of the County, and all provisions of the contract shall be construed so as to give effect to such intent.

1.9 Liabilities:

- 1.9.1 The Contractor shall be responsible for any and all personal injury (including death) or property damage and for the loss of, or damage to, the county's records or data as a result of the Contractor's negligence or willful misconduct involving any equipment, product, or service provided under the terms and conditions, requirements and specifications of the contract. In addition, the Contractor assumes the obligation to save Clay County, including its entities, employees, and assignees, from every expense, liability, or payment arising out of such negligent or willful act. The Contractor also agrees to hold Clay County, including its entities, employees, and assignees, harmless for any negligent or willful act or omission committed by any Subcontractor or other person employed by or under the supervision of the Contractor under the terms of the contract.
- 1.9.2 The Contractor shall not be responsible for any injury or damage occurring as a result of any negligent

act or omission committed by Clay County, including its entities, employees, and assignees.

- 1.9.3 Under no circumstances shall the Contractor be liable for any of the following: (1) third party claims against the County for losses or damages (other than those listed above); or (2) economic consequential damages (including lost profits or savings) or incidental damages, even if the Contractor is informed of their possibility.

1.10 Disclaimer of Liability:

- 1.10.1 The County, or any County Offices/ Departments, shall not hold harmless or indemnify any Vendor/Contractor for any liability whatsoever.

1.11 Indemnity and Hold Harmless:

- 1.11.1 The Contractor agrees to indemnify, release, defend, and forever hold harmless the County, its officers, agents, employees, and elected officials, each in their official and individual capacities, from and against all claims, demands, damages, loss or liabilities, including costs, expenses, and attorney's fees incurred in the defense of such claims, demands, damages, losses or liabilities, or incurred in the establishment of the right to indemnity hereunder, caused in whole or in part by the Contractor, their Sub-contractors, employees or agents, and arising out of services performed by the Contractor, their Subcontractors, employees or agents under this agreement.

SECTIONS 1.12 THROUGH 1.15.6 APPLY ONLY TO PUBLIC WORK BIDS:

1.12 Public Work Performance Bond Requirement:

- 1.12.1 Clay County shall require all Contractors performing public work to furnish a performance bond in the amount of 110 percent the public work's cost. The bond shall be conditioned for the payment of any and all materials, incorporated, consumed or used in connection with the construction, for all insurance premiums and for all labor performed in such work by either the Contractor or Subcontractor. Performance bonds shall be required on all public work exceeding \$75,000.00. Surety shall be licensed to do business in the state of Missouri and shall have an A.M. Best rating of at least A-7.

1.13 Prevailing Wage:

- 1.13.1 The Contractor shall comply with Section 290.250 RSMo by paying, to all personnel employed for applicable services actually provided under the contract, not less than the prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations, Division of Labor Standards, specified at the following website: <http://labor.mo.gov/DLS/PrevailingWage>. The Contractor must retain payroll records for five (5) years and make those records available for inspection by Clay County or the State of Missouri Department of Labor and Industrial Relations. The Contractor must submit monthly certification of payroll records to the Clay County entity. The prevailing wage rates incorporated as a part of this document by the referenced annual wage order(s) shall remain in effect for the duration of the contract period stated on page 1.
- 1.13.2 A determination by the State of Missouri Department of Labor and Industrial Relations of debarment for violation of the Prevailing Wage Act shall result in the Contractor being automatically deemed non-responsible for the period of debarment without further proceedings by the County.
- 1.13.3 For each renewal period, if any, exercised by the County, the Contractor shall comply with Section 290.250 RSMo by paying, to all personnel employed for applicable services actually provided under the contract, not less than the prevailing hourly rate of wages as determined by the Department of Labor and Industrial Relations, Division of Labor Standards, specified at the above aforementioned website.

