Escambia County Property Appraiser
Gary "Bubba" Peters
221 Palafox Place, Suite 300
Pensacola, FL 32502

Escambia County Property Appraiser

Request for Proposals (RFP)

Mail Services

RFP No: ECPA-2026-80141800-RFP

PROPOSAL SUBMISSION DEADLINE
1:00 p.m., Thursday, September 17, 2026

REFER ALL INQUIRIES TO
Amanda Snow, General Counsel
221 Palafox Place, Suite 300
Pensacola, Florida 32502
(850) 434-2735
asnow@escpa.org

IMPORTANT INFORMATION

Vendors are directed to deliver or mail **ONE (1) ORIGINAL** (clearly marked "ORIGINAL") and **FIVE (5) COPIES** (clearly marked "COPY") of its Proposal to the following address on or prior to the below-referenced deadline to:

Escambia County Property Appraiser
Attn: Amanda Snow, General Counsel
221 Palafox Place, Suite 300
Pensacola, Florida 32502

ALL Proposals shall be sealed with the label below affixed on the front of the package. Cut along the border and affix the below label to your sealed Proposal envelope to identify it as a "Sealed Proposal". Be sure to include the name of the company submitting the Proposal where requested.

SEALED PROPOSAL

SEALED PROPOSAL NO.: ECPA-2026-80141800-RFP

PROPOSAL TITLE: Mail Services

SUBMISSION DEADLINE: 1:00 p.m., Thursday, September 17, 2026

SUBMITTED BY: _____
(NAME OF COMPANY)

SIGNATURE: _____

PRINT NAME & TITLE: _____

Late Proposals shall be returned to the Vendor unopened with the notation: **"This Proposal was received after the submittal deadline designated for receipt."**

PLEASE NOTE: There will be **NO** formal Proposal opening or oral presentations for this RFP.

FOR ADDITIONAL INFORMATION, PLEASE CONTACT:
Amanda Snow, General Counsel
Telephone: (850) 434-2735
Email: asnow@escpa.org

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1. INTRODUCTION

1.1 Timeline of Events

The table below contains the Timeline of Events for this Request for Proposals ("RFP"). The dates and times within the Timeline of Events are subject to change at the discretion of the Escambia County Property Appraiser's Office, a constitutional office established under the Laws of the State of Florida (hereinafter referred to as "ECPA"). It is the responsibility of the Respondent to check for any changes on the ECPA website (www.escpa.org).

Timeline of Events		
Event	**Time (CST)**	**Date**
Solicitation posted in Pensacola News Journal ("PNJ"), on PNJ website, and on ECPA website		August 25, 2026
Deadline to submit questions to General Counsel	5:00 PM	August 28, 2026
Anticipated date of posting Q&A on ECPA website	5:00 PM	September 3, 2026
Deadline to submit Proposal and all required documents to ECPA Office	1:00 PM	September 17, 2026
Proposal Review by ECPA		September 24, 2026
Anticipated Period of Evaluations		September 28 – October 2, 2026
Anticipated date to post Notice of Intent to Award on ECPA website	5:00 PM	October 6, 2026
Anticipated Term Contract start date		Upon Execution

1.2 Definitions

Definitions contained in section 287.012, Florida Statutes (F.S.); Rule 60A-1.001, Florida Administrative Code (F.A.C.); and Attachment E, Draft Term Contract, are incorporated by reference. In the event of a conflict, the definitions listed in this section 1.2 supersede the incorporated definitions for the purposes of this RFP. All definitions apply in both their singular and plural sense.

Business Day – Monday through Friday, inclusive, from 8:00 a.m. to 5:00 p.m., CST, except for those holidays specified in section 110.117, F.S.

Commodity Code – The State's numeric code for classifying commodities and contractual services which meet specific requirements, specifications, terms, and conditions herein. Florida has adopted the United Nations Standard Products and Services Code (UNSPSC) for classifying commodities and services.

Confidential Information – Information that is trade secret or otherwise confidential or exempt from disclosure under Chapter 119, Florida Statutes, or other applicable Florida or federal law.

Contractor - A person who contracts to sell commodities or contractual services to ECPA.

Customer – The Escambia County Property Appraiser or ECPA

Escambia County Property Appraiser or ECPA – The Escambia County Property Appraiser's Office, a constitutional office established under the Laws of the State of Florida.

Mail Processing – An integrated group of subfunctions required to sort and distribute mail to USPS for delivery. The subfunctions include, but are not limited to, receipt of electronic files, creating individual PDF files where necessary, delivering PDF files to ECPA for proofing prior to printing and/or mail-out, Copying, printing, folding, Sorting, Folding and Inserting, Metering, Barcoding, processing, and applying postage using the best practices and methodology and shall comply with all applicable laws, statues, and procedures.

Mail Services – The category of services contemplated within this RFP include Mail Processing, as further defined herein and in Attachment A, Scope of Work.

Proposal – The documents submitted by a Respondent in response to this RFP.

Request for Proposals / RFP – A written or electronically posted solicitation for competitive sealed Proposals.

Respondent – A Vendor who submits a Proposal, which conforms in all material respects to the RFP prior to or by the deadline listed above.

Responsible – A Vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

Responsive – A Vendor that has submitted a Proposal that conforms in all material respects to the RFP.

State – The State of Florida

Term Contract – The legally enforceable Term Contract, as defined in section 287.012(29), F.S., between ECPA and the awarded Responsible Respondent resulting from this RFP.

Unit Rate – Rate expressed for the cost per individual item or service.

USPS – The United States Postal Service, or Postal Service.

1.3 Objective

ECPA is issuing this RFP to establish a Term Contract for Mail Services with a qualified Contractor. ECPA intends to make one award to a Responsible and Responsive Respondent; however, ECPA reserves the right to make no award, as determined to be in the best interest of ECPA.

1.4 Scope of Work

Respondent awarded a Term Contract under this RFP shall provide commodities and/or contractual services as described in the Attachment A, Scope of Work.

1.5 Term

The term is as specified in the Attachment E, Draft Term Contract.

1.6 Point of Contact

The ECPA General Counsel is the sole point of contact for this RFP. Violation of this section shall be grounds for rejecting a Proposal. The contact information for the ECPA General Counsel is:

Amanda Snow, General Counsel
Escambia County Property Appraiser
221 Palafox Place, Suite 300, Pensacola, FL 32502
Phone: 850-434-2735 **Email:** asnow@escpa.org

*****ALL EMAILS TO THE ECPA GENERAL COUNSEL SHOULD CONTAIN THE RFP NUMBER IN THE SUBJECT LINE*****

1.7 Order of Precedence for Solicitation

In the event of a conflict between the documents comprising this RFP, the conflict will be resolved in the following order of priority (highest to lowest):

1.7.1 Addenda to RFP, if issued (in reverse order of issuance)
1.7.2 Attachment E, Draft Term Contract
1.7.3 Attachment A, Scope of Work
1.7.4 Attachment C, Cost Proposal
1.7.5 Attachment D, Technical Proposal Instructions and Evaluation Criteria
1.7.6 This RFP Document

1.8 ECPA's Rights to Reject Proposals

ECPA may reject any Proposal not submitted in the manner specified by this RFP. Proposals that do not meet all requirements, specifications, terms, and conditions of the RFP or fail to provide all required information, documents, or materials may be rejected as non-responsive. Respondents whose Proposals, references, or current status do not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of the Term Contract may be rejected as not Responsible. ECPA reserves the right to determine which Proposals meet the requirements of this RFP and which Respondents are Responsive and Responsible. ECPA is placing Vendors on notice of the prohibitions against considering social, political, or ideological interests in government contracting contained in section 287.05701, F.S.

In this RFP, the words "should" or "may" indicate desirable attributes or conditions but are permissive in nature. Where language indicates that the attribute or condition is mandatory, ECPA still reserves the right to waive any minor irregularity if ECPA determines that it is in the best interest of ECPA to do so. A deviation from a requirement or condition is material if, in ECPA's discretion, it provides a substantial advantage to one Respondent over another or has a potentially significant effect on the quality of the Proposal or on the cost to ECPA.

2. THE RFP PROCESS

2.1 Question Submission

ECPA invites interested and registered Vendors to submit questions regarding this RFP. Questions must be submitted to the ECPA General Counsel in writing via electronic mail by the time and date reflected in the Timeline of Events section. Respondents are strongly encouraged to ask any questions regarding this RFP, including the proposed Term Contract terms and conditions, prior to the deadline to submit questions. ECPA is not obligated to revise the RFP or its attachments, and the answers posted to the Questions and Answers by the date in the Timeline of Events section of this RFP do not themselves constitute addenda to this RFP.

2.2 Addenda to the RFP

ECPA reserves the right to modify this RFP by addenda. Addenda may modify any aspect of this RFP. Any addenda issued will be posted on the ECPA website. It is the Respondent's responsibility to check the ECPA website for any changes throughout the solicitation process and prior to submitting a Proposal.

2.3 Proposal Opening

Proposals will be opened in the ECPA office, 221 Palafox Place, Suite 300, Pensacola, FL 32502, in the presence of the ECPA Property Appraiser or his designee, the Chief Deputy, General Counsel, Finance & Human Resources Administrator, and Office Administrator on the date indicated in the Timeline of Events section. Respondents are not required to attend. In accordance with section 119.071, F.S., ECPA will not provide other information regarding the received Proposals until such time as ECPA provides notice of an intended decision or until fifteen (15) days after opening the Proposals, whichever is earlier.

2.4 Lobbying Prohibited

After the issuance of any RFP, prospective bidders or any agent, representative, or person acting at the request of such bidder shall not contact, communicate with, or discuss any matter relating in any way to the RFP with any officer, agent, or employee of ECPA other than the General Counsel, or as directed in this RFP. This prohibition begins with the issuance of any RFP and ends upon execution of the Term Contract or when the request has been terminated.

2.5 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the ECPA's Americans with Disabilities Act (ADA) Coordinator at 850-434-2735 or **Admin@escpa.org** at least five (5) Business Days prior to the scheduled event. If hearing or speech-impaired, please contact the ADA Coordinator at 850-434-2735 (TDD).

2.6 Technical Evaluation

The evaluators will independently review and score the Proposal(s) received from Responsive and Responsible Respondents using the evaluation criteria described in Attachment D, Proposal Instructions and Evaluation Criteria.

2.7 Mathematical Errors

In the event of multiplication/extension error(s), the unit price shall prevail. In the event of addition error(s), the extension totals will prevail. All bids shall be reviewed mathematically and corrected, if necessary, using these standards, prior to additional evaluation.

2.8 Mandatory Responsive Requirements

ECPA WILL NOT REVIEW PROPOSALS FROM RESPONDENTS WHO DO NOT MEET THE MANDATORY RESPONSIVE REQUIREMENTS LISTED IN ATTACHMENT B.

Note: ECPA shall perform an initial responsiveness check. Proposals found to be non-responsive will not be considered for award. ECPA reserves the right to act upon information discovered during and after the initial responsiveness check impacting the responsibility or responsiveness of the Proposal or Respondent.

The responsiveness check will be performed as follows: Upon receipt of bidder's response to RFP, ECPA General Counsel will provide bidder with a test print file consisting of approximately 50,000 records. Bidder shall create TRIM template (see Exhibit "1" of Attachment A for an example) and use the information from the test file to create individual pdf files for each record. The name of each pdf file shall be the Parcel ID (example: 504127-19-0190.pdf). Bidder shall upload the pdf files to OneDrive or Google Drive and provide ECPA General Counsel a link to the files within five (5) business days after receipt of test print file from ECPA General Counsel. ECPA General Counsel will download pdf images for review. Failure to provide pdf files within five (5) business days may prevent bidder from being selected.

2.9 Local Preference

ECPA provides a local preference. ECPA reserves the right to award the contract to a local Vendor if the price is within fifteen percent (15%) of the lowest price submitted by any Respondent.

2.10 Equal Proposals

In the event that ECPA receives equal Proposals eligible for award, ECPA will comply with the following, as applicable: sections 287.057(12), 287.087, 287.092, and 295.187(4), F.S. In order to clarify the Respondents' status with regard to the applicable statutory preference requirements, ECPA may request information from Respondents with equal eligible Proposals. A Respondent will not be permitted to amend or supplement its Proposal in response to such request for clarification.

2.11 Scoring Methodology

ECPA will consider pricing for initial and renewal terms as submitted by the Respondent. The scoring methodology is outlined below:

Proposal	Available Points
A. Technical Proposal (Attachment D)	70
B. Cost Proposal (Attachment C)	30
Total Available Points for a Service Category (A + B)	**100**

2.9.1 Technical Proposal - 70 Available Points. The Respondent may be awarded up to 70 points for its Technical Proposal in accordance with the evaluation criteria outlined in Attachment D, Technical Proposal Instructions and Evaluation Criteria.

2.9.2 Cost Proposal - 30 Available Points. The Respondent is required to submit in its Cost Proposal the maximum rates for the Initial Term and Renewal Term(s) for which the Respondent is seeking to offer Mail Processing. Any and all discounts must be incorporated into the costs contained in the Proposal and not shown separately; the costs as shown on the Proposal shall be the costs used in helping to determine the award of a contract. ECPA is exempt from any and all taxes. A Tax-Exempt Certificate will be supplied to the successful Respondent upon request. Therefore, Vendors are prohibited from delineating a separate line item in its Proposal for any sales or service taxes. Nothing herein shall affect the Vendors' normal tax liabilities. The Respondent may be awarded up to 30 points for its Cost Proposal. ECPA will consider the total cost for each year of the Term Contract, including renewal years, as submitted by the Respondent. The Respondent will receive points based on the following methodology:

The Respondent's Cost Proposal score shall be calculated by the Department using the following formula and used for scoring purposes only:

(A x 0.60) + (B x 0.40) = C

Where:
A = Sum of Initial Term Unit Rate Prices for the required fields (See Attachment C).
B = Sum of Renewal Term Unit Rate Prices for the required fields (See Attachment C).
C = Total Calculated Unit Rate

The Respondent with the lowest Total Calculated Unit Rate shall receive 30 points. All other Respondents shall receive points based on the following formula:

(X ÷ N) x 30= Z

Where:
X = Lowest Total Calculated Unit Rate for Mail Processing
N = Respondent's Total Calculated Unit Rate for Mail Processing
Z = Points awarded for Cost Proposal in Mail Processing

2.12 RFP Review Committee

Proposals will be evaluated at the ECPA office, 221 Palafox Place, Suite 300, Pensacola, FL 32502, by the RFP Review Committee, which will consist of the Chief Deputy, Director of Appraisal Services, IT Manager, Finance & Human Resources Administrator, and Office Administrator on the dates indicated in the Timeline of Events section. In accordance with section 119.071, F.S., ECPA will not provide other information regarding the received Proposals until such time as ECPA provides notice of an intended decision or until fifteen (15) days after opening the Proposals, whichever is earlier.

2.13 Mail Processing

In accordance with the requirements of section 283.35, F.S., if the lowest Responsive and Responsible Proposal is submitted by a Vendor whose principal place of business is located outside of the State, Respondents with their principal place of business located within the State will receive a five percent (5%) preference for Cost Proposal. The five percent (5%) preference will be added to the Total Calculated Unit Rate only and shall not be granted to the Respondent's Technical Proposal score.

2.14 Basis of Award

The Term Contract will be awarded to the Responsive and Responsible Respondent that submits the Proposal with the highest total final score for Mail Processing that is determined to be the most advantageous to ECPA. ECPA reserves the right to accept or reject any and all Proposals and to waive any minor irregularity, technicality, or omission if ECPA determines that it is in the best interest of ECPA to do so. However, ECPA reserves the right to make no award as determined to be in its best interest. The total final

score for Mail Processing will be calculated by the ECPA General Counsel by combining the average of the evaluators' Technical Proposal scores for Mail Processing and the calculated Cost Proposal score for Mail Processing.

A Respondent that has been, or has had any affiliate or subsidiary, placed on a Corrective Action Plan (CAP) by the Department of Management Services related to providing Mail Services on a State Term Contract within the last five (5) years of the posting of this RFP shall receive a ten percent (10%) reduction in its total final score(s) for each CAP. The ten percent (10%) will be applied to Respondent's Proposal and will be determined using the Respondent's assessed total final score.

ECPA reserves the right to reject a Proposal from a Respondent. ECPA reserves the right to award Term Contract to the next Responsive and Responsible Respondent that submits the Proposal with the next highest total final score that is determined to be the most advantageous to ECPA if ECPA cannot execute a Term Contract with a Respondent initially or previously awarded a Term Contract.

2.15 Electronic Posting of Notice of Intent to Award

ECPA will electronically post a Notice of Intent to Award on ECPA's website in accordance with the Timeline of Events of this RFP. The Notice of Intent to Award will remain posted for a period of 72 hours, not including Saturdays and Sundays or State holidays, as specified in section 110.117, F.S.

