

BID TABULATION - PERSONAL PROPERTY MAILERS 2015

PERSONAL PROPERTY MAILERS 2015 BID OPENING 9-9-14	CENVEO PRINTING	EDWARD J RICE COMPANY INC	INPUT TECHNOLOGY INC	MAIL COMMUNICATIONS GROUP	THE MASTERS TOUCH LLC	PEREGRINE CORP BUSINESS PROD & SERVICES
	101 WORKMAN CT EUREKA MO 63025	PO BOX 1398 SPRINGFIELD MO 65801	1470 SOUTH VANDEVENTER ST LOUIS MO 63110	9051 WATSON RD ST LOUIS MO 63126	1405 N ASH ST SPOKANE WA 99201	901 E 12ST JOPLIN MO 64801
JANUARY 2015 MAILER		NO BID				
Personal Forms (87,000)	\$18,645.00		\$11,310.00	\$1,566.00	\$12,963.00	\$16,530.00
Business Accounts (7,000)	\$3,995.00		\$1,470.00	\$406.00	\$1,043.00	\$1,330.00
Personal Accounts with Mobile Homes (10,000)	\$4,405.00		\$1,500.00	\$180.00	\$1,980.00	\$1,900.00
MID JANUARY MAILER 2015						
Personal Forms/Mobile Homes (2,400)	\$2,730.00		\$195.00 (based on 1,500)	\$43.20	\$696.00	\$456.00
Business Accounts (150)	\$2,145.00		\$42.00 (based on 200)	\$8.70	\$43.50	\$28.50
MARCH 2015 MAILER						
Personal Accounts (20,000)	\$6,197.00		\$2,600.00	\$360.00	\$3,860.00	\$3,800.00
Business Accounts (2,500)	\$2,990.00		\$525.00	\$145.00	\$6,875.00	\$475.00
Personal Accounts with Mobile Homes (3,000)			\$450.00	\$54.00	\$579.00	\$570.00
Notes:	Postage Not Included.			Shipping, secure, next day delivery to Hillsboro Post Office \$660.00. Out of 132,00 total pieces: 8 1/2 x 11 one sided (\$0.018ea) #10 window (\$0.025 ea) #9 CRE (3 versions) (\$0.023ea) print, fold, insert, sort (\$0.038 ea)		
TOTAL COST	\$41,107.00	N/A	\$18,092.00	\$19,913.80	\$28,039.50	\$25,119.50
NOTARIZED WORK AFFIDAVIT COMPLETED	YES	NO	NO	YES	YES	YES
COPY OF INSURANCE PROVIDED	NO	NO	NO	YES	YES	YES
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	YES	NO	YES	YES	YES	YES
COOPERATIVE BID FORM (Y/N)	NO	YES	YES	YES	YES	YES
COOPERATIVE CONTACT INFO:	NO	YES	YES	YES	YES	YES
COMPANY INFORMATION AND SIGNATURE	NO	NO	NO	YES	YES	YES
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS	Modifications to the Contract on page 5:2.5 and page 6:2.9- 2.13. See Attached Price Sheet for Details.	NO BID	See Attached Price Sheet for Details.	See Attached Price Sheet for Details.	See Attached Price Sheet for Details.	See Attached Price Sheet for Details.



JEFFERSON COUNTY
DEPARTMENT OF ADMINISTRATIVE SERVICES
 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
 WWW.JEFFCOMO.ORG

Invitation for Bid: PERSONAL PROPERTY MAILERS 2015 Date Issued: 8-4-14

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 9, 2014, AT 2:00 P.M. LOCAL TIME.

Specification Contact: **ANGIE POPE**
 Department of the Assessor
 636-797-5547
 apope@jeffcomo.org

Contract Contact: **VICKIE PRATT**
 Department of Administrative Services
 636-797-5380

SAMPLE ENVELOPE

Mail (3) Three Complete Copies With Vendor And Bid Information As Shown In Sample:

VENDOR NAME
VENDOR ADDRESS
CONTACT NUMBER **DEPARTMENT OF THE COUNTY CLERK**
JEFFERSON COUNTY MISSOURI
729 MAPLE ST / PO BOX 100
HILLSBORO MO 63050-0100

SEALED BID: (BID NAME)

Contract Term:
 UPON APPROVAL OF THE COUNTY COUNCIL AND COUNTY EXECUTIVE

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Vendor Information:

<i>Cenveo Printing</i>	<i>Leslie Kaufman</i>
Company Name	Authorized Agent (Print)
<i>101 Workman Ct</i>	<i>Leslie Kaufman</i>
Address	Signature
<i>Eureka, MO 63025</i>	<i>Sr. Account Manager</i>
City/State/Zip Code	Title
<i>314-543-4283</i>	<i>9/9/14</i>
Telephone #	Date
<i>les.kaufman@cenveo.com</i>	<i>314-966-4725</i>
E-mail	Fax #

The items needed for the January, Mid-January and March mailer will include the following:

January 2015 Mailer

Personal Forms - \$18,645.00
#147924 postage not included

87,000 two-sided forms 8 1/2" x 10.7"
87,000 letters (one sided print)
87,000 #10 window envelopes
87,000 #9 return envelopes (white)