- 1.13.4 No person or entity shall be awarded any contract on any RSMo Ch. 290 Public Work project, unless such entity is deemed by the County to be a "responsible bidder" as herein described:

The term "responsible bidder" shall require, except as to federal or state projects if prohibited as a condition of funding, only those bidders who acknowledge the County's Terms and Conditions that they have:

- Not been barred from bidding on any federal or state projects within the last year; neither they, nor any entity of the natural person owners of the bidder has a direct ownership stake in, has had any State or County-issued business, trade, or contracting license suspended or revoked within the last year;
- Have and enforce a drug-testing policy for all employees in the field;
- Confirm the existence of employer-provided healthcare benefits equal to or greater than the minimum healthcare required by federal Public Law 111-148 (approved March 23, 2010) as amended from time to time;
- All employees will be licensed with the appropriate licensing authority;
- No less than the equivalent to the prevailing wages will be paid to all employees per occupational title in 8 CSR 30-3.060, (2018) as defined in Section 290.210(7) RSMo. (2018) to workers (as defined and understood in 290.210 RSMo (2018)) performing construction on such project at the prevailing wage rate per occupational title determine as the relevant occupational title's rate in effect at the time the physical work begins on the project;
- All employees and employee supervisors will be OSHA certified and in compliance with then current OSHA safety requirements prior to working on the project; AND
- All employee supervisors will be thirty-hour OSHA certified.

- 1.13.5 Any bidder or subcontractor that willfully makes or willfully causes to be made a false, deceptive, or fraudulent statement, or willfully submits false, deceptive, or fraudulent information in connection with any submission made to the County shall be disqualified from bidding or working on all County projects for a period of three (3) years.

- 1.13.6 The above-stated prevailing wage requirements shall also apply to all Subcontractors employed by the Contractor to perform services under the contract.

1.14 Prevailing Wage Price Adjustment:

- 1.14.1 The Contractor shall be required to pay the current prevailing wage, which may be adjusted during the term of the agreement or renewal, with no adjustment in the agreement price. In the event the parties agree to renew the contracted services for additional periods, the labor prices stated in the RFP/IFB may be adjusted the then-current prevailing wage and such adjustment shall govern the agreement price during the renewal period. No adjustment shall be made to the amount of mark-up.

1.15 Law Governing:

- 1.15.1 The laws of the State of Missouri shall govern this agreement. Any action in regard to the consent or arising out of the terms and conditions shall be instituted and litigated in the courts of the State of Missouri, County of Clay and in no other. In accordance, the parties submit to the jurisdiction of the courts of the State of Missouri and to venue in Clay County.
- 1.15.2 The Contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- 1.15.3 To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the Contractor and Clay County.

- 1.15.4 The Contractor must be registered and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies, as may be required by law or regulations.
- 1.15.5 The Contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.
- 1.15.6 The Contractor shall only employ personnel authorized to work in the United States in accordance with applicable federal and state laws and Executive Order 07-13 for work performed in the United States.

1.16 ANTI-DISCRIMINATION AGAINST ISRAEL ACT REQUIREMENT:

Per RSMo 39.600, A public entity shall not enter into a contract with a company to acquire or dispose of services, supplies, information technology, or construction unless the contract includes a written certification that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel. This section shall not apply to contracts with a total potential value of less than one hundred thousand dollars or Contractors with fewer than ten employees.

1.17 Compliance with Applicable Law:

- 1.17.1 The Contractor shall comply with all federal, state or local laws, resolutions, ordinances, rules, regulations and administrative orders, including but not limited to Wage, Labor, Unauthorized Aliens, Immigration Reform and Control Act (IRCA), EEO and OSHA-type requirements which are applicable to the Contractor's performance under this agreement. The Contractor shall indemnify and hold the County harmless on account of any violations thereof relating to the Contractor's performance under this agreement, including imposition of fines and penalties which result from the violation of such laws, and further agrees to insert the foregoing provision in all subcontracts awarded hereunder.

1.18 Remedies and Rights:

- 1.18.1 No provision in the contract shall be construed, expressly or implied, as a waiver by Clay County of any existing or future right and/or remedy available by law in the event of any claim by Clay County of the Contractor's default or breach of contract.