2.16 Contract Formation

ECPA may issue a Notice of Intent to Award to award Term Contract to successful Respondent. The award does not imply execution of a Term Contract. No contract shall be formed between a Respondent and ECPA until both parties sign the Term Contract. ECPA shall not be liable for any work performed before the Term Contract is effective. All applicable laws and regulations of the State of Florida and ordinances and regulations of Escambia County shall apply to any resulting contract.

ECPA intends to enter into Term Contract with Respondent pursuant to the Basis for Award section of this RFP. Any contract or purchase order resulting from the acceptance of Proposal shall be on forms approved by ECPA and its counsel. The term for any such contract shall be for three (3) years, with a renewal option for two (2) additional one (1)-year terms at the discretion of ECPA. No additional documents submitted by a Respondent shall be incorporated in the Term Contract unless they are specifically identified, incorporated by reference, and approved by ECPA. If any additional documents are submitted by the Respondent, the additional documents will not be considered for the basis for award.

The Term Contract is not an exclusive license to provide the Services described in the Term Contract. The Department may, without limitation and without recourse by the Contractor, contract with other vendors to provide the same or similar Services.

2.17 Other Requirements Following Award

2.14.1 Registration with the Florida Department of State. If awarded a Term Contract, and prior to its execution, the Respondent shall provide a PDF file of its current and active registration with the Florida Department of State or, if exempt from registration, the Respondent shall provide a statement to that effect noting the basis for the exemption. Respondents should note that foreign entities are required to obtain a Florida Certificate of Authorization pursuant to applicable Florida Statutes from the Florida Department of State, Division of Corporations, to transact business in the State of Florida. For additional information, please visit https://dos.myflorida.com/sunbiz/.

2.14.2 Florida Substitute Form W-9. It is the responsibility of the awarded Respondent to complete a Florida Substitute Form W-9 prior to execution of a Term Contract, which shall be provided to the to the awarded Respondent by ECPA prior to execution of the Term Contract. The Internal Revenue Service receives and validates the information provided on such form.

3. RESPONDING TO THE RFP

3.1 General Instructions

Vendors are encouraged to carefully review all the material contained herein and prepare responses and Proposals accordingly.

3.2 Submission of Proposals

Proposals shall be submitted by hand delivery or mail to ECPA. Vendors are directed to deliver or mail **ONE (1) ORIGINAL** (clearly marked **"ORIGINAL"**), **FIVE (5) COPIES** (clearly marked **"COPY"**) of its Proposal to the following address on or prior to the below-referenced deadline:

Escambia County Property Appraiser
Attn: Amanda Snow, General Counsel
221 Palafox Place, Suite 300
Pensacola, Florida 32502

All Proposals shall be sealed with the label provided within this RFP above, affixed on the front of the package. Vendors shall include the **legal name** of the company submitting the Proposal where requested. Proposals shall be signed above the printed name and title of the signer. The signer must have the authority to bind the Vendor to the submitted Proposal.

3.3 Terms and Conditions

All Proposals are subject to the terms of this RFP, which, in case of conflict, will have the order of precedence listed in the 'Order of Precedence for Solicitation' section. ECPA will not accept any unrequested terms or conditions submitted by a Respondent, including any appearing in documents attached as part of a Respondent's Proposal or hyperlinked therein. In submitting its Proposal, a Respondent agrees that any additional terms or conditions, whether submitted intentionally or inadvertently, shall have no force or effect.

3.4 Questions

Questions, if any, shall be submitted in accordance with the 'Question Submission' section of this RFP.

3.5 Convicted Vendor, Discriminatory Vendor, Antitrust Violator, and Forced Labor Vendor Lists

3.5.1 **Convicted Vendor List.** Pursuant to section 287.133, F.S., a person or affiliate who has been placed on the Convicted Vendor List following a conviction for a public entity crime may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount provided in section 287.017, F.S. for CATEGORY TWO for a period of 36 months following the date of being placed on the Convicted Vendor List.

3.5.2 **Discriminatory Vendor List.** Pursuant to section 287.134, F.S., an entity or affiliate who has been placed on the Discriminatory Vendor List may not submit a bid, proposal, or reply on a contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply on a contract with a public entity for the construction or repair of a public building or public work; may not submit bids, proposals, or replies on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity.

3.5.3 **Antitrust Violator Vendor List.** Pursuant to section 287.137, F.S., a person or an affiliate who has been placed on the Antitrust Violator Vendor List following a conviction or being held civilly liable for an antitrust violation may not submit a bid, proposal, or reply for any new contract to provide any goods or services to a public entity; may not submit a bid, proposal, or reply for a new contract with a public entity for the construction or repair of a public building or public work; may not submit a bid, proposal, or reply on new leases of real property to a public entity; may not be awarded or

perform work as a contractor, supplier, subcontractor, or consultant under a new contract with a public entity; and may not transact new business with a public entity.

3.5.4 **Forced Labor Vendor List.** Pursuant to section 287.1346, F.S., a company placed on the Forced Labor Vendor List may not submit a bid, proposal, or reply on a contract to provide commodities to an agency; be awarded a contract or perform work as a contractor, supplier, subcontractor, or consultant with an agency for the provision of commodities; or transact business for the provision of commodities with an agency. Additionally, an agency may not accept a bid, proposal, or reply from; award a contract to; or transact business pertaining to the provision of commodities with a company on the forced labor vendor list, or an entity under the control of such company, for a period of 365 days after the date the company was placed on the list unless the company is removed from the list pursuant to section 287.1346(5)(d), F.S.

3.6 Respondent's Representation and Authorization

In submitting a Proposal, the Respondent certifies that it understands, represents, and acknowledges the following:

3.6.1 The Respondent is not currently under suspension or debarment by the State or any other governmental authority.

3.6.2 The Respondent currently has no delinquent obligations to the State or any other governmental authority, including a claim by the State or any other governmental authority for liquidated damages under any other contract.

3.6.3 The submission is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any entity or person to submit a complementary or other noncompetitive Proposal.

3.6.4 The prices and amounts have been arrived at independently and without consultation, communication, or agreement with any other Respondent or potential Respondent; neither the prices nor amounts, actual or approximate, have been disclosed to any other Respondent or potential Respondent, and they will not be disclosed before the solicitation opening.

3.6.5 The Respondent has fully informed ECPA in writing of all convictions of the Respondent, its affiliates (as defined in section 287.133(1)(a), F.S.), and all directors, officers, and employees of the Respondent and its affiliates for violation of any state or federal law involving a public entity crime (as defined in section 287.133(1)(g), F.S.). This includes disclosure of the names of current employees who were convicted of public entity crimes while in the employ of another company.

3.6.6 Neither the Respondent nor any person associated with it in the capacity of owner, partner, director, officer, principal, investigator, project director, manager, auditor, or in a position involving the administration of federal funds:

a) Is presently indicted or, within the preceding three years, has been convicted or found guilty of, or found civilly liable for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state, or local government transaction or public contract; violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; or

b) Has within a three-year period preceding this certification had one or more federal, state, or local government contracts terminated for cause or default.

3.6.7 The products and services offered by the Respondent conform to the specifications contained herein without exception.

3.6.8 The Respondent has read and understands the terms and conditions listed in the Draft Term Contract, and the submission is made in conformance with those terms and conditions.

3.6.9 If an award is made to the Respondent, the Respondent agrees that it will execute the Draft Term Contract.

3.6.10 The Respondent has made a diligent inquiry of its employees and agents responsible for preparing, approving, or submitting the Proposal, and has been advised by each of them that he or she has not participated in any communication, consultation, discussion, agreement, collusion, act, or other conduct inconsistent with any of the statements and representations made in the Proposal.

3.6.11 The Respondent shall indemnify, defend, and hold harmless ECPA, Customer, and their employees against any cost, damage, or expense which may be incurred or be caused by any error

in the Respondent's preparation of its Proposal.

3.6.12 All information provided by, and representations made by, the Respondent are material and important and will be relied upon by ECPA in awarding the Term Contract. Any misstatement may be treated as fraudulent concealment from the ECPA and Customer of the true facts relating to submission of the Proposal. A misrepresentation may be punishable under law.

ECPA reserves the right to deem the Respondent non-responsive or non-responsible based on any information provided in, or omitted from, the Respondent's Proposal related to the certifications of this section.

3.7 Performance Qualifications

ECPA reserves the right to investigate or inspect at any time whether the product, qualifications, or facilities offered by the Vendor meet the Term Contract requirements. Vendor shall at all times during the Term Contract term remain responsive and responsible. In determining a Vendor's responsibility, ECPA shall consider all information or evidence which is gathered or comes to the attention of the agency which demonstrates the Vendor's capability to fully satisfy the requirements of the solicitation and the Term Contract. A Vendor must be prepared, if requested, to present evidence of experience, ability, and financial standing, as well as a statement as to plant, machinery, and capacity of the respondent for the production, distribution, and servicing of the product bid. If ECPA determines that the conditions of the solicitation documents are not complied with, or that the product proposed to be furnished does not meet the specified requirements, or that the qualifications, financial standing, or facilities are not satisfactory, or that performance is untimely, ECPA may reject the response or terminate the Term Contract. A Vendor may be disqualified from receiving awards if Vendor, or anyone in Vendor's employment, has previously failed to perform satisfactorily in connection with public bidding or contracts. This paragraph shall not mean or imply that it is obligatory upon ECPA to make an investigation either before or after award of the Term Contract, but should ECPA elect to do so, a Vendor is not relieved from fulfilling all Term Contract requirements.

3.8 Firm Response

ECPA intends to make an award within 12 days after the date of the opening, during which period Proposals shall remain firm and shall not be withdrawn. If an award is not made within 12 days, the Proposal shall remain firm until ECPA enters into a Term Contract or ECPA receives from the Respondent written notice that the Proposal is withdrawn.

3.9 Clarifying Information

ECPA may request, and Respondent shall provide, clarifying information or documentation. Failure to supply the information or documentation as requested may result in the Proposal being deemed non-responsive.

3.10 Public Records

Article I, section 24, Florida Constitution, guarantees every person access to all public records, and section 119.011, F.S., provides a broad definition of "public record." As such, the entirety of the Proposals are public records and are subject to disclosure unless exempt from disclosure by law.

If the Respondent considers any portion of its Proposal to be Confidential Information, the Respondent is to mark the document as "confidential" and simultaneously provide ECPA with a separate, redacted copy of its Proposal. For each portion redacted, the Respondent is to briefly describe in writing the grounds for claiming exemption, including the specific statutory citation for such exemption. On the cover of the redacted copy, the Respondent is to provide its name and ECPA's RFP name and number and clearly title it, "Redacted Copy." Only portions of material that the Respondent claims are Confidential Information are to be redacted.

In accordance with section 119.071(1)(b), F.S., Proposals are exempt from production in response to public records requests until such time as ECPA provides notice of an intended decision or until 30 days after opening the Proposals, whichever is earlier.

After that time, ECPA will provide the redacted copy, if any, in response to a public records request. If the Respondent fails to mark a record it claims contains Confidential Information as "confidential," or fails to submit a redacted copy in accordance with this section of a record it claims contains Confidential Information, ECPA shall have no liability for release of such record. The foregoing will apply to every instance in which the Respondent fails to both mark a record "confidential" and redact it in accordance with this section, regardless

of whether the Respondent may have properly marked and redacted the same or similar Confidential Information in another instance or record submitted to ECPA.

In the event of a request for public records pursuant to Chapter 119, F.S., the Florida Constitution, or other authority, to which documents that are marked as "confidential" are responsive, ECPA will provide the redacted copy to the requestor. If the Respondent has marked a record as "confidential" but failed to provide a redacted copy to ECPA, ECPA may notify the Respondent of the request, and the Respondent may have up to ten (10) Business Days from the date of the notice to provide a Respondent-redacted copy, or else ECPA may release the unredacted record to the requestor without liability.

If a requestor asserts a right to the redacted Confidential Information, ECPA will notify the Respondent such an assertion has been made. The notice will provide that if the Respondent seeks to protect the Respondent-redacted Confidential Information from release it must, within thirty (30) days after the date of the notice and at its own expense, file a cause of action seeking a declaratory judgment that the information in question is exempt from section 119.07(1), F.S., or other applicable law and an order prohibiting ECPA from publicly disclosing the information. The Respondent shall provide written notice to ECPA of any cause of action filed. If the Respondent fails to file a cause of action within thirty (30) days ECPA may release the unredacted copy of the record to the requestor without liability.

If ECPA becomes subject to a demand for discovery or disclosure of documents that are marked as "confidential" in a legal proceeding, (whether by oral questions, interrogatories, requests for information or documents, subpoena, or similar process), unless otherwise prohibited by law, ECPA will give the Respondent notice of the demand or request prior to disclosing any Confidential Information to allow the Respondent to seek a protective order or other appropriate relief at the Respondent's sole discretion and expense. If the Respondent fails to take appropriate and timely action to protect the materials it has designated as Confidential Information or fails to provide a redacted copy that may be disclosed, ECPA will provide the unredacted materials to the requester.

By submitting a Proposal, the Respondent agrees to protect, defend, and indemnify ECPA for all claims, costs, fines, settlement fees, and attorneys' fees, at both the trial and appellate levels, arising from or relating to the Respondent's determination its records contain Confidential Information. In the event of a third-party claim brought against ECPA for failure to release the Respondent's redacted Confidential Information, the Respondent shall assume, at its sole expense, the defense or settlement of such claim, including attorney's fees and costs at both the trial and appellate levels. If the Respondent fails to continuously undertake the defense or settlement of such claim or if the Respondent and ECPA mutually agree that ECPA is best suited to undertake the defense or settlement, ECPA shall have the right, but not the obligation, to undertake the defense or settlement of such claim, at its discretion. The Respondent shall be bound by any defense or settlement ECPA may make as to such claim, and the Respondent agrees to reimburse ECPA for the expense, including reasonable attorney's fees and costs at both the trial and appellate levels associated with any defense or settlement that ECPA may undertake to defend Respondent's Confidential Information. ECPA shall also be entitled to join the Respondent in any third-party claim for the purpose of enforcing any right of indemnity under this section.

If at any point ECPA is reasonably advised by its counsel that disclosure of the Confidential Information is required by law, including but not limited to Florida's public records laws, ECPA may disclose such Confidential Information without liability hereunder.

3.11 Protests

Any protest concerning this RFP should be made in accordance with sections 120.57(3) and 287.042(2), F.S., and Rule Chapter 28-110, F.A.C. Any communication not in accordance with these sections or the RFP, including questions to the General Counsel, will not constitute formal notice of a protest.

3.12 Modification or Withdrawal of Proposal

Respondents are responsible for the content and accuracy of their Proposals. A Respondent may modify or withdraw its Proposal in writing via electronic email to the ECPA General Counsel at any time prior to the Proposal due date and time set forth in the 'Timeline of Events' section.

3.13 Cost of Proposal Preparation

The costs related to the development and submission of a Proposal are the full responsibility of the Respondent and are not chargeable to ECPA.

3.14 Independent Preparation

A Respondent shall not, directly, or indirectly, collude, consult, communicate, or agree with any other Respondent as to any matter related to the Proposal each is submitting. Additionally, a Respondent shall not induce any other Respondent to modify, withdraw, submit, or not submit a Proposal.

3.15 False or Erroneous Information

A Respondent who submits false or erroneous information may be deemed non-responsible, non-responsive or not awarded a Term Contract. If the Respondent's Proposal is found to contain false or erroneous information after Term Contract award, the Term Contract may be terminated, and ECPA may pursue any other legal action available.

RFP ATTACHMENTS

Attachment A: Scope of Work
Attachment B: Mandatory Responsive Requirements
Attachment C: Cost Proposal
Attachment D: Technical Proposal Instructions and Evaluation Criteria
Attachment E: Draft Term Contract
Attachment F: Public Printing Florida Preference Form
Attachment G: Certification of Drug Free Workplace
Attachment H: Vendor Certification Form
Attachment I: Public Contracting and Environmental Crimes Certification

REQUIRED DOCUMENTS: RESPONDENT TO SUBMIT PRIOR TO RFP OPENING

COMPLETED Attachment B: Mandatory Responsive Requirements
COMPLETED Attachment C: Cost Proposal
COMPLETED Attachment D: Technical Proposal
COMPLETED Attachment F: Public Printing Florida Preference Form
COMPLETED Attachment G: Certification of Drug Free Workplace
COMPLETED Attachment H: Vendor Certification Form
COMPLETED Attachment I: Public Contracting and Environmental Crimes Certification

ATTACHMENT A
SCOPE OF WORK

1. PURPOSE

To provide Customers with Mail Services on a statewide basis, pursuant to the terms set forth in this Scope of Work.

2. DEFINITIONS

Definitions contained in section 287.012, Florida Statutes (F.S.) and Rule 60A-1.001, Florida Administrative Code (F.A.C.) are incorporated by reference. In the event of a conflict, the definitions listed in this section supersede the incorporated definitions for the purposes of this Scope of Work. All definitions apply in both their singular and plural sense.

