

**SPECIFICATIONS FOR THE BINDING OF TAX  
DUPLICATES FOR A FIVE YEAR PERIOD  
FOR THE COUNTY OF FAYETTE  
COURTHOUSE, UNIONTOWN, PA 15401**

**Bid Number 11-11**

Sealed bids will be received in the Office of the County Controller, Courthouse, Uniontown, Fayette County, Pennsylvania, 15401, until 3:00 pm, December 1, 2011 for the binding of 2012, 2013, 2014, 2015 and 2016 Tax Duplicates for the County of Fayette.

Specification and bid forms for bind number 11-11 may be obtained from the Chief Clerk to the Fayette County Commissioners, Courthouse, Uniontown, Pennsylvania 15401 or by calling 724-430-1200 extension 212 or E-MAILING whughes@fayettepa.org.

Submit one (1) original and five (5) copies for the bid form. All bids submitted pursuant to this notice must be **SEALED WITH CLEAR TAPE** and clearly marked on the outside of the envelope, **BID NO. 11-11**.

All bids in excess of \$1,000 must be accompanied by cash, certified check or bond with corporate surety in an amount not less than ten per cent (10%) of the amount of the bid.

The Fayette County Commissioners reserve the right to reject any or all bids or parts thereof.

Bidders shall provide evidence that it has satisfactorily completed a comparable job in quality and in the quantity as required under this contract. Such evidence shall be submitted in a separate envelope from the Bid envelope and clearly marked **“Experience”**.

Hard Cover Duplicates are to be covers of imitation leather or leather like material and to be labeled on the front and spine. Sizes of duplicates are 12" X 17 ½".

**Bidder must examine duplicates used by the County of Fayette so as to be familiar with the type of duplicate used. NOTE: All colors for covers of the tax duplicates shall be of different color from those used for the 2011 tax duplicates (DARK BROWN).**

Duplicates for the Assessment Office and Tax Collectors must be completed and delivered by February 1, 2012. Duplicates for the Commissioners Office, Municipalities and the Tax Claim Dockets must be completed and delivered by March 1, 2012.

Covers for all Real Estate Tax Duplicates shall be of one color.

Lettering shall be printed in the same style and size and in a contrasting color with the Duplicate Covers for ease of reading.

Real Estate Tax Duplicates must be secured before Hard Cover is applied using Lonsdale Staples. The Hard Covers shall be secured using aluminum screw posts (2 per book).

## BID FORM

### BINDING OF TAX DUPLICATES FOR FIVE YEARS STARTING 2012

Company Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ FAX \_\_\_\_\_

Contact Person \_\_\_\_\_

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QUANTITY	NAME OF ITEM	AMOUNT OF BID
Assessment Office 65	65-Real Estate duplicates with Hard Covers 1-Special Tax Assessment Docket printed “2012 Special Tax Assessment Docket”	\$_____
Tax Claim Office 42	42 – Tax Claim Dockets with Hard Cover. (one per municipality)	\$_____
Tax Collectors 63	Real Estate Duplicates with hard covers	\$_____
Commissioners 63	Real Estate Duplicates with hard covers	\$_____
Municipality 64	Real Estate Duplicates with hard covers <i>note – Ohiopyle Borough receives two complete books with cover.</i>	\$_____
Total Number of Hard Covers		TOTAL PRICE
297		\$_____
PRICE PER YEAR \$_____		
<b>TOTAL PRICE X 5 YEARS = \$_____</b>		

**advertisement**

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