1.19 Force Majeure:

- 1.19.1 The Contractor shall not be liable for any excess costs for delayed delivery of goods or services to the Clay County, if the failure to perform the contract arises out of causes beyond the control of, and without the fault or negligence of the Contractor. Such causes may include, however are not restricted to: acts of God, fires, floods, epidemics, quarantine restrictions, strikes, and freight embargoes. In all cases, the failure to perform must be beyond the control of, and without the fault or negligence of, either the Contractor or any Subcontractor(s). The Contractor shall take all possible steps to recover from any such occurrences. Failure of the Contractor to employ adequate personnel to complete the contract requirements shall not constitute a Force Majeure event. The Contractor must give written notice of any Force Majeure event to the Clay County entity within twenty-four (24) hours after its occurrence in order to receive the liability protections of this paragraph.

1.20 Termination:

- 1.20.1 Clay County shall have the right to terminate the contract at any time, for the convenience of Clay County, without penalty or recourse, by giving written notice to the Contractor at least thirty (30) calendar days prior to the effective date of such termination. The Contractor shall be

entitled to receive compensation for services and/or supplies delivered to and accepted by the County pursuant to the contract prior to the effective date of termination.

- 1.20.2 If county, state and/or federal funds are not appropriated, continued, or available at a sufficient level to fund this contract or agreement, or in the event of a change in relevant laws to this contract or agreement, the obligations of each party may, at the sole discretion of Clay County, be terminated in whole or in part, effective immediately or as determined by Clay County, upon written notice to the Contractor from the Department of Purchasing.
- 1.20.3 In the event of termination of the contract or cancellation for material breach, all documents, data, reports, supplies, equipment, and accomplishments prepared, furnished or completed by the Contractor pursuant to the terms of the contract shall, at the option of the Clay County entity, become the property of the Clay County entity, as authorized by law.

1.21 Subcontractors:

- 1.21.1 Any subcontracts for the products/services described herein must include appropriate provisions and contractual obligations to ensure the successful fulfillment of all contractual obligations agreed to by the Contractor and Clay County and to ensure that Clay County is indemnified, saved, and held harmless from and against any and all claims of damage, loss, and cost (including attorney fees) of any kind related to a subcontract in those matters described in the contract between Clay County and the Contractor. The Contractor shall expressly understand and agree that he/she shall assume and be solely responsible for all legal and financial responsibilities related to the execution of a subcontract. The Contractor shall agree and understand that utilization of a Subcontractor to provide any of the products/services in the contract shall in no way relieve the Contractor of the responsibility for providing the products/services as described and set forth herein. The Contractor must obtain the approval of Clay County prior to establishing any new subcontracting arrangements and before changing any Subcontractors. The approval shall not be arbitrarily withheld.

SECTIONS 1.21.2 THROUGH 1.22.3 APPLY ONLY WHEN CONTRACT VALUE EXCEEDS \$5,000:

- 1.21.2 Pursuant to subsection 1 of section 285.530, RSMo, no Contractor or Subcontractor shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the state of Missouri. In accordance with sections 285.525 to 285.550, RSMo, a general Contractor or Subcontractor of any tier shall not be liable when such Contractor or Subcontractor contracts with its direct Subcontractor who violates subsection 1 of section 285.530, RSMo, if the contract binding the Contractor and Subcontractor affirmatively states that:
- a. the direct Subcontractor is not knowingly in violation of subsection 1 of section 285.530, RSMo, and
 - b. shall not henceforth be in such violation and
 - c. the Contractor or Subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct Subcontractor's employees are lawfully present in the United States.
- 1.21.3 Subcontractors Prevailing Wage: If Subcontractors are used, the Contractor shall require that the Subcontractor comply with all Prevailing Wage Act requirements.

1.22 Contractor's Personnel:

- 1.22.1 The Contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A.

1.22.2 If the Contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if Clay County has reasonable cause to believe that the Contractor has knowingly employed individuals who are not eligible to work in the United States, the County shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the Contractor from doing business with the County. The County may also withhold up to twenty-five percent of the total amount due to the Contractor.

1.22.3 The Contractor shall agree to fully cooperate with any audit or investigation from federal, state, or local law enforcement agencies.

1.23 Assignment:

1.23.1 The Contractor shall not transfer, convey, sublet, assign any interest, rights, title, powers to execute in the contract, whether by assignment or otherwise, to any other person, company or corporation without the prior written consent of the Clay County.

1.24 Inventions, Patents, and Copyrights:

1.24.1 The Contractor shall report to Clay County promptly and in reasonable written detail, each notice or claim of patent or copyright infringement based on the performance of the contract of which the Contractor has knowledge.