Accountable Mail – A Mail Piece that requires the signature of the addressee or addressee's agent upon receipt to provide evidence of delivery or indemnification for loss or damage. Accountable mail includes Priority Mail Express service and Special Service mail such as Certified Mail, Collect on Delivery, Insured Mail for more than $200, Registered Mail, Return Receipt, and Signature Confirmation, and similar or equivalent as defined in the most current version of the USPS Publication.

Barcode – A series of vertical bars and spaces that represent any numerical series, most often a ZIP Code for the delivery address on a mail piece to facilitate automated processing by readers and scanners and used for postal processing including Intelligent Mail, POSTNET, PLANET, Code 39. USS Code 128, and GS1-128.

Business Day – Monday through Friday, inclusive, from 8:00 a.m. to 5:00 p.m. CST at ECPA's location, except for those holidays specified in section 110.117, F.S.

Classification – The grouping of mailable matter into mail classes, products, and price categories, according to content, weight, size, and preparation standards as defined by the USPS.

Coding Accuracy Support System (CASS) – A software or product certification process that standardizes address in address list and improves the accuracy of matching each standardized address to the proper delivery point code, ZIP+4 code, 5-digit ZIP Code, and carrier route code. Provides a common platform to measure the quality of address matching software and to diagnose and correct software problems.

Continuity of Operations Plan (COOP) – A predetermined set of policies and procedures that describe how a Contractor's essential functions will continue to be performed during a wide range of emergencies including, but not limited to, localized acts of nature, accidents and technological or attack-related emergencies.

Contract Administrator – The Contractor's dedicated representative, with authority to manage and oversee the awarded Service Category(ies), who has the ability to address and correct all issues related to the implementation and operation of the Term Contract including, but not limited to, Term Contract compliance; Order and invoicing matters; security; training; staffing; procedures manual; personnel; operations; safety; COOP; and ensuring all tasks, deliverables, and timelines are met.

Contract Manager – The representative designated by ECPA, who will oversee all aspects of the Term Contract, monitor performance expectations, and serve as the primary point of contact for the Contractor.

Contractor – A Vendor that enters into a Term Contract with ECPA.

Copying (Black and White) – Reproduction of an image or text in black and white.

Copying (Color) – Reproduction of an image or text in color.

Correspondence – All Mail Pieces including, but not limited to, warrants, checks, tri-folds, brochures, inserts and deposits that are not Postal Mail.

Customer Registration ID (CRID) – A unique number that identifies a specific business location involved in a mailing.

Customer – The Escambia County Property Appraiser or ECPA.

Customer-specific Scope of Work (Customer SOW) – Tasks, deliverables, term, budget, specific positions, preferences, and terms and conditions for the requested Mail Processing Services established by the Customer.

Delayed Delivery – Mail Processing and transportation to the USPS that is not designated to be performed on the Same Day or Next Day, as requested by the Customer.

Document Composition Services – The formatting of large amounts of electronic information into a printable document. The platform or software is used to make the electronic information compatible with the vendor's printing program.

Eligible User – As defined in Rule 60A-1.001, F.A.C.

Envelope – A flat paper container with a sealable flap, used to enclose a letter or document.

Flat - Mail Piece that is sealed or otherwise enclosed and is not intended to be bent or folded and has one dimension that is greater than 6-1/8 inches high, 11-1/2 inches long (the side parallel to the address as read) or 1/4 inch thick.

Folding and Inserting – Process of placing a Mail Piece(s), such as invoices, statements, newsletters, inserts or checks inside a window or non-window envelope on which address and other information is printed and appears through the window or is printed on the face of the non-window envelope, where the fold ensures the document remains secure during transit, but also provides a professional and organized appearance when opened by the recipient.

Full-Service Intelligent Mail – A maximum 31-digit Barcode comprised of a routing code, and four additional fields which add additional information such as mail class, service requested, mailer identification, and unique serial number for tracking.

Impression – The product of Production Printing or Copying only the front side of a single piece of paper or the front and back side of a single piece of paper.

Imprint Postal Mail – Most popular and convenient way to pay for postage, especially for high volume mailings. Instead of using precanceled stamps or a postage meter, the mailer prints postage information in the upper right corner of the Mail Piece. This postage block is called an "indicia."

Letter – Mail Piece that is sealed or otherwise enclosed and within the dimensions of 11-1/2 inches long, 6-1/8 inches high, 1/4-inch-thick and does not weigh in excess of 3.5 ounces.

Mail Piece – A single addressed article of mail including, but not limited to, Letter(s), Flat(s), TRIM Notices, newsletters, inserts, Correspondence, card(s), and parcel(s).

Mail Processing – An integrated group of subfunctions required to sort and distribute mail to USPS for delivery. The subfunctions include, but are not limited to, receipt of electronic files, creating individual PDF files where necessary, delivering PDF files to ECPA for proofing prior to mail-out/printing, Copying, printing, folding, Sorting, Folding and Inserting, Metering, Barcoding, processing, and applying postage using the best practices and methodology and shall comply with all applicable laws, statutes, and procedures.

Mail Services – The Mail Processing services contemplated within this Term Contract.
Mailer Identifier (MID) – A field within the Intelligent Mail barcode that is used to identify mailers.

Meter – The process of affixing postage with a USPS approved postage machine.

Multiline Accuracy Support System (MASS) – A certification process and application that accesses and checks the address-matching software used by multiline optical character readers to evaluate the ability to process address information and apply an accurate delivery point Barcode to a Mail Piece.

Next Day Delivery – Mail Processing to the USPS that is performed on the next Business Day after the date the

order is received by the Contractor, excluding weekends and state and federal holidays (as observed by the USPS).

Order – Written agreement between the Customer and Contractor, which establishes the services agreed upon by the Customer and Contractor and may be used interchangeably with purchase order.

Personal Identifiable Information (PII) – Information that directly identifies an individual (e.g., name, address, social security number or other identifying number or code, telephone number, email address, etc.) or by which Customer intends to identify specific individuals in conjunction with other data elements, i.e., indirect identification.

Postal Mail – Mail Pieces prepared by Mail Processing to the USPS for delivery to the addressee.

Production Print – High-speed printing of Customer's orders including, but not limited to, the Printing of Mail Pieces, correspondence, newsletters, inserts, tri-folds, brochures and Envelopes.

Same Day Delivery – Mail Processing to the USPS on the same Business Day that the order is received by the Contractor.

Service Category – A collection of Mail Services that is described in this Scope of Work and Attachment C, Cost Proposal.

Sorting – Separating Mail Pieces and Correspondence into specific groups or batches, ZIP codes, or other criteria to take advantage of lower postage rates.

State – The State of Florida.

Term Contract – The legally enforceable Term Contract, as defined in section 287.012, F.S., between ECPA and the awarded Respondent resulting from the RFP.

Unit Rate – Rate expressed for the cost per individual item or service.

USPS – The United States Postal Service, or Postal Service.

Work Site – The location where work shall be performed.

3. SCOPE OF WORK

3.1 Description of Scope

The Mail Services available through this Term Contract shall be classified under the following Service Category: Mail Processing.

The Contractor shall provide Mail Processing pursuant to the terms of this Term Contract in the applicable Service Category which it has received an award. Mail Services will be provided on an as-needed basis with no guaranteed or minimum spend. Mail Services are vital to the Customer to successfully meet the Customer's operational mission and shall be provided seamlessly, without interruption, to the normal operations of the Customer's business.

3.2 Service Categories

A Contractor may offer services in an awarded Service Category as set forth below:

3.2.1 Service Category 1: Mail Processing – An integrated group of subfunctions required to sort and distribute mail to USPS for delivery. The subfunctions include, but are not limited to, receipt of electronic files, creating individual PDF files where necessary, delivering PDF files to ECPA for proofing prior to mail-out/printing, Copying, printing, folding, Sorting, Folding and Inserting, Metering, Barcoding, processing, and applying postage using the best practices and methodology and shall comply with all applicable laws, statutes, and procedures.

4. CUSTOMER-SPECIFIC SCOPE OF WORK

The Customer SOW will be determined and agreed upon by the Customer and the selected Contractor as set forth

in the Customer SOW or Order. The Customer may develop a Customer SOW which establishes tasks, deliverables, specific positions, and preferences for the requested Mail Processing. The Customer shall include a Customer SOW in the Request for Quote (RFQ) issued to the Contractors, and the Customer SOW shall be incorporated into any Order issued by the Customer. The Customer may request an on-site assessment as identified in subsection 23. Request for Quote Requirement. The Customer is permitted to request terms and conditions which supplement those contained in this Term Contract, but shall not conflict.

The following are non-exhaustive examples of Customer requirements which may be required by the Contractor and its personnel. Any Customer preferences will be listed in the Customer SOW or Request for Quote. The Customer SOW may include the following information:

- Additional contractor responsibilities
- Additional financial consequences
- Additional reporting requirements
- Additional data security requirements
- Additional security requirements for accessing the Customer's Work Site
- A Customer-specific procedures manual
- Work Site, pickup, or delivery locations
- Additional COOP requirements

5. DUTIES AND RESPONSIBILITIES

5.1 Establishment of Mail Services

Awarded Contractor(s) shall assume sole responsibility and liability for all Mail Pieces and Correspondence it accepts. Contractor(s) shall have the ability to provide Mail Processing for at least 1 million Mail Pieces per month. Actual quantities may deviate from estimated quantities subject to Customer needs, market conditions, or any other reason. The Contractor shall be able to provide Mail Services in compliance with USPS requirements statewide. Awarded Contractor shall furnish everything required to provide cost-efficient Mail Services as defined in this Scope of Work.

5.1.1 The Contractor shall adhere to the Customer SOW when providing any Mail Services.

5.1.2 If requested, the Contractor shall meet with the prospective Customer to identify service needs and perform a free on-site assessment to determine the most cost- effective combination of personnel, processes, and technology to meet the Customer's needs.

5.1.3 The Contractor shall consider a number of variables in customizing services to meet the Customer's needs. These variables include, and are not limited to: the type and volume of Mail Pieces to be handled; the time required for completion of the Mail Service; scheduling; printing and copying volume; folding, Sorting, and Folding and Inserting volume; pickup and delivery, if necessary given any time constraints; tracking; and security requirements. The Customer shall ensure that any proposed Customer SOW complies with federal, State, and local law, including, but not limited to, section 283.35, F.S.

5.1.4 The Contractor shall prepare all Postal Mail in accordance with USPS regulations, policies and procedures that apply to handling mail, including those in the most current version of the USPS Handbook AS-353-Guide to Privacy, the Freedom of Information Act, and Records Management https://about.usps.com/handbooks/as353/ and POMS DI 395551 DDS Mail Management https://secure.ssa.gov/poms.nsf/lnx/0439551000, where applicable.

5.2 Schedule & Timeline

ECPA is responsible for the preparation and mailing of certain notices to all owners of real and tangible personal property within Escambia County. The bidder must possess the necessary resources, personnel, equipment, computer hardware and software, and expertise to produce such notices on a form approved by the Florida Department of Revenue from data supplied by ECPA, along with other accompanying documentation and

envelope. For example, the real property TRIM Notices shall include Mailer Certification for Automated Rates, shall be printed with the USPS Intelligent Bar Code (Full Service) to receive maximum postage discount, and inserted with the Newsletter (and an additional insert for selected notices) into envelopes provided by bidder and mailed according to the trim mailing schedule as a completely turn-key project; and the tangible personal property TRIM Notices shall be printed from PDF files provided by ECPA and inserted into envelopes provided by bidder, sorted to receive maximum postage discount, and mailed according to the TRIM mailing schedule. ECPA will NCOA ("National Change of Address") the addresses prior to providing the real property print files and the tangible personal property PDF files to the selected bidder. The ability of the bidder to meet these dates is an essential element of the criteria required in the RFP. ECPA must sign off on proofs prior to Vendor printing notices, newsletters, additional inserts, envelopes, and individual TRIM batches; examples of such are attached as **"Exhibit 1"**. Additional printing and mail-outs may be required at the discretion of ECPA to which ECPA will notify the awarded Contractor within a reasonable amount of time of such additional services to be performed. ECPA requests that bidder include in its Cost Proposal the lowest available Unit Rate associated with such additional services for both the initial term and the renewal term(s).

The following specifications must be strictly adhered to for a bid to be considered:

DATE	ACTION TO BE TAKEN	Approximate Quantity
Jan. 1 – 3, 2027	Mail-out "Homestead without Senior" Renewals	68,745
Jan. 1 – 3, 2027	Mail-out "Tangible Personal Property" ("TPP") Letters	12,000
Jan. 1 – 3, 2027	Mail-out "Military Homestead" Renewals	4,670
Jan. 1 – 3, 2027	Mail-out "Agricultural Car" Renewals	1,065
Jan. 1 – 3, 2027	Mail-out "Religious" Renewals	310
Jan. 1 – 3, 2027	Mail-out "Affordable Housing" Renewals	71
Jan. 1 – 3, 2027	Mail-out "Educational Property" Renewal	2,436
Jan. 1 – 3, 2027	Mail-out "Institutional" Renewals	1,500
Jan. 1 – 3, 2027	Mail-out "Not-for-Profit Wastewater" Renewals	1,790

Jan. 15 – 17, 2027	Mail-out “Homestead with Senior” Renewals	497
Jan. 29 – 31, 2027	Mail-out “Income & Expense” Letters	3,973
Mar. 1 – 3, 2027	Mail-out “Business Tax” Receipts (“BTR”)	1,700
Apr. 21 – 23, 2027	Mail-out “Combat Related Exemption” Letters	1,485
Aug. 1 – 3, 2027	Mail-out “TRIM Notices”	185,000
Monthly & within 5 Business Days of receipt of file from ECPA by Contractor	Mail-out “New Homeowner” Letter	450 +/-

6. SERVICE CATEGORY: MAIL PROCESSING

Mail Processing includes collection of Mail Pieces from the Customer, receipt of electronic files from the Customer, printing, Copying, folding, Sorting, Folding and Inserting, Metering, Barcoding, processing, and transportation of Mail Pieces to the USPS for delivery to the addressee. Mail Pieces may be machine or hand addressed. A Contractor awarded this Service Category shall perform Mail Processing under the Term Contract using the best practices and methodology and shall comply with all applicable laws, statutes, and procedures.

6.1 General

Postage shall be billed based on the USPS rates from the USPS website. USPS price tables are available on the Postal Service’s Postal Explorer website at https://pe.usps.com/PriceChange/Index.

6.1.1 The Contractor shall provide Full-Service Intelligent Mail Barcode services.

6.1.2 The Contractor shall ensure the Customer has established unique Mailer Identifier (MID) and Customer Registration ID (CRID).

6.1.3 The Contractor shall ensure that the best possible USPS Classification is selected to obtain maximum postage discounts for all Postage Mail based on cost, policy, timeliness, and delivery requirements.

6.1.4 The Contractor shall provide permit imprint Postal Mail (an authorization to mail without postage affixed by using an imprint).

6.1.5 The Contractor shall process hand-addressed Mail Pieces through manual or remote encoding.

6.1.6 The Contractor shall provide the Customer with all USPS forms and supplies required to process Mail Pieces. Supplies include USPS forms, Accountable Mail materials, mail trays, bins, and other items that may be required by USPS.

6.1.7 The Contractor shall use Envelopes to fulfill the Customer’s Order in accordance with USPS mailing standards. ECPA shall purchase commodities required to perform Mail Services in accordance with 60A-1.043 (5), F.A.C. If the Customer determines they need a different type of Envelope, the Customer may allow the Contractor to purchase the specific Envelope needed for Mail Processing production at cost. The Customer may request documentation demonstrating the prices paid by the Contractor to purchase the specific Envelope needed.

6.1.8 The Contractor shall use Mail Processing software approved and certified by the USPS and shall install

all software updates, patches, and repairs on all Mail Processing equipment upon release.

6.1.9 The Contractor shall routinely update address and ZIP code information using MASS certified equipment and CASS certified software.

6.1.10 The Contractor shall protect the confidentiality and integrity of Customer information. Contractor software shall be compatible and compliant with Customer software and requirements at all times.

6.1.11 The Contractor shall have the ability to accept Customer Orders in writing or electronically.

6.1.12 The price per Impression for Copying and Production Print is calculated on a per Impression basis. (e.g., a one-sided Impression on the front side of a single piece of paper is calculated as one Impression and a two-sided Impression on the front and back side of a single piece of paper is calculated as two Impressions).

6.1.13 The Contractor shall maintain accurate, detailed Mail Processing records including, but not limited to: print production; Folding and Inserting; presorting; address updating; rejected, returned and damaged mail; proof of service; signature record for Accountable Mail; and postage. All records shall contain accurate Order numbers and Customer information. When requested by the Customer, the Contractor shall provide reports.