Business Accounts -- \$3,995.00
#147924-1 postage not included

7,000 two-sided forms 8 1/2" x 14"
7,000 letters (one side printed)
7,000 #10 window envelopes
7,000 #9 return envelopes (white)

Personal Accounts with Mobile Homes -- \$4,405.00
#147924 -2 postage not included

10,000 two-sided forms 8 1/2" X 10.7" (same form as personal, only "MH" printed on top of the form)
10,000 letters (same as personal letter)
10,000 #10 window envelopes
10,000 #9 return envelopes (white)-

Mid January 2015 Mailer

Personal Forms/Mobile Homes
\$2,730.00, #147924-3 postage not included

2,400 two-sided form 8 1/2" x 10.7"
2,400 letters (same letter as above)
2,400 #10 window envelopes
2,400 #9 return envelopes (white)

Business Accounts -- \$2,145.00, #147924-4 postage not included

150 two-sided forms 8 1/2" x 14"
150 letters (same business letter)
150 #10 window envelopes
150 #9 return envelopes (white)

March 2015 Mailer

Personal Accounts -- \$6,197.00
#147924-5 postage not included

20,000 two-sided forms 8 1/2" X 10.7"
(The second mailer will require the words "SECOND NOTICE" printed on both personal and business forms.)
20,000 letters (one side printed)
(Different letter than first mailer)
20,000 #10 window envelopes
20,000 #9 return envelopes (white)

Business Accounts -- \$2,990.00
#147924-6 postage not included

2,500 two-sided forms 8 1/2"x 14"
2,500 letters (one side printed)
(Different letter than first mailer)
2,500 #10 window envelopes
2,500 #9 return envelopes (white)



Business forms and information management services.

P.O. Box 1398
Springfield, MO 65801-1398
Phone: (417) 869-3312
Toll Free: 800-728-9711
FAX: (417) 869-9019
www.edwardjrice.com

September 4, 2014

**Department of the County Clerk
Jefferson County, Missouri
729 Maple Street
PO Box 100
Hillsboro, MO. 63050-0100**

To whom it may concern:

We appreciate the opportunity to provide a proposal for printing, processing, and mailing your county's Assessment Lists.

However, we are submitting a no-bid this year.

Thank you again for your consideration.

Sincerely,

A handwritten signature in cursive script that reads "Chris Rice".

Chris Rice
Chris_rice@ejrice.com



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 729 MAPLE ST / PO BOX 100
 HILLSBORO MO 63050
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**Specification
 Contact:**

ANGIE POPE
 Department of the Assessor
 636-797-5547
 apope@jeffcomo.org

**Contract
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

**Mail (3) Three
 Complete Copies
 With Vendor And
 Bid Information As
 Shown In Sample:**

SAMPLE ENVELOPE

<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	DEPARTMENT OF THE COUNTY CLERK
	JEFFERSON COUNTY MISSOURI
	729 MAPLE ST / PO BOX 100
	HILLSBORO MO 63050-0100
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**Vendor
 Information:**

<u>Inspot Technology Inc</u>	<u>SAM FARINELLA</u>
Company Name	Authorized Agent (Print)
<u>4425 Hunt Ave</u>	<u>[Signature]</u>
Address	Signature
<u>St Louis MO 63110</u>	<u>Account Manager</u>
City/State/Zip Code	Title
<u>(314) 534-4375</u>	<u>8/27/14</u>
Telephone #	Date
	<u>43-1232726</u>
	Tax ID #
<u>SAM.FARINELLA@INPTech.com</u>	<u>(314) 534-3285</u>
E-mail	Fax #

III Reponse to the Proposal

Input Technology Inc. (ITI) will provide all data preparation, printing and mailing service required for the January and March 2015 Personal Property Mailers for a total cost of \$18,092. This includes all printing of envelopes and forms for the mailing. All terms and conditions of the bid are agreed to.

The cost are broken down below:

January 2015 Mailer

Personal Forms @ \$0.13 per form mailed.

87,000 * \$0.13 = \$11,310

Personal with Mobile Home Forms @ \$0.15 per form mailed

10,000 * \$0.15 = \$1,500

Business Accounts @ \$0.21 per form mailed.

7,000 * \$0.21 = \$1,470

Small Catch-up January 2015 Mailer

Personal Forms @ \$0.13 per form mailed.

1,500 * \$0.13 = \$195

Business Accounts @ \$0.21 per form mailed.

200 * \$0.21 = \$42

March 2015 Mailer

Personal Forms @ \$0.13 per form mailed.

20,000 * \$0.13 = \$2,600

Personal with Mobile Home Forms @ \$0.15 per form mailed

3,000 * \$0.15 = \$450

Business Accounts @ \$0.21 per form mailed.