1.24.2 Clay County agrees that the Contractor has the right to defend or at its option to settle, and the Contractor agrees to defend at its own expense or at its option to settle, any claim, suit or proceeding brought against the County on the issue of infringement of any United States patent or copyright by any product, or any part thereof, supplied by the Contractor to the state under this agreement. The Contractor agrees to pay, subject to the limitations hereinafter set forth in this paragraph, any final judgment entered against the state on such issue in any suit or proceeding defended by the Contractor. The County agrees that the Contractor at its sole option shall be relieved of the foregoing obligations unless the County notifies the Contractor promptly in writing of any such claim, suit, or proceeding, and at the Contractor's expense, gives the Contractor proper and full information needed to settle and/or to defend any such claim, suit, or proceeding. If the product, or any part thereof, furnished by the Contractor to the state becomes, or in the opinion of the Contractor may become, the subject of any claim, suit, or proceeding for infringement of any United States patent or copyright, or in the event of any adjudication that such product or part infringes any United States patent or copyright, or if the use, lease, or sale of such product or part is enjoined, the Contractor may, at its option and its expense: (1) procure for Clay County the right under such patent or copyright to use, lease, or sell as appropriate such product or part, or (2) replace such product or part with other product or part suitable to the County, or (3) suitably modify such product or part, or (4) discontinue the use of such product or part and refund the aggregated payments and transportation costs paid therefore by the County, less a reasonable sum for use and damage.

1.24.3 The Contractor shall have no liability for any infringement based upon: (1) the combination of such product or part with any other product or part not furnished to the County by the Contractor, or (2) the modification of such product or part unless such modification was made by the Contractor, or (3) the use of such product or part in manner for which it was not designed.

1.24.4 The Contractor shall not be liable for any cost, expense, or compromise, incurred or made by Clay County in conjunction with any issue of infringement without the Contractor's prior written authorization. The foregoing defines the entire warranty by the Contractor and the exclusive remedy of Clay County with respect to any alleged patent infringement by such product or part.

1.24.5 If any copyrighted material is developed as a result of the contract, the Clay County entity shall have a royalty-free, nonexclusive and irrevocable right to publish or use, and to authorize others to use, the work for the Clay County entity purposes or the purpose of Clay County.

1.25 Insurance:

- 1.25.1 The Contractor shall understand and agree that Clay County cannot save and hold harmless and/or indemnify the Contractor or employees against any liability incurred or arising as a result of any activity of the Contractor or any activity of the Contractor's employees related to the Contractor's performance under the contract. Therefore, the Contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect Clay County, its entities, its employees, its clients, and the general public against any such loss, damage and/or expense related to his/her performance under the contract. The insurance shall include an endorsement that adds Clay County as an additional insured.
- 1.25.2 The Contractor shall provide the insurance certificate when County notifies them of Recommendation for Award:
- a. The Contractor shall purchase and maintain, at their expense, insurance of such types, and in such amounts as are specified in this RFP/IFB, to protect the County and the Contractor from claims which may arise out of or result from the Contractor's operations under the agreement documents, whether such operations be by the Contractor or by any Subcontractor:
 - 1) Worker's Compensation Laws
 - 2) Disability Benefit Laws
 - 3) Occupational Sickness or Disease Laws
 - 4) Other similar employee benefit laws
 - b. Failure of the Contractor to maintain proper insurance coverage shall not relieve the Contractor of any contractual responsibility or obligations. If part of the work is to be subcontracted, the Contractor shall either cover any and all Subcontractors in Contractor's insurance policy or require each Subcontractor not so covered, to obtain insurance of same type and with the same limits as the Contractor is required to carry. Any payment of an insured loss under policies of property insurance, including but not limited to, the insurance required shall be made payable to the County.
- 1.25.3 The Contractor shall provide the following insurance coverage and limits of coverage:
- a. Worker's Compensation: Statutory
 - b. Employer's Liability: \$300,000/each employee
 - c. General Liability: \$2,000,000/each occurrence
 - 1) The Contractor shall supply a General Liability Combined Single limit of \$1,000,000 per Occurrence with a \$2,000,000 Aggregate for Both bodily injury and property damage and a \$1,000,000 umbrella for a total liability limit of \$2,000,000 naming Clay County as additionally insured, unless otherwise specified.
 - d. Property Damage: \$300,000/each occurrence
- 1.25.4 It shall be the responsibility of the Contractor to provide a copy of this proposal/bid to their insurance carrier.
- 1.25.5 It may also be required that the Contractor's insurer and coverage be approved by County prior to execution of the contract.
- 1.25.6 No work shall be started until Clay County is in receipt of the Contractor's Certificate of Insurance.
- 1.25.7 Insurance certificates shall reference project name and RFP/IFB Number and be sent to Clay County Administration Building, Attn: Purchasing Staff, 1st floor, Department of Purchasing at 1 Courthouse Square, Liberty, MO 64068.
- 1.25.8 The insurance carrier of the insured shall be required to notify Clay County of termination of any or all of these coverage's, prior to the completion of any contract, at least 30 days prior to expiration.