6.1.14 The Contractor shall have the ability to transport Mail Pieces and adhere to Same Day Delivery, Next Day Delivery, or Delayed Delivery to the USPS as required in the Customer SOW.

6.1.15 The Contractor shall ensure security and confidentiality of transported Mail Pieces while in the Contractor's possession.

6.2 Printing and Related Services

Standard print production services shall utilize plain white 20# bond paper in either 8 ½ x 11 or 8 ½ x 14 size. If the Customer determines that they need a different type of paper, the Customer may allow the Contractor to purchase the specific paper needed for print production service at cost. A Customer may request documentation demonstrating the prices paid by the Contractor to purchase the specific paper needed.

6.2.1 The Contractor shall have the capability of accepting or sending electronic production mail files and data including, but not limited to, the formats and software listed below:

- Exstream
- IBM data streams
- PCL
- PDF
- PostScript files
- Image files
- Database files

6.2.2 The Contractor shall maintain a total production file count received from the Customer and compare it to the actual production file to ensure counts are accurate. The Contractor shall notify the Customer in the event of a miscount and request a re-transmission of the production files.

6.2.3 The Contractor shall maintain Mail Processing information about print production Orders received from the Customer, and when requested by the Customer, shall provide reports.

6.2.4 The Contractor shall process encrypted postscript files without any modifications in accordance with the requirements in the applicable Customer SOW.

6.2.5 The Contractor shall split unencrypted postscript files into separate documents or pages, as necessary, and insert Barcodes on those documents or pages in accordance with the requirements of the Customer. The Contractor shall apply Barcoding and further sub-sorting by page count in order to group the individual files for envelope insertion.

6.2.6 The Contractor shall have the ability to provide Document Composition Services by creating postscript files in accordance with the requirements of the Customer. The Contractor shall have the ability to perform the following functions: generate software scripts for breaking the print stream up by page

count and envelope type; index by document numbers; generate files capable of being processed on multiple inserters; and Barcode the documents for inserting into envelopes. Document Composition Service needs may vary by Customer.

6.2.7 The Contractor shall have the ability to provide Copying services as part of Mail Processing when requested by the Customer. The Contractor shall have the ability to make black and white and color copies. The Contractor shall have the ability to make copies of various sizes, which may include index cards, postcards, letter-size paper, and legal-size paper.

6.3 Folding and Inserting

6.3.1 The Contractor shall provide Folding and Inserting services and folding services.

6.3.2 The Contractor shall guarantee Mail Processing integrity by implementing file-based processing for inserters that has the ability to match inserted envelope counts with the print production file counts.

6.3.3 The Contractor shall guarantee Mail Processing integrity by implementing file-based processing for tri-folds, inserts, and brochures that are not Postal Mail.

6.4 Presorting

6.4.1 The Contractor shall sort Flat and Letter Postal Mail.

6.4.2 The Contractor shall provide sorting with a machine that has an Optical Character Reader (OCR) that will interpret the address information on Letter Postal Mail Pieces and spray the corresponding ZIP Code information on to the piece as a Barcode.

6.4.3 The Contractor shall sort Postal Mail pieces to achieve the best available postage discount as priced by USPS for the applicable size, weight, and mail type.

6.4.4 On a daily basis, the Contractor shall comingle all Postal Mail printed and prepared by the Contractor with all Postal Mail printed and prepared by the Customer to obtain the lowest possible postage rate, pursuant to the Customer's preference for Same Day, Next Day, or Delayed Delivery.

6.5 Address Update Services

6.5.1 The Contractor shall provide address update services to the Customer based on the current requirements of the USPS National Change of Address.

6.5.2 The Contractor shall maintain software to provide address update services and shall upload all updates as they are available.

6.5.3 The Contractor shall ensure that the latest USPS move update requirements are used.

6.5.4 The Contractor shall comply with any statutory restrictions pertaining to address updates that are provided by Customer. The Contractor shall ensure that, if Customer has a statutory restriction on the forwarding of mail to new addresses, that the legally required endorsements are printed on the envelopes.

6.5.5 The Contractor shall provide the Customer a listing of all address update service activities, (i.e. copy or image of envelope, report listing the old and new addresses, or other suitable method to provide old and new address). The Customer may request the listing on a weekly, monthly, or quarterly basis.

6.6 Removal of Postal Mail Prior to Transport

6.6.1 The Contractor shall establish a process by which the Customer may remove Postal Mail from Mail Processing prior to transportation to the USPS.

6.6.2 The Contractor shall remove Postal Mail as requested by the Customer.

6.6.3 The Contractor shall provide a list of all removed pieces of Postal Mail and return the pieces to the Customer, requiring signature and timestamp upon receipt.

6.7 Rejected, Returned, and Damaged Mail

6.7.1 The Contractor shall work with Customer to assist in minimizing the pieces of Postal Mail rejected or returned and establish procedures for handling rejected or returned Postal Mail.

6.7.2 The Contractor shall have the capability to track, record, and report the number of Postal Mail pieces rejected or returned. The Contractor shall report to the Customer daily the number of Postal Mail pieces rejected or returned.

6.7.3 The Contractor shall deliver all rejected or returned Postal Mail pieces to the Customer on the same day of receipt.

6.7.4 The Contractor shall notify the Customer immediately when damage occurs to Postal Mail. The Contractor shall return damaged Postal Mail to the Customer within one (1) Business Day. The Contractor shall maintain a record of all supplies, documents, and Mail Pieces damaged while in the Contractor's possession and submit a biweekly report with the invoice to the Customer.

6.8 Postage

6.8.1 The Contractor shall ensure that all Postal Mail is Metered in accordance with current USPS standards and regulations.

6.8.2 Unless previously approved in writing, the Contractor shall guarantee that all eligible Postal Mail with a destination address in Florida is in accordance with current USPS mailing standards and guidelines and Metered at the most applicable and appropriate method that provides the lowest rate for the Customer. This requirement shall not be set aside for equipment failure, natural disaster, Contractor error, or any other reason without the express written consent of the Customer.

6.8.3 The Contractor shall always obtain all available postage discounts. Any savings shall be credited to the Customer.

6.8.4 The Contractor shall notify the Customer of all USPS service promotions that may generate additional postage discounts and comply with the Customer's directions with respect to participation in such promotions. Any savings generated by participation shall be credited to the Customer.

6.8.5 Upgrades for Accountable Mail or additional required postage **shall be preapproved** by the Customer. These charges shall be included and clearly identified in the Contractor's invoices.

6.8.6 The Contractor shall obtain and maintain a record of signatures for Accountable Mail. The Contractor shall electronically track and report Accountable Mail delivery.

6.8.7 The Contractor shall provide USPS postage statements upon request by the Customer.

6.8.8 The Contractor shall provide monthly reports to the Customer containing postage inventory and internal charge back accounts including, but not limited to, business reply and postage due funds.

6.8.9 The Contractor shall provide monthly reports to the Customer containing postage information, by Classification, and, if requested by the Customer, the amounts of postage used by the operating units.

6.8.10 The Contractor shall not backdate Metered Mail Pieces.

7. CUSTOMER AND ACCOUNT MANAGEMENT

7.1 Communication

7.1.1 The Contractor shall establish a primary and secondary Contract Administrator to maintain effective lines of communication with the Customer.

7.1.2 The Contract Administrator will be responsible for addressing Term Contract issues and requests brought to them by the Customer. The Contract Administrator shall have the authority and ability to address and correct all issues related to the implementation and operation of the Term Contract to include, but not limited to: responding to Customer inquiries, contract compliance and performance, Order and invoicing matters, security, staffing support, procedure manual, operational support, personnel, operations, safety, COOP, and manage tasks, deliverables, and timelines.

7.1.3 The Contractor shall notify ECPA's Contract Manager of any changes in assignment of the Contract Administrator, in writing, within one (1) Business Day of the new assignment.

7.1.4 The Contractor shall provide Customer with contact information for the Contract Administrator within one (1) Business Day of the Term Contract execution or Customer Order. This information shall include full names, titles, email addresses, office and cellular telephone numbers. The Contract Administrator shall respond to Customer calls or emails within one (1) Business Day. The Contractor shall provide a telephone number and email address for contacting the Contractor after Business Hours. The Contractor shall respond to after-hour messages within one (1) hour.

7.1.5 The Contractor shall resolve all contractual and Customer concerns, issues, or complaints to the satisfaction of the Customer.

7.1.6 The Contractor shall report the daily volume of Mail Pieces processed and any other operational reporting when requested by the Customer in an agreed upon format and timeframe.

7.1.7 Upon request by the Customer, the Contractor shall provide the Customer with consultation and training to enable the Customer to take advantage of postage discounts and other cost-saving measures.

7.1.8 The Contractor shall provide immediate written and verbal notice to the Customer if it believes it cannot meet the level of services required in the Term Contract or Customer SOW and shall provide remedies, alternatives, and mitigate all further impacts as detailed in the COOP. At the sole discretion of the Customer, the Customer may seek any appropriate remedies if the Contractor cannot meet the level of services required including, but not limited to: requesting an invoice reduction, terminate the Order, and selecting another Contractor.

7.1.9 The Contractor shall send all routine communications and reports related to the Term Contract to ECPA's Contract Manager. If any information listed on ECPA's website changes during the life of the Term Contract, then the Contractor shall notify the ECPA's Contract Manager within five (5) Business Days. Communication relating to a specific Order should be addressed to the contact person identified on the Order. Communication may be by e-mail or telephone.

8. PROCEDURES MANUAL

No later than thirty (30) Business Days after the Term Contract's effective date, the Contractor shall provide ECPA with a procedures manual that addresses the Contractor's procedures for the Service Category awarded as detailed in this Scope of Work and as identified below. The Contractor shall provide ECPA with a current procedures manual annually within thirty (30) days of the Term Contract anniversary each year after the start date of the Contract. The Customer may request a Customer-specific procedures manual, and the Contractor shall provide no later than thirty (30) Business Days after the Customer Order's effective date, or as specified by the Customer.

- Mail Processing including, but not limited to, duties and responsibilities, Classification, Accountable Mail, safety and security protocols, and address labeling;

The Contractor shall maintain the procedures manual and provide timely updates to the Customer. The Contractor shall provide training to the Customer regarding the procedures manual and communicate all updates to the Customer within one (1) Business Day.

9. HOLIDAYS

The Contractor shall provide the Customer all services during Business Days, unless otherwise agreed upon in the Customer Scope of Work.

The following days are observed as holidays by ECPA in accordance with section 110.117, F.S.:

- New Year's Day
- Martin Luther King, Jr. Day, third Monday in January
- President's Day

- Good Friday
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

If any of these holidays falls on Saturday, the preceding Friday shall be observed as a holiday. If any of these holidays falls on Sunday, the following Monday shall be observed as a holiday. The Customer may have additional holiday(s) observed, which will be detailed in the Customer SOW.

10. CONTINUITY OF OPERATIONS

10.1 Contractor's Continuity of Operations Plan (COOP)

The purpose of the COOP is to ensure that the Contractor has made adequate preparations to continue Mail Processing in the occurrence of events including, but not limited to, natural, human-caused, technological threats and national security threats, acts of god, including hurricane and flood, power outage, terror, pandemic, civic unrest, equipment failure, cybersecurity incidents, loss of workforce, and other events outside of the Contractor's control that the Contractor may mitigate the impact to the Customer with the implementation of a COOP. The Contractor shall continue to perform Mail Services while the USPS is open and receiving mail, and ensure that the Customer's Correspondence remains secure and undamaged, and take any and all actions necessary to continue to perform regardless of whether those actions are specifically described in the COOP.

No later than thirty (30) Business Days after the Term Contract's effective date, the Contractor shall provide ECPA's Contract Manager with a comprehensive COOP. The COOP is subject to ECPA's review and approval. The Contractor shall make any corrections or updates as requested by ECPA within ten (10) Business Days, and upon executing a Customer Order, shall incorporate any additional requirements from a Customer SOW.

The Contractor shall review and update the COOP annually and submit a copy to the ECPA's Contract Manager annually after the anniversary date of the start date of the Term Contract.

The Contractor shall ensure that the plan addresses any potential operational interruption on a short-term and long-term basis. The COOP shall include:

- Start-up and recovery procedures for implementing the COOP
- Roles and responsibilities, delegations of authority
- Alternate location(s) of operations
- Process to protect, replace, and implement risk mitigation systems and equipment
- Essential components of information required for continued operations backup
- Backup processes and procedures
- Operational workaround procedures
- Processes to comply with regulatory and contractual obligations
- Plans for continuation of services
- Implementation of virus/hacking containment
- Deploying anti-virus software and updates
- A plan for regularly testing the COOP
- Additional requirements as directed by the ECPA

When applicable to the awarded Service Category, the COOP shall include:

- Process to support Mail Processing services
- Process to provide standard or increased number of personnel

- Alternate Mail Facility sites
- Site Facility Recovery procedure

11. MAIL PROCESSING FACILITY

At the Customer's discretion, the Contractor may be required to establish, maintain, and operate a centralized Mail Processing facility within Florida or elsewhere in the contiguous United States. Any such requirements shall be identified by the Customer at the time of Order and detailed in the Customer SOW. The Contractor may establish additional Mail Processing facilities in other locations to meet Customer requirements. The Contractor shall furnish all equipment, vehicles, machinery, software, and hardware necessary to provide Mail Processing to meet the volume requirements of the Customer within the facility(ies). The Contractor shall allow representatives of the Customer to conduct on-site visits at the Contractor's facility(ies), with or without prior notification.

12. SECURITY

The Contractor shall ensure the physical security of all Mail Pieces and Correspondence. The Contractor shall ensure the integrity and confidentiality of Mail Pieces and Correspondence in its possession. Unauthorized personnel shall not have access to facilities, vehicles, or equipment used to pick up, transport, process, or store Mail Pieces, Correspondence, supplies, or property of the Customer. Access to separately secured areas and secured vehicles where Mail Services are processed shall be limited to the Contractor or Customer personnel with proper authorization and clearance to access those areas.

The Contractor shall employ physical and cybersecurity measures to secure all Mail Pieces, Correspondence, and Customer property and information in its possession from theft, forgery, alteration, or exposure to the elements. In addition, the Contractor shall have the ability to meet additional Customer security needs as specified in the Customer SOW, such as security policies, tamper-proof containers, facility access restrictions, employee photo ID badges, security cameras, sign-in and sign-out logs, and secured cage to avoid security breaches.

13. SAFETY SCREENING

The Contractor shall comply with the most current USPS mail safety regulations for all Mail Services. Currently, the U.S. Department of Transportation designates hazardous materials that are capable of posing a risk to health, safety, and property during transportation. https://www.ecfr.gov/current/title-49. The Contractor shall test for biological, chemical, and explosive agents, as these terms are defined by the Code of Federal Regulations, of suspicious Mail Pieces transmitted through the mail stream. If questionable, suspicious, or hazardous materials, as this term is defined by the Code of Federal Regulations, are found, the Contractor shall follow the instructions contained in the current publication of the USPS Publication 166, Guide to Mail Center Security and, when reasonably safe to do so, shall notify the Customer.

14. SECURITY COMPLIANCE

The Contractor shall comply with all applicable Florida Statutes and the Department of Labor's guidance on the protection of Personal Identifiable Information (PII), which is defined as "personal information" in section 501.171, F.S. The Contractor shall require company-wide communications concerning Mail Services security procedures including PII. It is the Contractor's responsibility to protect and safeguard paper, electronic, or other media that contain PII to which they have access. The Contractor shall ensure that all employees are pre-screened through background checks.

15. INVOICE COMPLIANCE

The Contractor shall submit accurate, timely, and complete invoices for Mail Services, other than postage, monthly or as directed in the Customer SOW. Invoices for Postage shall be submitted to the Customer biweekly. The Contractor shall reduce the Customer's invoice or subsequent invoice for all items damaged while in the Contractor's possession and all overcharges. Should an invoice discrepancy occur, the Contractor shall provide records or reports to support the invoice within five (5) Business Days. The Contractor shall immediately correct and remedy invoice errors.

16. POSTAGE REIMBURSEMENT

Payment terms for Postage will be invoiced in arrears unless otherwise specified by the Customer in the Customer SOW. The Contractor shall invoice the Customer biweekly in arrears by each USPS account or mailer identification number for postage used each billing cycle, unless otherwise stated in the Customer SOW. At the Customer's sole discretion, the Customer may pay for postage in advance directly from to USPS or the

Contractor. Payment shall be made in accordance with sections 215.422 and 287.0585 of the Florida Statutes, which govern time limits for payment of invoices.

17. PRICING

The Contractor shall perform the Term Contract in accordance with the maximum initial and renewal term pricing in Attachment C, Cost Proposal. The Customer may negotiate lower pricing based on the Customer's Order. Initial term and renewal term pricing shall include any and all applicable costs for providing Mail Processing in accordance with this Scope of Work. Hourly rates submitted by the Contractor shall be in compliance with all federal, State, and local labor laws. The Contractor shall not begin work on any services that will exceed the Customer's specified budget or Order without written approval from the Customer.

