

City of Delaware, Ohio, USA

Request for Proposal (RFP)-Questions and Responses

Income Tax Form Printing and Mailing Services

Issue Date:	11/10/2025
Issued By:	City of Delaware Finance Department 1 South Sandusky Street Delaware, OH 43015

Will the City consider using a 8.5” x 11” 1099-G form inserted into a #10 double window envelope over a glued self-mailer?

As long as the form is secure and complies with all standards/regulations.

Can you provide a PDF sample of the January Postcard with the removable label?

This will be the first time we have used the postcard. Previously, we used an 8 ½ x 11 letter in a #10 envelope. We were interested in moving towards a 1 ½ x 3 5/8 removable label that included the residents account ID, name and address on one side and then a message on the opposite side. The idea of the removable label is an option that the resident can use the label on their paper form.

Do you require a self-seal mailer or would a printed form and inserted into an envelope work for Section A?

It does not have to be a self-seal mailer as long as the printed form is secure and complies with all standards/regulations.

Who is to deliver to USPS for distribution?

The vendor that is awarded the RFP will be distributing the finished product to USPS on behalf of the City of Delaware.

The quantity listed in Section C calls for quarterly but there are only three listed quarter. How many mailings will there be?

There will be three mailings; June, September and December. First quarter due in April is not mailed separately, but is part of the annual tax form.

Will the format of the voucher utilize a #10 standard window envelope or is a special window required for both Section C and D?

#10 tinted window envelope

Are the supplies in Section E in addition or just carry out the work that is listed above?

These are not additional supplies, only needed to carry out the work listed above.

On the Pricing Proposal Form, there is a #9 envelope listed but not in the Scope. Is that envelope needed?

No, we do not need a #9 envelope.

Are there local considerations being given to vendors in the City of Delaware?

No, the procurement policy of the City of Delaware does not give preference to any local vendors, and all RFPs are evaluated equally using the criteria listed.