1.26 Changes in Insurance Coverage:

1.26.1 The Contractor shall notify the County of changes in insurance coverage in writing within 30 days.

1.27 Insurance Rating:

1.27.1 All of the above-specified types of insurance shall be obtained from companies that have at least an A-VII rating in Best's Guide or the equivalent.

SECTION 1.28 FOR USE ONLY IF FEDERAL FUNDS ARE INVOLVED:

1.28 Federal Funds Requirement:

1.28.1 The Contractor shall understand and agree that this procurement may involve the expenditure of federal funds.

1.28.2 In accordance with the Departments of Labor, Health and Human Services, and Education and Related Agencies Appropriations Act, Public Law 101-166, Section 511, "Steven's Amendment", the Contractor shall not issue any statements, press releases, and other documents describing projects or programs funded in whole or in part with Federal money unless the prior approval of the County is obtained and unless they clearly state the following as provided by the County:

- a. the percentage of the total costs of the program or project which will be financed with Federal money;
- b. the dollar amount of Federal funds for the project or program; and
- c. percentage and dollar amount of the total costs of the project or program that will be financed by nongovernmental sources.

1.29 Conflicts:

1.29.1 No salaried officer or employee of the County and no member of the County Commission shall have a financial interest, direct or indirect, in this contract agreement. A violation of this provision renders the agreement void. Federal conflict of interest regulations and applicable provisions of Sections 105.450 - 105.496 shall not be violated. The Contractor covenants that they presently have no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this agreement. The Contractor further covenants that in the performance of this agreement no person having such interest shall be employed.

1.29.2 The Contractor hereby covenants that at the time of the submission of the proposal/bid the Contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The Contractor further agrees that during the term of the contract neither the Contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

1.30 Contractor Status:

1.30.1 The Contractor represents himself or herself to be an independent Contractor offering such services to the general public and shall not represent himself/herself or his/her employees to be an employee of Clay County. Therefore, the Contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold Clay County, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

1.31 Cooperative Procurement Program:

- 1.31.1 If the Contractor has indicated agreement with participation in the Cooperative Procurement Program, the Contractor shall provide their services as described under the requirements and specifications of the contract, including prices, to other government entities. The Contractor shall further understand and agree that participation by other governmental entities is discretionary on the part of that governmental entity and Clay County bears no financial responsibility for any payments due the Contractor by such governmental entities.

1.32 Coordination:

- 1.32.1 The Contractor shall fully coordinate all contract activities with those activities of the Clay County entity. As the work of the Contractor progresses, advice and information on matters covered by the contract shall be made available by the Contractor to the Clay County entity or the Clay County Purchasing Agent throughout the effective period of the contract.

1.33 Document Retention:

- 1.33.1 The Contractor shall retain all books, records, and other documents relevant to the contract for a period of five (5) years after final payment or the completion of an audit, whichever is later, or as otherwise designated by the funding entity and stated in the contract. The Contractor shall allow authorized representatives of the Clay County entity, state, and federal government to inspect these records upon request. If any litigation, claim, negotiation, audit or other action involving the records has been started before the expiration of the five (5) year period, the records shall be retained until completion of the action and resolution of all issues which arise from it, or until the end of the regular five (5) year period, whichever is later. Failure to retain adequate documentation for any product or service billed may result in recovery of payments for product/services not adequately documented.