18. PRICE ADJUSTMENTS (UNIT RATE)

The Contractor shall adhere to the Unit Rate submitted in Attachment C, Cost Proposal, which is incorporated into the Term Contract. The Contractor shall provide the lowest available Unit Rate to the Customer which meets the specifications of this Scope of Work. The Contractor shall perform the Term Contract in accordance with the initial and renewal term Unit Rate pricing in Attachment C, Cost Proposal. ECPA reserves the right to request price decreases at any time during the term of the Term Contract if it is found to be in the best interest of ECPA. Price decreases issued by the Contractor are permissible at any time during the initial and renewal terms. At the Term Contract renewal, the Contractor shall honor renewal term pricing.

ECPA, in its sole discretion, make an equitable adjustment in the Term Contract terms or pricing if pricing or availability of supply is affected by extreme and unforeseen volatility in the marketplace, that is, by circumstances that satisfy all the following criteria: (1) the volatility is due to causes wholly beyond the Contractor's control, (2) the volatility affects the marketplace or industry, not just the particular Term Contract source of supply, (3) the effect on pricing or availability of supply is substantial, and (4) the volatility so affects the Contractor that continued performance of the Term Contract would result in a substantial loss.

19. BUSINESS REVIEW MEETINGS

In addition to the other requirements set forth in the Term Contract, the Business Review Meeting may include the additional topics:

a. Staffing updates
b. Proper handling of PII and secure data
c. Delivery or pickup of postal mail
d. Payment and invoicing issues
e. Identify any known or unknow issues and provide resolutions
f. Any performance or service issues with an ongoing Customer SOW
g. Notification of any process improvement or suggestions

Any recommendations from the Customer or Contractor after a Business Review Meeting are considered binding, and the Contractor shall adhere to them in to remain in in compliance with this Term Contract.

20. COMPLIANCE AND COMPATIBILITY

It is the Contractor's responsibility to ensure that the Mail Processing Services provided are compliant with the Term Contract requirements, specifications, terms, and conditions. Additionally, the Contractor shall ensure that all Services or Commodities ordered by the Customer are fully compatible with each other and with any associated pre-existing Service or Commodity possessed by the Customer and disclosed to the Contractor by the Customer. The Contractor's acceptance of the Customer's Order shall indicate that the Contractor agrees to deliver the Commodity(ies) or Service(s) that are fully compliant and compatible with the Customer's Order requirements, specifications, terms, and conditions.

21. FINANCIAL CONSEQUENCES

Failure to comply with the requirements of the Term Contract will result in the imposition of financial consequences. The following financial consequences will apply for the Contractor's failure to meet the performance metric standard and due date corresponding with the deliverables under the Term Contract. The Customer may impose additional Financial Consequences beyond those stated herein to apply to that Customer's purchase. ECPA reserves the right to withhold payment or implement other appropriate remedies, such as Term

Contract termination, or nonrenewal, when the Contractor has failed to comply with the provisions of the Term Contract. The financial consequences below will be paid and received by ECPA within thirty (30) calendar days from the due date specified by ECPA. These financial consequences below are individually assessed for failures over each target period beginning with the first full month or quarter of the Term Contract performance and every month or quarter, respectively, thereafter.

Financial Consequences Chart

Deliverable	Performance Metric	Performance Due Date	Financial Consequence for Non-Performance
Contractor will timely submit complete Term Contract Quarterly Sales Reports.	All Term Contract Quarterly Sales Reports will be submitted timely with the required information.	Completed reports are due on or before the 30th calendar day after the close of each State fiscal Quarter.	$250 per day late
Contractor will timely submit complete MFMP Transaction Fee Reports.	All MFMP Transaction Fee Reports will be submitted timely with the required information.	Completed reports are due on or before the 15th calendar day after the close of each month.	$100 per day late
Contractor will timely submit completed COOP.	All COOPs will be submitted timely with the required information.	Annually after the anniversary date of the start date of the Term Contract.	$100 per day late
Contractor will timely implement the COOP.	The COOP will be implemented to avoid operational interruption on a short-term or long-term basis.	COOP implementation shall begin within one Business Day of events outside of the Contractor's control.	$100 per day late
Contractor will adhere to the designated pickup and delivery time and location.	100% Compliance by Contractor	On the date services are contracted to be performed.	$50 per occurrence
Contractor shall provide required staff or backup staff for all Mail Services in accordance with this Term Contract	100% Compliance by Contractor	On the dates services and staffing are contracted to be performed	$100 per day late
Procedures Manual due to the Department.	100% Compliance by Contractor	Annually after the anniversary date of the start date of the Term Contract	$100 per day late

No favorable action will be considered when Contractor has outstanding Term Contract Quarterly Sales Reports, MFMP Transaction Fee Reports, or any other documentation owed to the Customer, to include fees / monies, that are required under this Term Contract.

EXHIBIT 1 - PAGE 1

Gary "Bubba" Peters, CFA

Escambia County Property Appraiser

221 Palafox Place, Suite 300
Pensacola, FL 32502-5836
Phone (850) 434-2735

Dear Property Owner:

The Escambia County Official Records indicate you have recently purchased/acquired a parcel of real estate.

As a public service to you and in an attempt to ensure that all property owners are notified of the benefits available to them through this office, a Property Tax Exemptions Brochure is enclosed. If your new property is to be used as your primary residence; we strongly recommend you take the time to read this brochure carefully. The homestead exemption along with the related SAVE OUR HOMES benefit is very valuable to Florida homeowners. Our office will assist you in applying for any and all benefits of homestead or other exemptions to which you may be entitled. As an additional service, you may pre-file for your homestead exemption any time after closing has occurred.

We offer exemption filing on our website. You can use the below QR code to directly access the exemption application, or by visiting www.ESCPA.org.

Should you need assistance, please visit our office or call (850) 434-2735.

Sincerely,

Gary "Bubba" Peters

Gary "Bubba" Peters, CFA, MBA
Escambia County Property Appraiser

Enclosure(s)

Gary "Bubba" Peters, CFA

Escambia County Property Appraiser

221 Palafox Place, Suite 300
Pensacola, FL 32502-5836
Phone (850) 434-2735

January 1, 2026

EXHIBIT 1 - PAGE 2A

Dear Homeowner(s):

Florida statutes allow for the automatic renewal of your exemptions shown on the attached receipt. If there are no changes, your exemptions will be automatically renewed as shown for the current year. Please retain the receipt for your records.

It is my policy to operate the office as economically as possible, and automatic renewal saves you and other taxpayers thousands of dollars in postage and handling costs. Please read the instructions on the reverse side of this letter. To remove any exemption(s), complete the red removal form, or if there is a change in ownership or qualifications, you should contact the office for assistance.

For your convenience, your Property Appraiser's Office in downtown Pensacola maintains Saturday hours of 9:00 AM to Noon during the month of February. If you believe you qualify for additional exemptions, bring this letter along with qualifying documents to the office on or before March 3 and allow us to assist you.

My goal is to ensure each property owner benefits from all exemptions they are eligible to receive. Should you have any questions regarding your exemption(s), please call (850) 434-2735. If you would like to meet with my staff, you are welcome to visit either the Downtown Office located at 221 Palafox Place, Suite 300, or the Molino Office at 6440 Highway 95A North, Suite B.

Respectfully,

Gary "Bubba" Peters, CFA, MBA
Escambia County Property Appraiser

RENEWAL RECEIPT FOR 2026 TAX EXEMPTIONS

Gary "Bubba" Peters
Escambia County Property Appraiser
221 Palafox Place, Suite 300
Pensacola, FL 32502
(850) 434-2735

ACCOUNT NO. **REFERENCE NO.**

Auto Renewal	
New Exemption(s)	

A change in ownership or qualifications should be promptly reported.

IT IS UNLAWFUL TO GIVE FALSE INFORMATION FOR THE PURPOSE OF RENEWING EXEMPTIONS, SEC-196.131(2), FLORIDA STATUTES, PUNISHABLE BY A TERM OF IMPRISONMENT NOT EXCEEDING 1 YEAR, OR A FINE NOT EXCEEDING $5,000, OR BOTH.

EXEMPTION(S) REMOVAL FORM

EXHIBIT 1 - PAGE 2B

Account Number _____

_____ **I NO LONGER QUALIFY FOR HOMESTEAD EXEMPTION BECAUSE THE PROPERTY DESCRIBED ON THE REVERSE SIDE WAS NOT MY PERMANENT RESIDENCE ON JANUARY 1 OF THIS YEAR.**

_____ **I NO LONGER QUALIFY FOR WIDOWS/WIDOWERS EXEMPTION.**

_____ **I NO LONGER QUALIFY FOR DISABILITY EXEMPTION(S).**

_____ **I NO LONGER QUALIFY FOR THE OVER 65, SENIOR EXEMPTION.**

DO NOT RETURN THIS FORM IF YOU STILL QUALIFY FOR THE EXEMPTION(S)

WARNING

FLORIDA LAW PRESCRIBES THAT IT IS THE DUTY OF THE PROPERTY OWNER TO PROMPTLY NOTIFY THE PROPERTY APPRAISER WHENEVER THE USE, STATUS, OR CONDITION OF THE PROPERTY CHANGES. IF ANY PROPERTY OWNER FAILS TO SO NOTIFY THE PROPERTY APPRAISER AND THE PROPERTY APPRAISER DETERMINES THAT FOR ANY YEAR WITHIN THE PRIOR 10 YEARS THE OWNER WAS NOT ENTITLED TO RECEIVE SUCH EXEMPTION, THE PROPERTY SHALL BE SUBJECT TO THE TAXES EXEMPTED AS A RESULT OF SUCH FAILURE, PLUS 15 PERCENT INTEREST PER ANNUM, AND A PENALTY OF 50 PERCENT OF THE TAXES EXEMPTED. REFERENCE SEC. 196.131 AND 196.161, F.S.

PLEASE REMOVE THE ABOVE EXEMPTION(S) FROM MY PROPERTY FOR THE CURRENT YEAR.

X _____ (___) _____ _____

SIGNATURE PHONE NO. DATE

Correct mailing address:

_____

Street Address

_____

City, State Zip Code

EXHIBIT 1 - PAGE 3

GARY "BUBBA" PETERS
PROPERTY APPRAISER

PROPERTY VALUATION INFORMATION				
	SCHOOL		NON-SCHOOL	
MARKET VALUE				
LESS ASSESSMENT REDUCTIONS				
ASSESSED VALUE				
LESS EXEMPTIONS				
TAXABLE VALUE				

Explanation of "PROPERTY VALUATION INFORMATION" section

MARKET (JUST) VALUE - The most probable sale price for a property in a competitive, open market involving a willing buyer and a willing seller.

APPLIED ASSESSMENT REDUCTION - Properties can receive an assessment reduction for a number of reasons including the Save Our Homes Benefit and the 10% non-homestead property assessment limitation. Agricultural Classification is not an assessment reduction, it is an assessment determined per Florida Statute 193.461.

ASSESSED VALUE - The value of your property after any "assessment reductions" have been applied. This value may also reflect an agricultural classification. If "assessment reductions" are applied or an agricultural classification is granted, the assessed value could be different for School versus Non-School taxing authorities and for the purpose of calculating taxes.

EXEMPTIONS - Any exemption that impacts your property is listed in this section along with its corresponding exemption value. Specific dollar or percentage reductions in assessed value may be applicable to a property based upon certain qualifications of the property or property owner. In some cases, an exemption's value may vary depending on the taxing authority.

Taxable Value - The current value to which millages are applied after applying applicable assessment reductions and deducting applicable exemptions.

IF YOU FEEL THAT THE **MARKET VALUE** OF YOUR PROPERTY IS INACCURATE OR DOES NOT REFLECT FAIR MARKET VALUE, OR IF YOU ARE ENTITLED TO AN EXEMPTION OR CLASSIFICATION THAT IS NOT REFLECTED ABOVE, CONTACT YOUR COUNTY APPRAISER AT:

221 Palafox Pl, Ste 300, Pensacola, FL 32502

(850) 434 - 2735

IF THE PROPERTY APPRAISER'S OFFICE IS UNABLE TO RESOLVE THE MATTER AS TO MARKET VALUE, CLASSIFICATION OR AN EXEMPTION, YOU MAY FILE A PETITION FOR ADJUSTMENT WITH THE VALUE ADJUSTMENT BOARD. PETITION FORMS ARE AVAILABLE FROM THE CLERK OF CIRCUIT COURT, 221 PALAFOX PLACE, SUITE 130, AND MUST BE FILED ON OR BEFORE

PLEASE SEE REVERSE SIDE FOR TAXING AUTHORITY INFORMATION.

EXHIBIT 1 - PAGE 3B

NOTICE OF PROPOSED PROPERTY TAXES

ESCAMBIA COUNTY TAXING AUTHORITIES

DO NOT PAY
THIS IS NOT A BILL

The taxing authorities which levy property taxes against your property will soon hold PUBLIC HEARINGS to adopt budgets and tax rates for the next year.

The purpose of these PUBLIC HEARINGS is to receive opinions from the general public and to answer questions on the proposed tax change and budget PRIOR TO TAKING FINAL ACTION.

Each taxing authority may AMEND OR ALTER its proposals at the hearing.

*PLEASE SEE REVERSE SIDE FOR PROPERTY VALUATION INFORMATION.

TAXING AUTHORITY TAX INFORMATION

	LAST YEAR'S TAXABLE VALUE	YOUR FINAL TAX RATE AND TAXES LAST YEAR		CURRENT TAXABLE VALUE	YOUR TAX RATE AND TAXES THIS YEAR IF NO BUDGET CHANGE IS MADE		YOUR TAX RATE AND TAXES THIS YEAR IF PROPOSED BUDGET CHANGE IS MADE	
Taxing Authority	COLUMN 1	COLUMN 2 MILLAGE RATE	COLUMN 2 TAXES	COLUMN 3	COLUMN 4 MILLAGE RATE	COLUMN 4 TAXES	COLUMN 5 MILLAGE RATE	COLUMN 5 TAXES
TOTAL AD-VALOREM PROPERTY TAXES								

Taxing Authority Hearing Information

Taxing Authority	Hearing Location	Date	Time	Phone
SCHOOL BY LOCAL BOARD BY STATE LAW				
COUNTY, SHERIFF & LIBRARY				
PENSACOLA & DOWNTOWN				
WATER MANAGEMENT				
CENTURY				
CHILDREN'S TRUST				

YOUR FINAL TAX BILL MAY CONTAIN NON-AD VALOREM ASSESSMENTS WHICH MAY NOT BE REFLECTED ON THIS NOTICE, SUCH AS ASSESSMENTS FOR ROADS, FIRE, GARBAGE, LIGHTING, DRAINAGE, WATER, SEWER OR OTHER GOVERNMENTAL SERVICES AND FACILITIES WHICH MAY BE LEVIED BY YOUR LOCAL COUNTY, CITY OR ANY SPECIAL DISTRICT. PER FLORIDA STATUTES 200.069(10)(a), NON-AD VALOREM ASSESSMENTS ARE NOT REQUIRED TO APPEAR ON THIS NOTICE. IF APPLICABLE, LOCAL GOVERNING BOARDS WILL SEND YOU A SEPARATE NOTICE OF ANY NON-AD VALOREM ASSESSMENTS FOR YOUR PROPERTY.

NOTE: Amounts shown on this form do not reflect early payment discounts you may have received or may be eligible to receive. (Discounts are a maximum of 4 percent of the amounts shown on this form.)

Explanation of "TAXING AUTHORITY TAX INFORMATION" section

COLUMN 1 - "LAST YEAR'S TAXABLE VALUE"
This column shows the prior assessed value less all applicable exemptions used in the calculation of taxes for that specific taxing authority.

COLUMN 2 - "YOUR FINAL TAX RATE AND TAXES LAST YEAR"
This shows the tax rate and taxes that applied last year to your property. These amounts were based on budgets adopted last year and your property's previous taxable value.

COLUMN 3 - "CURRENT TAXABLE VALUE"
This column shows the current assessed value less all applicable exemptions used in the calculation of taxes for that specific taxing authority. Various taxable values in this column may indicate the impact of Limited Income Senior or the Additional Homestead exemption. Current taxable values are as of January 1 of this year.

COLUMN 4 - "YOUR TAX RATE AND TAXES THIS YEAR IF NO BUDGET CHANGE IS MADE"
This shows what your tax rate and taxes will be IF EACH TAXING AUTHORITY DOES NOT CHANGE ITS PROPERTY TAX LEVY. These amounts are based on last year's budgets and your current assessment.

COLUMN 5 - "YOUR TAX RATE AND TAXES THIS YEAR IF PROPOSED BUDGET CHANGE IS MADE"
This shows what your tax rate and taxes will be this year under the BUDGET ACTUALLY PROPOSED by each taxing authority. The proposal is not final, and may be amended at the public hearings shown above. The difference between columns 4 and 5 is the tax change proposed by each local taxing authority and is NOT the result of higher assessments.

EXHIBIT 1 - PAGE 4A

Gregory S. Brown II, CFA
Santa Rosa County Property Appraiser
6495 Caroline St., Suite K
Milton, FL 32570-4592
850-983-1880 or www.SRCPA.gov

PRESORT
FIRST-CLASS
U.S. POSTAGE
PAID
MILTON, FL
PERMIT NO. 35

RETURN SERVICE REQUESTED

Account Number [redacted]

TAX YEAR: 2026

SEE REVERSE SIDE FOR
IMPORTANT INFORMATION

[redacted] *AUTO**5-DIGIT [redacted]
[redacted]
MILTON FL 3258[redacted]

INT

*******PLEASE READ ALL OF THE FOLLOWING IMPORTANT INFORMATION*******

Based upon last year's value of your personal property, your requirement to file a DR-405 TPP tax return has been waived. Unless the value of your assets exceeds $25,000 as of Jan 1, 2026, you are NOT required to file a TPP tax return this year. Owner's of "free-standing" equipment must file a return regardless of value.

If the value of your business assets as of Jan 1 exceeds $25,000 – due to assets acquired in 2025 – you must file a TPP tax return with this office by **April 1, 2026** . Failure to file a required return will result in the loss of your $25,000 TPP exemption. Penalties pursuant to FL Statutes 193.072 and 196.183, will also be applied. You may file online at www.SRCPA.gov or call (850) 983-1880 to have a DR-405 TTP tax return mailed to you.

If you should have any questions regarding your filing requirement or current waiver, please call us at (850) 983-1880.

If your business was sold, closed, or moved, please complete the following and return this card.

☐ Business Closed - Date _____

☐ Business Moved - New Address _____

☐ Business Sold - Date _____ New Owner _____

Your Phone Number _____ Signature _____ Date _____

ACCOUNT NUMBE[redacted]

DR-405W R. 01/26

EXHIBIT 1 - PAGE 4B

NAME

ADDRESS

CITY STATE ZIP CODE

Postage Required
Post Office will Not deliver Without proper Postage.

GREGORY S. BROWN II, CFA
SANTA ROSA COUNTY PROPERTY APPRAISER
6495 CAROLINE ST., SUITE K
MILTON, FL 32570-4592

EXHIBIT 1 - PAGE 5A

SENIOR CITIZENS

Senior Citizens may be eligible for an additional Homestead Exemption, provided:

1) The owner is 65 Years of age or older as of January 1, 2026, **AND**
2) Annual Household income does not exceed $38,686, proof of income required

APPLICANTS MUST APPLY BY MARCH 1. For more information call the Santa Rosa County Property Appraiser's Office at (850) 983-1880 or www.SRCPA.gov

Gregory S. Brown II, CFA
Santa Rosa County Property Appraiser
6495 Caroline St., Suite K
Milton, FL 32570-4592
850-983-1880 or www.SRCPA.gov

RETURN SERVICE REQUESTED

PRESORT
FIRST-CLASS
U.S. POSTAGE
PAID
MILTON, FL
PERMIT NO. 35

2026 HOMESTEAD RECEIPT

SEE REVERSE SIDE FOR IMPORTANT INFORMATION

KEEP THIS FOR YOUR RECORD

LEGAL DESCRIPTION [redacted]	EXEMPTIONS RENEWED FOR THIS PROPERTY HOMESTEAD EXEMPTION
PARCEL ID NUMBER [redacted]	

[redacted]

MILTON FL 325[redacted]

[redacted] | 2026 | SR 500AR Rev. 01/26

Removal of Exemption(s)

☐ I no longer qualify for Homestead Exemption because the above property was not my permanent residence on January 1 of this year.

☐ I no longer qualify for the senior exemption for persons 65 or over. My household income exceeds the adjusted income limit of $38,686.

I no longer qualify for: ☐ Disabled Veterans ☐ Disability ☐ Widow/Widower ☐ Other

Do not return this form if you still qualify for the exemption(s)

Warning

Florida Law prescribes that it is the duty of the owner of any property to notify the property appraiser promptly whenever the use of the property or the status or condition of the owner changes so as to change the exempt status of the property. If any property owner fails to so notify the property appraiser and the property appraiser determines that for any year within the prior 10 years the owner was not entitled to receive such exemption, the property shall be subject to the taxes exempted as a result of such failure, plus 15 percent interest per annum and a penalty of 50 percent of the taxes exempted. Reference Sec. 196.131 and 196.161, F.S.

Please remove the above exemption(s) from my property for the current year.

Signature _____ Date _____ Daytime Phone Number _____

EXHIBIT 1 - PAGE 5B

DEPLOYED MILITARY EXEMPTION

- Provides an additional exemption for servicemembers who are deployed in support of specified operations designated by the Florida legislature.
- Eligible servicemembers, or their designated representatives, may apply.

APPLICANTS MUST APPLY BY MARCH 1. For more information call the Santa Rosa County Property Appraiser's Office at (850) 983-1880 or www.SRCPA.gov

HOMESTEAD EXEMPTION INSTRUCTIONS

If there have been no changes to the property or changes in ownership or use, you will automatically receive a Homestead Exemption for the current tax year. This is your receipt.

If you are no longer entitled to an exemption listed on the reverse side of this card, please check the appropriate box, sign the card and return to the Property Appraiser.

You are no longer eligible for Homestead Exemption if:

1. The property is rented. Active duty military personnel may be exempt from this provision.
2. The property is not your permanent residence. Treatment in a health care facility does not invalidate permanent residency.
3. You or your spouse have homestead exemption on another property.
4. You receive a permanent residency benefit or tax credit in another state.
5. The original applicant(s) passed away.
6. The original applicant(s) transferred ownership of the property, but did not record the deed with the Clerk of Courts.

There are severe penalties for falsely claiming Homestead Exemption.

If you are applying for Homestead Exemption on a new property or for any other exemption such as widows, widowers or disability exemption for the first time, you must apply with the Property Appraiser's Office on or before March 1st of this year.

If you have any questions concerning exemptions or this form, call your Property Appraiser at (850) 983-1880 or visit www.SRCPA.gov.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

Postage Required
Post Office will Not deliver Without proper Postage.

GREGORY S. BROWN II, CFA
SANTA ROSA COUNTY PROPERTY APPRAISER
6495 CAROLINE ST., SUITE K
MILTON, FL 32570-4592

Attachment B
Mandatory Responsive Requirements

Respondent must complete and sign the fields at the bottom of this Attachment to indicate acknowledgment and acceptance of each Responsive Requirement.

Responsive Requirements
The person submitting the Proposal and its pricing certifies to being authorized by the Respondent to respond to this solicitation on the Respondent's behalf.
Respondent certifies it is in compliance with all applicable disclosure requirements set forth in section 286.101, F.S., and has not been deemed ineligible for a grant or contract funded by a state agency pursuant to section 286.101(7), F.S.
Respondent certifies that the Respondent is not on the Suspended Vendor List; it and its suppliers, subcontractors, or consultants to be utilized under the contract are not on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists; if the contract is for the provision of commodities, the Respondent, and any entity under the control of Respondent, has not been placed on the Forced Vendor List within the past 365 days or, if placed on the Forced Vendor List, has been removed pursuant to section 287.1346(5)(d), F.S.; and there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the Respondent's ability to satisfy the contract obligations.
Respondent certifies that it is not on the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, or the Quarterly List of Scrutinized Companies that Boycott Israel, nor is it engaged in a boycott of Israel.
If the goods or services to be provided are $1 million or more, in accordance with the requirements of section 287.135, F.S., the Respondent certifies that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List (collectively, "Scrutinized List of Prohibited Companies"); does not have business operations in Cuba or Syria; and is not on the State Board of Administration's "Scrutinized List of Prohibited Companies" available under the quarterly reports section at https://www.sbafla.com/reporting/.
Respondent certifies that if awarded a Term Contract, and prior to execution of a Term Contract, it shall provide to the ECPA a PDF file of its current and active registration with the Florida Department of State, Division of Corporations, or, if exempt from registration, a statement to that effect noting the basis for the exemption. If Respondent is an out-of-state corporation, it certifies it will provide to the Department a Florida Certificate of Authority from the Florida Department of State, Division of Corporations prior to Term Contract execution. Website: www.sunbiz.org.
Respondent certifies that it is in compliance with section 448.095(5)(a), F.S., and that within the last year (i.e., within the last 365 days), it has not had a contract terminated under section 448.095(5)(c), F.S., by a public employer, as defined by section 448.095(1)(i), F.S.
Respondent certifies it has provided to the Department pricing on the applicable Attachment C, Cost Proposal.
Respondent certifies it has provided a Technical Proposal in accordance with the instructions in Attachment D, Technical Proposal Instructions and Evaluation Criteria.
Respondent certifies it has provided to ECPA a completed Attachment F, Public Printing Florida Preference Form.
Respondent certifies it has provided to ECPA a completed Attachment G, Certification of Drug Free Workplace.
Respondent certifies it has provided to ECPA a completed Attachment H, Vendor Certification Form.
Respondent certifies it has provided to ECPA a completed Attachment I, Public Contracting and Environmental Crimes Certification.

The signature below certifies that Respondent conforms with all Responsive Requirements listed above. Signature below further certifies acknowledgment of the Respondent's ongoing duty to provide updates to the Procurement Officer should a change in Respondent's circumstances render these certifications no longer true.

_____
Respondent (Vendor) Name

_____
Signature of Authorized Representative

_____
Printed Name

STATE OF FLORIDA
COUNTY OF _____
Sworn to and subscribed before me by means of □ physical presence or □ online notarization this ___ day of _____, 2026, by _____, as_____ of _____, who is □ personally known or □ produced _____ _____ as identification.

_____
Notary Public Signature

SIGNATORY REQUIREMENT - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Attachment C: Cost Proposal
Mail Services RFP (ECPA-2026-80141800-RFP)
Service Category: Mail Processing
Request for Proposals

INSTRUCTIONS

The Respondent must respond to all of the categories below for Service Category: Mail Processing

For Respondent to be considered for an award in the Service Category, the Respondent is required to complete all of the required fields which are highlighted in yellow. Attachment C, Cost Proposal submitted without all of the *required fields* completed shall not be considered for an award.

This Attachment C, Cost Proposal, establishes pricing for services offered for the Initial Term of the Contract and any Renewal Terms. The Respondent shall not exceed this pricing when providing services under any resulting contract.
Contract Renewal Term: The Contractor shall honor renewal term pricing.
The Mail Processing types listed below are defined in Attachment A, Scope of Work.

Unit Rate prices shall be entered in dollar amounts (e.g. $0.00 or $00.00); amounts cannot include fractions of cents (e.g. $0.005).

Proposed Unit Rates are maximum rates inclusive of any and all costs associated with providing services in accordance with Attachment A, Scope of Work.

Respondent Name:	<Insert Respondent Name>

MAIL PROCESSING		**INITIAL TERM**			**RENEWAL TERM**		
Mail Processing	Unit of Measure	Unit Rate (Same Day Delivery to USPS) [$00.00]	Maximum Unit Rate (Next Day Delivery USPS) [$00.00]	Maximum Unit Rate (Delayed Delivery to USPS) [$00.00]	Unit Rate (Same Day Delivery to USPS) [$00.00]	Maximum Unit Rate (Next Day Delivery USPS) [$00.00]	Maximum Unit Rate (Delayed Delivery to USPS) [$00.00]
Sorting Letters & Flats	Per Mail Piece						
Postage & Barcode Services	Per Mail Piece						
Folding and Inserting (up to 15 pages)	Per Mail Piece						
Production Print (includes Contractor's provision of data processing and standard white paper)	Per Impression						
Address Updates; Removal of Postal Mail Prior to Transport; and Rejected, Returned and Damaged Mail Services	Per Mail Piece						
Copying - Color and Black and white impressions (includes Contractor's provision of data processing and standard white paper)	Per Impression						

OTHER MAIL PROCESSING SERVICES		**INITIAL TERM**	**RENEWAL TERM**
Document Composition Services	Per Hour		

Attachment D

Technical Proposal Instructions & Evaluation Criteria
Mail Services
RFP No. ECPA-2026-80141800-RFP

The Respondent shall prepare and submit its Technical Proposal according to the criteria and instructions provided in this attachment.

In addition to the Technical Proposal, the Respondent shall attach a cover page (which does not count towards the maximum pages) to the Service Category in which the Respondent is proposing services. Responses to this Attachment D for the Service Category shall be no more than 20 letter size (8.5 x 11 inches) pages in length with fully searchable text and image features throughout the document that are clearly legible if viewed electronically or printed. Each cover page should include the following information:

- Technical Proposal – Mail Services
- RFP No. ECPA-2026-80141800-RFP
- Respondent name
- Service Category: Mail Processing

Technical Proposal	Available Points
1. Experience	140
2. Proposed Solution	140
3. Customer and Account Management	140
4. Continuity of Operations Plan	140
5. Security Procedures	140
Total Available Points per Category for Technical Proposal	700

1. Experience – 140 Available Points

The Respondent shall provide a narrative response demonstrating its prior relevant experience to fulfill the Mail Processing requirements listed in Attachment A, Scope of Work ("SOW"). A Respondent may demonstrate experience to include, but not limited to, previous work experience, other contracts or work performed, and previous experience working with governmental entities.

Evaluators will apply the following criteria when scoring this section:

Evaluation Criteria	Points
Respondent has **extensive** experience in Mail Processing in adherence to the SOW requirements.	140
Respondent has **adequate** experience in Mail Processing in adherence to the SOW requirements.	105
Respondent has **minimal** experience in Mail Processing in adherence to the SOW requirements.	70
Respondent has **no** experience in Mail Processing in adherence to the SOW requirements.	0

2. Proposed Solution – 140 Available Points

The Respondent shall describe its ability to meet the Mail Processing requirements listed in Attachment A, Scope of Work ("SOW"). A Respondent may demonstrate its proposed solution to include, but not limited to, ability to provide services countywide, general approach to how services will be provided, describe staffing levels, ability adhere to USPS requirements in accordance with Mail Processing, current organization chart, etc.

Evaluators will apply the following criteria when scoring this section:

Evaluation Criteria	Points
Respondent's ability to provide Mail Processing services in accordance with the SOW is **extensive**.	140
Respondent's ability to provide Mail Processing services in accordance with the SOW is **adequate**.	105
Respondent's ability to provide Mail Processing services in accordance with the SOW is **minimal**.	70
Respondent's ability to provide Mail Processing services in accordance with the SOW is **non-existent**.	0

3. Customer and Account Management – 140 Available Points

The Respondent shall describe its Customer and Account Management approach for the Mail Processing as required in the Customer and Account Management section in Attachment A, Scope of Work ("SOW"). A Respondent may demonstrate their Customer and Account Management by providing relevant information for consideration including, but not limited to, describing how your company responds to customer issues; monitors Contract compliance and performance; responds to after-hour messages; communicates service levels and deficiencies; provides Contract reports; and manages tasks, deliverables, and timelines; etc.

Evaluators will apply the following criteria when scoring this section:

Evaluation Criteria	Points
Respondent **extensively** meets the Customer and Account Management requirements within the SOW.	140
Respondent **adequately** meets the Customer and Account Management requirements within the SOW.	105
Respondent **minimally** meets the Customer and Account Management requirements within the SOW.	70
Respondent **does not** meet the Customer and Account Management requirements within the SOW.	0

4. Continuity of Operations Plan – 140 Available Points

Respondent shall demonstrate its experience and knowledge implementing and managing a Continuity of Operations Plan (COOP) as required in the Continuity of Operations Plan section in Attachment A, Scope of Work ("SOW").

Evaluators will apply the following criteria when scoring this section:

Evaluation Criteria	Points
Respondent **extensively** meets the COOP requirements contained in the SOW.	140
Respondent **adequately** meets the COOP requirements contained in the SOW.	105
Respondent **minimally** meets the COOP requirements contained in the SOW.	70
Respondent **does not** meet the COOP requirements contained in the SOW.	0

5. Security Procedures – 140 Available Points

Respondent shall describe its Security procedures to fulfill the requirements as required in the Security section in Attachment A, Scope of Work ("SOW"). A Respondent may demonstrate their security procedures by providing relevant information for consideration including, but not limited to, describing how your company handles Personal Identifiable Information (PII), safety screenings, physical security measures, authorized access, and other security measures used to perform Mail Processing.