1.34 Transition:

- 1.34.1 Upon award of the contract, the Contractor shall work with the Clay County entity and any other organizations designated by the Clay County entity to insure an orderly transition of services and responsibilities under the contract and to insure the continuity of those services required by the County.
- 1.34.2 Upon expiration, termination, or cancellation of the contract, the Contractor shall assist the County to insure an orderly transfer of responsibility and/or the continuity of those services required under the terms of the contract to an organization designated by the County, if requested in writing. The Contractor shall provide and/or perform any or all of the following responsibilities:
- a. The Contractor shall deliver, FOB destination, all records, documentation, reports, data, recommendations, or printing elements, etc., which were required to be produced under the terms of the contract to the County and/or to the entity's designee within seven (7) calendar days after receipt of the written request in a format and condition that are acceptable to the County.
 - b. The Contractor shall agree to continue providing any part or all of the services in accordance with the terms and conditions, requirements and specifications of the contract for a period not to exceed one hundred twenty (120) calendar days after the expiration, termination or cancellation date of the contract for a price not to exceed those prices set forth in the contract.
 - c. The Contractor shall discontinue providing service or accepting new assignments under the terms of the contract, on the date specified by the County, in order to insure the completion of such service prior to the expiration of the contract.

1.35 Substitution of Personnel:

- 1.35.1 The Contractor agrees and understands that Clay County's agreement to the contract is predicated in part on the utilization of the specific key individual(s) and/or personnel qualifications identified in the

proposal/bid. Therefore, the Contractor agrees that no substitution of such specific key individual(s) and/or personnel qualifications shall be made without the prior written approval of the Clay County entity. The Contractor further agrees that any substitution made pursuant to this paragraph must be equal or better than originally proposed and that the Clay County entity's approval of a substitution shall not be construed as an acceptance of the substitution's performance potential. Clay County agrees that an approval of a substitution will not be unreasonably withheld.

1.36 Replacement of Damaged Product:

- 1.36.1 The Contractor shall be responsible for replacing any item received in damaged condition at no cost to the County. This includes all shipping costs for returning non-functional items to the Contractor for replacement.

1.37 Substitutions of Products/Services:

- 1.37.1 The Contractor shall not substitute any item(s) that has been awarded to the Contractor without the prior written approval of the Clay County Department of Purchasing.
- 1.37.2 The County shall have the right to allow the Contractor to substitute any new product or service offered by the Contractor on all undelivered and future orders if the quality is equal to or greater than the product/service under contract and if the prices are equal to or less than the contract prices. The Department of Purchasing shall be the final authority as to acceptability.
- 1.37.3 In event of manufacturer discontinuation, the Contractor shall substitute item(s) with equal or better capabilities for equal or less cost than the discontinued item(s). The Contractor shall not substitute any item(s) without the prior written approval of the Department of Purchasing. The Department of Purchasing shall be the final authority as to acceptability of requested substitutions and reserves the right to accept or reject any substitution requests.

1.38 Single Point of Contact:

- 1.38.1 The Contractor must function as the single point of contact for the County, regardless of any subcontract arrangements for all products and services. This shall include assuming responsibility and liabilities for all problems relating to all equipment, products, software and services provided.

1.39 Invoicing and Payment:

(THIS INFORMATION HAS BEEN ADDED TO THE RFP/IFB FRONT PAGE)

- 1.39.1 Invoices shall contain the following information:
- a. Contract agreement number, including cooperatives
 - b. description of products/services, and
 - c. prices.
 - 1) Invoices for newly installed equipment shall list materials and labor unit costs, clearly stated by location.
- 1.39.2 Notwithstanding any other payment provision of the contract, if the Contractor fails to perform required work or services, fails to submit reports when due, or is indebted to the United States, Clay County may withhold payment or reject invoices under the contract.
- 1.39.3 Final, accurate invoices are due by no later than thirty (30) calendar days of the expiration of the contract, unless otherwise stated in the contract. Clay County shall have no obligation to pay any invoice submitted after the due date.
- 1.39.4 If a request by the Contractor for payment or reimbursement is denied, Clay County shall provide the

Contractor with the written notice of the reason(s) for denial.