Evaluators will apply the following criteria when scoring this section:

Evaluation Criteria	Points
Respondent **extensively** fulfills the requirements for security procedures listed in the SOW.	140
Respondent **adequately** fulfills the requirements for security procedures listed in the SOW.	105
Respondent **minimally** fulfills the requirements for security procedures listed in the SOW.	70
Respondent **does not** fulfill the requirements for security procedures listed in the SOW.	0

ATTACHMENT E
DRAFT TERM CONTRACT

AGREEMENT FOR MAIL SERVICES

THIS AGREEMENT FOR MAIL SERVICES (the "Agreement") is made and entered into this Choose an item. day of Choose an item., 2026 ("Effective Date"), by and between Escambia County Property Appraiser, a political subdivision of the State of Florida (hereinafter referred to as "ECPA"), with administrative offices located at 221 Palafox Place, Suite 300 Pensacola, Florida 32502, and Click or tap here to enter text., a Click or tap here to enter text. authorized to conduct business in the State of Florida (hereinafter referred to as "Contractor"), FEI/EIN Click or tap here to enter text., whose principal address is Click or tap here to enter text.. ECPA and Contractor may be collectively referenced herein as the "Parties".

WITNESSETH:

WHEREAS, ECPA requires certain services as further described in this Agreement and the "Scope of Work", attached hereto and incorporated herein as **Exhibit "A"** (the certain services outlined in the Scope of Work to be performed by Contractor is hereinafter referred to as the "Services"); and

WHEREAS, ECPA issues a competitive solicitation for Mail Services via a Request for Proposals, RFP No. ECPA-2026-80141800-RFP; and

WHEREAS, the Contractor was awarded as a result of such competitive solicitation; and

WHEREAS, Contractor represents that it is qualified, experienced, and willing to provide the Services to ECPA in accordance with the terms and conditions set forth herein; and

WHEREAS, ECPA has determined that it is in the best interest of its citizens to engage the Contractor for the provision of the Services.

NOW, THEREFORE, in consideration of the mutual covenants, promises, terms and conditions and payments set forth herein, the receipt and sufficiency of which are hereby acknowledged, the Parties agree as follows:

1. Recitals. The recitals contained in the preamble of this Agreement are declared to be true and correct and are hereby incorporated into this Agreement.

2. Scope of Work. Contractor agrees to perform in accordance with the Scope of Work, attached hereto as **Exhibit "A"**. In the event of a conflict between the terms of this Agreement and the Exhibit(s) referenced herein, the terms of this Agreement shall prevail.

3. Performance of Services. Contractor shall perform all Services diligently, in a professional, skillful, and workmanlike manner, consistent with the highest industry standards and practices applicable to other professionals performing the same or similar type of services in the community under similar circumstances and in accordance with all applicable local, State, County, and Federal laws, rules, regulations, and codes ("Standard of Care"). Contractor agrees that the Services shall be provided by employees that are educated, trained, experienced, certified, and licensed in all areas encompassed within their designated duties, if so required. Contractor agrees to furnish to ECPA all documentation, certification, authorization, license, permit, or registration currently required by applicable laws, rules, and regulations. Contractor further certifies that it and its employees will keep all licenses, permits, registrations, authorizations, or certifications required by applicable laws or regulations in full force and effect during the term of this Agreement. Contractor shall provide activity/progress reports and any other reports related to the Services

as reasonably requested by ECPA. Failure of Contractor to comply with this Section shall constitute a material breach of this Agreement.

4. Acceptance of Services. Services shall be subject to review and acceptance by ECPA. ECPA shall have the right to inspect the Services at any time and to reject any Services that do not conform to the requirements of this Agreement.

5. Term. The initial term of this Agreement shall be for three (3) years and shall commence on the Effective Date and shall end on Choose an item. Choose an item., 20Choose an item., unless terminated earlier in accordance with this Agreement.

6. Renewal. This Agreement may be renewed for two (2) successive one (1)-year terms at the discretion of ECPA and in accordance with the Scope of Work and the awarded proposal from the Request for Proposal RFP No. ECPA-2026-80141800-RFP. Should ECPA elect to renew this Agreement, the Parties shall sign an amendment to this Agreement, extending the term for one (1) year. All other terms within this Agreement and within the Scope of Work and the awarded proposal from the Request for Proposal RFP No. ECPA-2026-80141800-RFP shall remain unchanged.

7. Compensation. In exchange for Contractor's satisfactory performance, completion and acceptance of the Services referenced within the Cost Proposal, attached hereto as **Exhibit "B"**, ECPA shall pay Contractor in accordance with the rates, fees, and payment terms specified in the Scope of Work. Contractor shall be responsible for providing all equipment, labor, management, materials, parts, tools, fuel, and transportation necessary to perform the Services. Total compensation payable to the Contractor under this Agreement for the term of this Agreement shall not exceed the amount(s) specified within the Scope of Work, unless the amount(s) are modified by a duly authorized written amendment to this Agreement.

8. Method of Billing & Payment. Upon completion of the Services, payment may be requested by Contractor by the submission of a properly executed original invoice reflecting the amount due and owing for the Services, which were rendered, with the appropriate supporting documentation, including a report detailing the number of notices mailed and any returned mail. Invoices shall be submitted in duplicate to:

Escambia County Property Appraiser
Attention: Amanda Holt
221 Palafox Place, Ste. 300
Pensacola, FL 32502

All payments under this Agreement and interest on any late payments shall be governed by and construed in accordance with the Local Government Prompt Payment Act, §§218.70, et seq., F.S., as amended.

9. Termination. This Agreement and the Parties' performance may be terminated upon the following events:
   a. **Mutual Agreement**. In the event the Parties mutually agree in writing, this Agreement may be terminated on the terms and dates stipulated therein.
   b. **Without Cause**. ECPA shall have the right to terminate this Agreement without cause by providing Contractor with thirty (30) days' written notice.
   c. **For Cause**. In the event of a material breach of this Agreement, either party may provide the other party with written notice of the material breach. The other party shall have thirty (30) days from the date of its receipt of such notice to cure such material breach. If the material breach is not cured within that time, the non-breaching party may terminate this Agreement immediately. Material breaches shall include, but are not limited to, violations of Governing Standards, state or federal laws, ECPA's Policies and Procedures, Contractor's Standard of Care, or this Agreement.
   d. **Annual Appropriation**. In the event the funds to finance this Agreement become unavailable or are not allocated by Escambia County, Florida (or if this Agreement is funded by way of a grant source, then in the event the funds to finance this Agreement become unavailable or are not allocated by that grant source), ECPA may provide Contractor with thirty (30) days' written notice of termination.
   e. **Immediate Termination by ECPA**. ECPA, in its sole discretion, may terminate the Agreement immediately upon the occurrence of any of the following events:
      i. Contractor's violation of the Public Records Act;
      ii. The insolvency, bankruptcy, or receivership of Contractor;
      iii. Contractor's violation or non-compliance with the EEO & Nondiscrimination Section of this Agreement;
      iv. Contractor fails to maintain insurance per the Insurance Section of this Agreement;
      v. Contractor submits a false certification as to any required statutory provisions of this Agreement; or
      vi. Contractor is found to have been placed on the Suspended Vendor List or on the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel or on the Scrutinized Companies with Activities in

Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List or been engaged in business operations in Cuba or Syria.

10. Dispute Resolution. In the event of any dispute, claim, or cause of action arising from or relating to this Agreement or the breach thereof, the Parties shall first use their best efforts to settle such dispute through good-faith negotiation between their authorized representatives. The party raising the dispute shall provide written notice to the other party, setting forth the subject of the dispute and the relief requested. If such dispute cannot be resolved through negotiation within thirty (30) days of the notice, the Parties agree to endeavor to resolve such dispute by non-binding mediation. The mediation shall be conducted in Escambia County, Florida. The Parties shall share mediator's fees and any filing fees equally. The mediation shall be conducted in accordance with rules of a mutually agreeable mediation service. If mediation is unsuccessful, or if a party fails to participate in mediation, either party may then pursue any remedies available at law or in equity in accordance with Section 15 of this Agreement. Unless otherwise agreed in writing, Contractor shall continue diligent performance of its Services under this Agreement pending resolution of any dispute.

11. Indemnification. Contractor shall, at all times hereafter, indemnify, hold harmless and, at the option of ECPA counsel, defend or pay for an attorney selected by ECPA counsel to defend ECPA, and their officers, agents, and employees of ECPA from and against any and all claims, suits, actions, demands, causes of actions of any kind or nature, including all costs, expenses, and attorney's fees, arising out of the negligent or wrongful act or omission of Contractor, its officers, agents, employees, servants, independent contractors or subcontractors. Contractor shall inform ECPA in advance of planned actions and/or conduct related to Contractor's handling of any such action or claim. ECPA shall inform Contractor of any known restrictions, defenses, or limitations that may arise or exist by reason of ECPA being a governmental entity. ECPA shall not be liable for, and Contractor agrees to indemnify ECPA against, any liability resulting from injury or illness, of any kind whatsoever, to Contractor's employees, agents, representatives, designees, or servants during the performance of the Services, duties, and responsibilities contemplated herein. The above indemnification provisions shall survive the expiration or termination of this Agreement.

12. Warranty & Correction. Contractor warrants that (i) all Services will be performed in conformance with the Standard of Care; (ii) all Services will be free from defects in workmanship; and (iii) all materials, equipment and supplies (if any at all) furnished under this Agreement will be new (unless otherwise specified), of good quality, fit for their intended purpose, and free from defects in material and workmanship. Contractor shall, at its own expense, promptly re-perform or correct any Services, materials, or equipment that fail to conform to the Standard of Care or the foregoing warranties or the requirements of this Agreement, immediately upon written notification from ECPA. If Contractor fails to correct such deficiencies within a reasonable time specified by ECPA, ECPA may, at its option, correct the deficiencies itself or procure the services of another contractor to do so, and Contractor shall be liable for all costs incurred by ECPA.

13. Insurance. Contractor is required to carry the following insurance:
    a. Commercial General Liability, Form CG1, with $1,000,000.00 per occurrence / $2,000,000.00 annual aggregate limit;
    b. Business Automobile Liability with $1,000,000.00 per occurrence minimum combined single limits for all hired, owned, and non-owned vehicles;
    c. Professional Liability with $1,000,000.00 per occurrence minimum limit/$2,000,000.00 aggregate coverage limit; and
    d. Florida statutory Workers' Compensation and Employers' Liability with Statutory Limits (Part A) and Employer's Liability (Part B) limits of at least $1,000,000.00 each accident / $1,000,000.00 each employee / $1,000,000.00 policy limit for disease.

Excess or umbrella insurance may be purchased to make up the difference, if any, between the policy limits of the underlying policies. It is understood and agreed by the Parties that, in the event that the Contractor consists of a joint venture, partnership, or other association of professional or business firms, each such firm shall be required to individually carry the aforementioned coverages. Contractor agrees all liability coverage shall be through carriers admitted to do business in the State of Florida. Carriers shall be "A" or other Secure Best Rating with a minimum financial size of "VII", according to the A.M. Best Key Rating Guide Latest Edition. The insurance policies shall be endorsed to provide at least 30 days' advance notice of cancellation, nonrenewal or adverse change. Such notices shall be mailed to, and Certificates of Insurance shall be provided to, Escambia County Property Appraiser, Attention: Amanda Holt, 221 Palafox Place, Suite 300, Pensacola, Florida 32502. ECPA and the Property Appraiser shall be endorsed as "additional insureds" on all liability policies. Certificates shall reflect the additional insured status of ECPA. ECPA shall also be the certificate holders.

14. Independent Contractor & Non-exclusivity. In the performance of this Agreement, Contractor is an independent contractor and shall not hold itself out as an employee, agent, or servant of ECPA. Contractor shall not have the power or authority to bind ECPA in any promise, agreement or representation, other than as specifically provided in this Agreement, if at all, or as may be expressly provided hereafter in writing by the authorized representative of ECPA.

15. Notice. Any notice, payment, or other communication under this Agreement required hereunder or desired by the party giving such notice shall be given in writing and delivered by hand or through the instrumentality of certified mail of the United State Postal Service or private courier service, such as Federal Express. Unless otherwise notified in writing of a new address, notice shall be made to each party as follows:

IF TO CONTRACTOR: Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

IF TO ECPA: Escambia County Property Appraiser
221 Palafox Place, Ste. 300
Pensacola, FL 32502
Attn: Amanda Snow, General Counsel

Rejection, or other refusal by the addressee to accept, or the inability of the courier service or the United States Postal Service to deliver because of a changed address of which no notice was given, shall be deemed to be receipt of the notice sent. Either party shall have the right, from time to time, to change the address to which notices shall be sent by giving the other party at least ten (10) days' prior written notice of the address change.

16. Governance, Compliance & Venue. Contractor agrees that all agreements and transactions and performances resulting from this Agreement will be governed by the laws of the State of Florida, and the venue for any legal action will be Escambia County, Florida. Contractor shall meet all State and Federal certification requirements, and any other applicable laws, statutes, codes, ordinances, rules, regulations, and standards throughout the term of this Agreement.

17. Waiver of Jury Trial. **EACH PARTY KNOWINGLY, VOLUNTARILY, AND INTENTIONALLY WAIVES ANY RIGHT IT MAY HAVE TO A TRIAL BY JURY IN RESPECT TO ANY LITIGATION (INCLUDING, BUT NOT LIMITED TO ANY CLAIMS, COUNTERCLAIMS, CROSS-CLAIMS, THIRD-PARTY CLAIMS OR APPEALS) ARISING OUT OF, UNDER, OR IN CONNECTION WITH THIS AGREEMENT.**

18. Force Majeure. Neither party shall be liable for any failure to perform or delay in performance under this Agreement if such failure or delay is due to causes beyond its reasonable control and without its fault or negligence, including, but not limited to, acts of God, war, riot, embargoes, acts of civil or military authorities, fire, floods, accidents, epidemics/pandemics, or strikes ("Force Majeure Event"). The party affected by Force Majeure Event shall provide prompt written notice to the other party, explaining the nature and anticipated duration of the event and shall use reasonable efforts to mitigate the effects of such event and resume performance as soon as practicable.

19. Advertising. Contractor shall not use ECPA's name, logo, trademarks, or any photographs of ECPA property in any advertising, promotional materials, or publicity releases without the prior written consent of ECPA.

20. Non-exclusivity. This Agreement is non-exclusive. ECPA reserves the right, in its sole discretion, to contract with other entities for the same or similar services as those provided hereunder.

21. Waiver. No waiver by either party of any term or condition of this Agreement or any breach thereof shall constitute a waiver of any other term or condition or of any subsequent breach of the same or any other term or condition. No waiver shall be effective unless it is in writing and signed by the party granting such waiver. Failure or delay by either party in exercising any right, power, or privilege hereunder shall operate as a waiver thereof.

22. Headings. The section headings contained in this Agreement are for convenience of reference only and shall not affect the meaning, interpretation, or construction of this Agreement.

23. Counterparts & Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument. Signatures transmitted by facsimile or electronic means (e.g., PDF) shall be deemed original signatures for all purposes.

24. EEO & Non-Discrimination. Contractor shall not discriminate against any client, employee, or applicant for employment because of race, age, color, religion, sex, sexual orientation, sexual preference, national origin, physical or mental disability, marital status, or medical status. Contractor shall comply with all applicable sections of the Americans with Disabilities Act. Contractor agrees that compliance with this provision constitutes a material condition to this Agreement and that it is binding

upon the Contractor, its successors, transferees, and assignees throughout the term of the Agreement. Contractor further agrees to ensure that its independent contractors/subcontractors are not in violation of the terms of this Section.

25. Permits, Licenses and Taxes. All permits and licenses necessary for the performance of the Services shall be procured and paid for by Contractor. If Contractor performs any work during the provision of Services without obtaining, or contrary to, any such permits or licenses necessary for the performance of said Services, Contractor shall bear all costs arising therefrom. Contractor shall pay all governmental charges and inspection fees, if any, for the performance of Services. Contractor shall pay all applicable sales, consumer, use and other similar taxes associated with the Services for the term of the Agreement.

26. E-Verify. In accordance with §448.095, F.S., Contractor shall register with and utilize the E-Verify System operated by the United States Department of Homeland Security (USDHS) to verify the employment eligibility of all new employees hired during the term of the Agreement; Contractor's E-Verify Affidavit is attached hereto and incorporated herein as **Exhibit "B"**. Furthermore, Contractor shall expressly require any subcontractors performing work or providing services pursuant to this Agreement to likewise utilize the E-Verify System to verify the employment eligibility of all new employees hired by the subcontractor during the term of this Agreement and shall also require the subcontractor to provide an affidavit stating that the subcontractor does not employ, contract with, or subcontract with an unauthorized alien. Such subcontractor's affidavit shall be provided to ECPA by Contractor prior to Contractor utilizing said subcontractor. Information on registration for and use of the E-Verify System can be obtained online at the USDHS website: http://www.dhs.gov/E-Verify. ECPA may terminate this Agreement on the good faith belief that Contractor or its subcontractor(s) knowingly violated §448.09(1) or §448.095(2)(c), F.S.