- 1.39.5 If the Contractor is overpaid by Clay County, upon official notification by the entity, the Contractor shall provide the entity with a check payable as instructed by the entity in the amount of such overpayment. The Contractor shall submit the overpayment to the County at the address specified by the County.
- 1.39.6 Payment for all equipment, supplies, and/or services required herein shall be made in arrears unless otherwise indicated in the RFP/IFB.
- 1.38.7 The County assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to the County's rejection and shall be returned at the Contractor's expense.
- 1.39.8 All invoices for equipment, supplies, and/or services purchased by Clay County shall be subject to late payment charges pursuant to the following:
 - a. After the forty-fifth (45th) day following the later of the date of delivery of the supplies and services or the date upon which the invoice is duly approved and processed, interest retroactive to the thirtieth (30th) day shall be paid on any unpaid balance. The rate of such interest shall be three percentage points above the average predominant prime rate quoted by commercial banks to large businesses, as determined by the Board of Governors of the Federal Reserve System.
- 1.39.9 Clay County shall have the right to purchase goods and services using a Purchasing Card.

1.40 Contract Monitoring:

- 1.40.1 The County shall have the right to monitor the contract throughout the effective period of the contract to ensure financial and contractual compliance. If the County determines the Contractor to be at high-risk for non-compliance, the County shall have the right to impose special conditions or restrictions. Written notification will be provided to the Contractor of the determination of high-risk and of any special conditions or restrictions to be imposed. The special conditions or restrictions may include, but not limited to, those conditions specified below.
 - a. Withholding authority to proceed to the next phase of the project until the Clay County entity receives evidence of acceptable performance within a given contract period;
 - b. Requiring additional, more detailed financial reports or other documentation;
 - c. Additional contract monitoring;
 - d. Requiring the Contractor to obtain technical or management assistance; and/or
 - e. Establishing additional prior approvals from the County.

1.41 Property of Clay County:

- 1.41.1 All documents, data, reports, supplies, equipment, and accomplishments prepared, furnished, or completed by the Contractor pursuant to the terms of the contract shall become the property of Clay County. Upon expiration, termination, or cancellation of the contract, said items shall become the property of the County.

1.42 Inspection and Acceptance:

- 1.42.1 No equipment, supplies, and/or services received by Clay County pursuant to a contract shall be deemed accepted until the County has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- 1.42.2 The Contractor shall understand and agree that all equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or

defective may be rejected. In addition, the Contractor shall understand and agree that all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

1.42.3 Clay County shall have the right to return any such rejected shipment at the Contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received.

1.42.4 Clay County's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the County may have.

1.43 Warranties:

1.43.1 The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished to the Department of Purchasing, (2) be fit and sufficient for the purpose expressed in the RFP/IFB, (3) be of good materials and workmanship, and (4) be substantially free from defect.

SECTIONS 1.43.2 AND 1.43.3 FOR USE IF NEEDED FOR EQUIPMENT /IT PRODUCT:

1.43.2 The Contractor must provide warranty on all products provided, which shall commence upon date of product(s) *installation or delivery* through twelve consecutive months.

1.43.3 The Contractor shall warrant that the product(s) shall conform to the mandatory technical, functional and performance requirements described in this RFP/IFB, including Exhibits thereto. The Contractor shall also warrant that the product(s) shall perform and operate in accordance with the Contractor's published specification documentation, including user manuals, manufacturer's specification sheets, etc. regarding the products.

SECTIONS 1.43.4 AND 1.43.5 FOR USE ONLY IN INFORMATION TECHNOLOGY PROPOSALS/BIDS:

1.43.4 Compatibility Warranty: The Contractor shall warrant that all products acquired pursuant to this contract shall be data, program, and communications compatible to all other products that will be acquired under the contract and compatible to the software and hardware environments that currently exist in the County's computer environment as described herein.

a. The Contractor shall notify the County as to any inaccuracies or known deficiencies or incompatibility with any related order.

1.43.5 Such warranty shall survive delivery and shall not be deemed waived either by reason of the County's acceptance of or payment for said equipment, supplies, and/or services.