27. Scrutinized Companies & Suspended Vendor List. In accordance with §287.135 and §287.1351, F.S., by executing this Agreement, Contractor hereby certifies that it is not on the Scrutinized Companies that Boycott Israel List created pursuant to §215.4725, F.S., is not engaged in a boycott of Israel as defined in §215.4725, F.S., is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, created pursuant to §215.473, F.S., is not engaged in business operations in Cuba or Syria, and is not currently on the Suspended Vendor List pursuant to §287.1351, F.S. Further, Contractor acknowledges that if it is found to have submitted a false certification, has been placed on the Scrutinized Companies that Boycott Israel List, has been engaged in a boycott of Israel, has been placed on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in Iran Terrorism Sectors List, is engaged in business operations in Cuba or Syria, or has been placed on the Suspended Vendor List, then ECPA reserves the right to immediately terminate this Agreement.

28. Use of Coercion for Labor and Services. §787.06(13), F.S., requires all nongovernmental entities executing, renewing, or extending a contract with a governmental entity to provide an affidavit signed by an officer or representative of the nongovernmental entity under penalty of perjury that the nongovernmental entity does not use coercion for labor or services as defined in that Florida Statute. ECPA is a governmental entity for the purposes of this Florida Statute. As the person authorized to sign on behalf of Contractor, I certify that the company identified does not:

a. Use or threaten to use physical force against any person;
b. Restrain, isolate, or confine or threaten to restrain, isolate, or confine any person without lawful authority and against her or his will;
c. Use lending or other credit methods to establish a debt by any person when labor or services are pledged as a security for the debt, if the value of the labor or services as reasonably assessed is not applied toward the liquidation of the debt, the length and nature of the labor or services are not respectively limited and defined;
d. Destroy, conceal, remove, confiscate, withhold, or possess any actual or purported passport, visa, or other immigration document, or any other actual or purported government identification document, of any person;
e. Cause or threaten to cause financial harm to any person;
f. Entice or lure any person by fraud or deceit; or
g. Provide a controlled substance as outlined in Schedule I or Schedule II of §893.03, Florida Statutes to any person for the purpose of exploitation of that person.

29. Public Records. ECPA is subject to Chapter 119, F.S., the "Public Records Law". No claim of confidentiality or proprietary information in all or any portion of the Agreement will be honored unless a specific exemption from the Public Records Law exists, and it is cited in the Agreement. An incorrectly claimed exemption does not disqualify the Contractor, only the exemption claimed. Pursuant to Florida law (including specifically but not limited to §119.0701, F.S.), Contractor must comply with all applicable Public Records Law. Specifically, Contractor shall:

a. Keep and maintain public records required by ECPA to perform the Services contracted for in this Agreement.
b. Upon request from ECPA, its designee, or its custodian of public records, provide ECPA or designee with a copy of the requested records or allow the records to be inspected or copied, at ECPA or designee's sole option, within a reasonable time at no cost to ECPA.

c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Services if the Contractor does not transfer the records to ECPA.
d. Upon completion of the Services, transfer, at no cost to ECPA, all public records in possession of Contractor or keep and maintain public records required by ECPA to perform the Services contracted for in this Agreement, at ECPA's sole option. If Contractor transfers all public records to the ECPA upon completion of the Services, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If Contractor keeps and maintains public records upon completion of the Services, Contractor shall meet all applicable requirements for retaining public records.
e. All public records stored electronically by Contractor pertaining to the Services contracted for in this Agreement must be provided to ECPA, upon request from the ECPA, its designee, or its custodian of records, in a format that is compatible with the information technology systems of ECPA.

IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT: RECORDS@ESCPA.ORG, ESCAMBIA COUNTY PROPERTY APPRAISER, ATTN: RECORDS CUSTODIAN, 221 PALAFOX PLACE, STE. 300, PENSACOLA, FLORIDA 32502.

30. Assignment. This Agreement, or any interest herein, shall not be assigned, transferred, or otherwise encumbered under any circumstances, by Contractor without prior written consent of ECPA.

31. Third Party Beneficiaries. This Agreement does not and is not intended to confer any rights or remedies upon any person other than the Parties hereto.

32. Severability. In the event, any provisions of this Agreement are held to be unenforceable for any reason, the unenforceability thereof shall not affect the remainder of the terms and conditions, which shall remain in full force and effect and enforceable in accordance with this Agreement.

33. Sovereign Immunity. Nothing in this Agreement is intended, nor shall it be construed or interpreted to waive or modify ECPA's immunities and limitations on liability provided for in §768.28, F.S., as amended.

34. Construction. The Parties acknowledge that they have had adequate opportunity to review this Agreement and to consult legal counsel. Therefore, this Agreement shall be construed fairly as to all Parties and not strictly for or against any party, regardless of who drafted it.

35. Entire Agreement, Authorization & Order of Precedence. This Agreement, including any exhibits, attachments, and schedules attached hereto, contains the sole and entire agreement between the Parties. The Parties acknowledge and agree that neither of them has made any representation concerning the subject matter of this Agreement or any representations inducing the issuance and delivery of this Agreement, except such representations as are specifically set forth herein, and the Parties acknowledge that they have relied on their own judgment in entering into the same. The Parties further acknowledge that any statements or representations that may have been made by either of them to the other are void and of no effect and that neither of them has relied on such statements or representations in connection with its dealings with the other. No "click on" or "click-through" online agreements or terms/conditions found on the Website or any other communication by and between the parties shall alter, modify, supplement, or replace these terms and conditions contained herein or found, referenced, or attached to any exhibits, attachments, and schedules attached hereto. No alteration of these terms and conditions is binding on ECPA unless signed by ECPA. By commencing the Services, Contractor certifies and represents that it has reviewed and accepted the above terms and conditions within this Agreement, and specifically certifies its compliance with this Agreement and that the undersigned representative is fully authorized to make such a representation and certification to ECPA and enter into these binding terms on behalf of the Contractor. In the event of a conflict, this Agreement and its exhibits shall have priority in the following order**:**

a. This Agreement
b. Exhibit A, Scope of Work
c. Exhibit B, Cost Proposal

[REMAINDER OF PAGE LEFT BLANK INTENTIONALLY; SIGNATURES ON FOLLOWING PAGE.]

IN WITNESS WHEREOF, the Parties hereto, by their duly authorized representatives, have executed this Agreement as of the Effective Date first written above.

CONTRACTOR: Click or tap here to enter text.

_____
Witness

_____
Witness

By: _____
Print Name: _____
Title: _____
Date: _____

ESCAMBIA COUNTY PROPERTY APPRAISER

_____
Witness

_____
Witness

By: _____
Print Name: Gary "Bubba" Peters
Title: Property Appraiser
Date: _____

APPROVED AS TO FORM AND LEGAL SUFFICIENCY

By: _____
Name: Amanda Snow
Title: General Counsel
Date: _____

ATTACHMENT F
PUBLIC PRINTING FLORIDA PREFERENCE FORM

[Date]

[Contact Name]
[Respondent Name]
[Respondent Address]
[City, State, Zip]

The Respondent shall indicate where its principal place of business is located and provide a completed Attachment F to ECPA in response to Request for Proposals Mail Services RFP No: ECPA-2026- 80141800-RFP.

Principal place of business (please select only one)

☐ The Respondent has its principal place of business within Florida

☐ The Respondent has its principal place of business outside of Florida

Respondent (Vendor) name: _____

Authorized Respondent signature: _____

Authorized Respondent Name: _____

Date: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me by means of □ physical presence or □ online notarization this _____ day of _____, 2026, by _____, as _____ of _____, who is □ personally known or □ produced _____ as identification.

_____

Notary Public Signature

SIGNATORY REQUIREMENT - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Attachment G
Certification of Drug Free Workplace

If ECPA receives equal Proposals eligible for award, ECPA will comply with Florida Statutes in accordance with the 'Equal Proposals' section of the RFP. When ECPA receives equal Proposals eligible for award, with respect to price, quality and service, ECPA will apply a preference in accordance with Section 287.087, F.S., to the Respondent that has signed and submitted this form with its Proposal certifying it has implemented a drug-free workforce program in accordance with the provisions below.

I certify that the Respondent has implemented a drug-free workplace program that includes the following:

(1) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifies the actions that will be taken against employees for violations of such prohibition.

(2) Informing employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.

(3) Giving each employee engaged in providing the commodities or contractual services that are provided under the Proposal a copy of the statement specified in (1) above.

(4) In the statement specified in (1), above, notifying the employees that, as a condition of working on the commodities or contractual services that are being competitively procured, the employees will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 or of any controlled substance law of the United States or any State, for a violation occurring in the workplace no later than five days after such conviction.

(5) Imposing a sanction on or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.

(6) Making a good faith effort to continuing to maintain a drug-free workplace through implementation of these provisions.

As the person authorized by the Respondent to sign the attachment, I certify that the Respondent complies fully with the above requirements. False statements are punishable under law.

Respondent's Name: _____

By:_____
Signature of person authorized to submit Proposal
Print Name & Title:_____

Date: _____

STATE OF FLORIDA
COUNTY OF _____
Sworn to and subscribed before me by means of □ physical presence or □ online notarization this _____ day of _____, 2026, by _____, as _____ of _____, who is □ personally known or □ produced _____ as identification.

_____
Notary Public Signature

SIGNATORY REQUIREMENT - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Attachment H
Vendor Certification Form

I hereby certify the following on behalf of the vendor identified below:

Customer Indicator (Required, N/A, Determined by Vendor)	**Vendor Indicator** (Certified, N/A)	**Certification**
Required		Regardless of the dollar value of the goods or services provided, in accordance with the requirements of section 287.135(5), F.S., the vendor is not participating in a boycott of Israel and is not on the State Board of Administration's "Quarterly List of Scrutinized Companies that Boycott Israel," available at https://www.sbafla.com/governance/global-governance-mandates/
Required		If the goods or services to be provided are $1 million or more, in accordance with the requirements of section 287.135, F.S., the vendor is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List (collectively, "Scrutinized List of Prohibited Companies"); does not have business operations in Cuba or Syria; and is not on the State Board of Administration's "Scrutinized List of Prohibited Companies" available under the quarterly reports section at https://www.sbafla.com/reporting/
Required		The vendor is not on the Suspended Vendor List; it and its suppliers, subcontractors, or consultants to be utilized under the contract are not on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists; and there is no pending or threatened action, proceeding, or investigation, or any other legal or financial condition, that would in any way prohibit, restrain, or diminish the vendor's ability to satisfy the contract obligations. The vendor is hereby informed of the provisions of sections 287.133(2)(a), 287.134(2)(a), and 287.137(2)(a), F.S., that identify the impacts to the vendor's ability or its affiliates' ability to respond to the competitive solicitations of a public entity; to be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a public entity; or to transact business with a public entity if it, or its affiliates, are placed on the Convicted Vendor, Discriminatory Vendor, or Antitrust Violator Vendor Lists of the Department of Management Services. The vendor is hereby further informed of the provisions of section 287.1351, F.S., that identify the impacts to the vendor's ability to enter into or renew a contract with an agency, as defined in section 287.012, F.S., if it is placed on the Suspended Vendor List of the Department of Management Services.
Required		If the vendor is a common carrier, as defined in section 908.111, F.S., or a contracted carrier, it is not prohibited from entering into the contract pursuant to section 908.111, F.S., and has completed the Form PUR 1808, "Common Carrier or Contracted Carrier Attestation Form," available at http://www.flrules.org/Gateway/reference.asp?No=Ref-14614, and attached it hereto.
Required		The vendor is registered with, and uses, the E-Verify system for all newly hired employees in accordance with section 448.095, F.S.; and has not, within the last year, had a contract terminated under section 448.095(5)(c), F.S., by a public employer, contractor, or subcontractor, as defined by section 448.095(1), F.S. (see attached form to sign)
Required		The vendor is in compliance with all applicable disclosure requirements set forth in section 286.101, F.S., and has not been deemed ineligible for a grant or contract funded by a state agency pursuant to section 286.101(7), F.S.
Required		If the contract is between a nongovernmental entity and a governmental entity, in accordance with section 787.06, F.S., the vendor has completed an affidavit signed by an officer or a representative of the vendor under penalty of perjury attesting that the vendor does not use coercion for labor or services as defined in section 787.06, F.S.

Required		If the Contract is for the provision of commodities, in accordance with section 287.1346, F.S., the vendor, and any entity under the control of vendor, has not been placed on the Forced Labor Vendor List within the past 365 days or, if placed on the Forced Labor Vendor List, has been removed pursuant to section 287.1346(5)(d), F.S. If the Contract is for the provision of commodities, the Contractor will submit, prior to entering into or renewing the Contract, a written certification from senior management, as defined in section 287.1346(1)(c), F.S., which certifies to the best of their knowledge the commodities being offered pursuant to this solicitation have not been produced, in whole or in part, by forced labor. The vendor is hereby informed of the provisions of section 287.1346, F.S., that identify the impacts to a vendor's ability to respond to the competitive solicitations of a state agency; to be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with a state agency; or to transact business for the provision of commodities with a state agency if it, or entities under the control of the vendor, is placed on the Forced Labor Vendor List in accordance with section 287.1346, F.S.

By signing below, I certify that I am authorized to complete and submit this Vendor Certification Form on behalf of the vendor.

Vendor Information

_____

Name

_____

FEIN

Signatory

_____

Signature Date

_____

Typed or Printed Name

_____

Title

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me by means of □ physical presence or □ online notarization this____ day of_____, 2026, by_____, as _____ of _____, who is □personally known or □ produced _____ as identification.

_____

Notary Public Signature

_____

[Print, type or stamp Commissioned name of Notary Public]

SIGNATORY REQUIREMENT - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

Gary "Bubba" Peters, CFA

Escambia County Property Appraiser

221 Palafox Place, Suite 300
Pensacola, FL 32502
Phone (850) 434-2735

AFFIDAVIT OF E-VERIFY REQUIREMENTS COMPLIANCE

The CONSULTANT/CONTRACTOR agrees to comply with Section 448.095, Florida Statutes, and to incorporate in all subcontracts the obligation to comply with Section 448.095, Florida Statues.

I. The CONSULTANT/CONTRACTOR shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the CONSULTANT during the term of the Agreement and shall expressly require any subcontractors performing work or providing services pursuant to the Agreement to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the Agreement term.

II. The CONSULTANT/CONTRACTOR understands and agrees that its failure to comply with the verification requirements as set forth herein or its failure to ensure that all employees and subcontractors performing work under Agreement are legally authorized to work in the United States and the State of Florida constitute a breach of Agreement for which the Escambia County Property Appraiser may immediately terminate the Agreement without notice and without penalty. The CONSULTANT/CONTRACTOR further understands and agrees that in the event of such termination, the CONSULTANT/CONTRACTOR shall be liable to the County for any costs incurred by the County, as a result of the CONSULTANT/CONTRACTOR's breach.

DATED this ____ day of _____, 20____.

_____
Consultant/Contractor Name

By: _____

Print Name: _____

Title: _____

State of Florida
County of _____

Sworn to and subscribed before me by means of □ physical presence or □ online notarization this _____ day of _____, 2026 by _____, as _____ of _____, □ who is personally known to me or □ who has produced _____ as identification.

Notary Signature _____

Print Name _____

My Commission Expires: _____

ATTACHMENT I
PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES CERTIFICATION

This sworn statement is submitted to the Escambia County Property Appraiser by _____ for _____ whose business address is: _____ and (if applicable) its Federal Employer Identification Number (FEIN) is _____. [Soc Sec # if no FEIN]

I understand that no person or entity shall be awarded or receive a county contract for public improvements, procurement of goods or services (including professional services) or a county lease, franchise, concession or management agreement, or shall receive a grant of county monies unless such person or entity has submitted a written certification to the Escambia County Property Appraiser that it has not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Escambia County, the State of Florida, or any other public entity, including, but not limited to the Government of the United States, any state, or any local government authority in the United States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among bidders or prospective bidders in restraint of freedom of competition by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the ECPA, reflects negatively upon the ability of the person or entity to conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct in items (1), (2), or (3) above, which is a matter or record, but has not been prosecuted for such conduct, or has made an admission of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or has admitted guilt to any of the crimes set forth above on behalf of such an entity and pursuant to the direction or authorization of an official thereof (including the person committing the offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common board of directors. For purposes of the form, business entities are affiliated if, directly or indirectly, one business entity controls or has power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities.

Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests among family members, shared organization of a business entity following ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction shall prove the same with documentation satisfactory to the ECPA's General Counsel. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with the ECPA.

I UNDERSTAND THAT (1) THE SUBMISSION OF THIS FORM TO THE ECPA IS VALID FOR ONE (1) CALENDAR YEAR FROM THE DATE WHICH IT IS FILED; AND (2) ANY CONTRACT OR TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF ECPA DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

_____
Signature
Print Name & Title: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me by means of □ physical presence or □ online notarization this ____ day of _____, 2026, by _____, as _____ of _____, who is □ personally known or □ produced _____ as identification.

_____
Notary Public Signature

_____
[Print, type or stamp Commissioned name of Notary Public]

SIGNATORY REQUIREMENT - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.