1.44 Safety:

1.44.1 The Contractor shall understand and agree that all practices, materials, supplies, and equipment shall comply with the Federal Occupational Safety and Health Act, as well as any pertinent Federal, State and/or local safety or environmental codes.

1.45 Applicable Codes and Ordinances:

1.45.1 The Contractor shall hereby certify that all materials used conform to all articles and sections of all current applicable National Building Codes and other relevant construction-related codes. Workmanship and materials shall conform to all local applicable codes and ordinances.

1.46 Breach of Contract and Contract Cancellation:

- 1.46.1 In the event of material breach of the contractual obligations by the Contractor, Clay County may cancel the contract. At its sole discretion, the County may give the Contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than 10 business days from notification, or at a minimum the Contractor must provide the County within 10 business days from notification a written plan detailing how the Contractor intends to cure the breach.
- 1.46.2 If the Contractor fails to cure the breach or if circumstances demand immediate action, the County will issue a notice of cancellation terminating the contract immediately. If it is determined the County improperly cancelled the contract, such cancellation shall be deemed a termination for convenience in accordance with the contract.
- 1.46.3 If the County cancels the contract for breach, the County shall have the right to obtain the equipment, supplies, and/or services to be provided pursuant to the contract from other sources and upon such terms and in such manner as the County deems appropriate and charge the Contractor for any additional costs incurred thereby.
- 1.46.4 Notice of Default: In the event the Contractor fails to cure the breach to the satisfaction of County within 10 days, or within the written cure plan as agreed to by the County, the County may elect to do all or any of the following:
- a. The County may elect to remedy the default by curing the default with department staff or contracting with another vendor to do the work in question. In this event, the Contractor shall be invoiced the costs incurred by the County plus an additional fifty percent (50%).
 - b. The County may immediately prohibit the Contractor from having access to the property or conducting business on the property.
 - c. The County Commission, after consideration of the default, may terminate the agreement. In this event, the Contractor shall be required to immediately vacate the premises, shall not be entitled to any additional opportunities to remedy the default and shall not be entitled to any additional compensation.
- 1.46.5 Non-Appropriation of Funds: The Contractor understands and agrees that funds required to fund the contract must be appropriated by the County Commission for each fiscal year included within the contract period. The contract shall not be binding upon the County for any period in which funds have not been appropriated, and the County shall not be liable for any costs associated with termination caused by lack of appropriations.

1.47 Communications and Notices:

- 1.47.1 Any notice to the Offeror/Contractor shall be deemed sufficient when deposited in the United States mail postage prepaid, transmitted by facsimile, transmitted by e-mail with confirmed receipt or hand-carried and presented to an authorized employee of the Offeror/Contractor.

1.48 Bankruptcy or Insolvency:

- 1.48.1 Upon filing for any bankruptcy or insolvency proceeding by or against the Contractor, whether voluntary or involuntary, or upon the appointment of a receiver, trustee, or assignee for the benefit of creditors, the Contractor must notify the Department of Purchasing immediately.
- 1.48.2 Upon learning of any such actions, the County shall have the right, at its sole discretion, to either cancel the contract or affirm the contract and hold the Contractor responsible for damages.

1.49 Non-Discrimination and Affirmative Action:

1.49.1 In connection with the furnishing of equipment, supplies, and/or services under the contract, the Contractor and all Subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status unless otherwise provided by law. If the Contractor or Subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:

- a. A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
- b. The identification of a person designated to handle affirmative action;
- c. The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
- d. The exclusion of discrimination from all collective bargaining agreements; and
- e. Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

1.49.2 If discrimination by a Contractor is found to exist, the County shall take appropriate enforcement action which may include, but not necessarily be limited to, cancellation of the contract, suspension, or debarment by the County until corrective action by the Contractor is made and ensured, and referral to the Attorney General's Office, whichever enforcement action may be deemed most appropriate.

1.50 Americans with Disabilities Act:

1.50.1 In connection with the furnishing of equipment, supplies, and/or services under the contract, the Contractor and all Subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

1.51 Drug Free Workplace:

1.51.1 The Contractor (whether an individual or company) shall agree to provide a drug free workplace.

1.52 Titles:

1.52.1 Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