2,500 * \$0.21 = \$525

Total 2015

\$18,092 Total Contract Cost



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Vendor
 Information:

MAIL COMMUNICATIONS GROUP Terry Sedivec
 Company Name Authorized Agent (Print)

9051 WATSON RD [Signature]
 Address Signature

ST LOUIS MO 63126X COO
 City/State/Zip Code Title

314-920-8891 9-8-14 20-8772530
 Telephone # Date Tax ID #

gladka@mailcommunicationsgroup.com 575-246-1248
 E-mail Fax #

Personal Property Mailers 2015

Pricing Schedule

PERSONAL FORMS

January Mailing	87,000	8 ½ x 10.7	two sided	\$0.018/ea
	10,000 (MH)			\$0.018/ea
Mid-January	2,400			\$0.018/ea
March Mailing	20,000			\$0.018/ea
	3,000 (MH)			\$0.018/ea

BUSINESS ACCOUNTS

January Mailing	7,000	8 ½ x 14	two sided	\$0.058/ea
Mid-January	150			\$0.058/ea
March Mailing	2,500			\$0.058/ea
Generic Letter	132,000	8 ½ x 11	one sided	\$0.018/ea
Outgoing Envelope	132,000	#10 window		\$0.025/ea
Return Envelope	132,000	#9 CRE (3 versions)		\$0.023/ea
Printing/ processing	132,000	print, fold, insert, sort		\$0.038/ea

Shipping, secure, nest day delivery to Hillsboro Post Office* \$660.00

*Our normal process would have us print, process (fold, insert), sort and mail from our production facility/presort facility. We can accommodate using your local postal permit through a one-time USPS transfer fee. We would invoice postage as separate item.

This would allow us to capture the lowest possible postage costs, eliminate the cost of shipping bills to the Hillsboro PO and reduce the time of final delivery to the recipient.



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**Vendor
 Information:**

<u>The Master's Touch, LLC</u>	<u>Jennifer R. Ojcius</u>	
Company Name	Authorized Agent (Print)	
<u>1405 N Ash St</u>	<u>Jennifer R. Ojcius</u>	
Address	Signature	
<u>Spokane WA 99201</u>	<u>Vice President of Administration</u>	
City/State/Zip Code	Title	
<u>800-301-1347</u>	<u>9/5/14</u>	<u>14-1867056</u>
Telephone #	Date	Tax ID #
<u>masters@themasterstouch.com</u>	<u>509-326-7214</u>	
E-mail	Fax #	



Pricing Schedule, Terms & Conditions

Confidential Pricing for:

Jefferson County Missouri

Pricing for:

Personal, Business, and Mobile Home Accounts

- Initial Setup
- #10 window outgoing envelope printed black on the face only
- #9 Reply non-window envelope printed black on the face only
- personal and mobile home forms 8 ½ x 11 on 20# white stock, printed black on both sides
- business account forms 8 ½ x 14 on 20# white stock, printed black on both sides
- 8 ½" x 11" letter printed black only (static, no data) on the face on 20# white stock
- Mail Processing
 - CASS certification and correction of defective addresses
 - NCOA to comply with USPS move update,
 - Laser printing data onto face of forms,
 - fold and insert into #10 envelope.
 - Include #9 reply envelope
 - Add any other static or selectable insert per customer requirements.
 - IMb Trace to track delivery of every mail piece by carrier
 - Processing and delivery to USPS within 7-10 days of receipt of County proof approvals

TMT's billing and payment terms are Net 30.

Early January -

Personal (87,000) and MH (7,000) notices – \$0.149 each plus postage – both types

Business (10,000) notices – \$0.198 each plus postage

Mid January –

Personal/MH (2,400) and Business (150) – \$0.29 each plus postage – all types

March –

Personal (20,000) and MH (3,000) – \$0.193 each plus postage – both types

Business (2,500) – \$0.275 each



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**Vendor
 Information:**

<u>Peregrine Corporation</u>	<u>Chrissy McKee</u>
Company Name	Authorized Agent (Print)
<u>901 E. 12th St.</u>	<u>Chrissy McKee</u>
Address	Signature
<u>Joplin, MO 64801</u>	<u>Account Executive</u>
City/State/Zip Code	Title
<u>417-206-4500</u>	<u>9/5/14</u>
Telephone #	Date
	<u>72-1429903</u>
	Tax ID #
<u>cmckee@peregrinesolutions.com</u>	<u>417-206-4544</u>
E-mail	Fax #

September 5, 2014

Specifications/Bid Form

All forms will meet the USPS postal mailing requirements and regulations.

Proposal to process, print, and mail assessment forms and letter, with Jefferson County Covering First Class Postage expense.

Early January Mailing

87,000 Personal Property, 10,000 Personal Property with mobile homes and 7,000 business accounts per your specification sheet.

Mid January Mailing

1300 Personal Property, 200 Personal Property with mobile homes and 200 business assessment forms per your specification sheet

March Mailing

20,000 Personal Property, 3,000 Personal Property with mobile homes and 2,500 business accounts per your specification sheet.

Your total for all services, forms, envelopes, and delivery to Hillsboro, MO Post Office will be \$0.19 each piece. I have broken the overall totals down below for the 3 different mailing periods.

Early January Total 104,000 - \$19,760.00

Mid January Total 1,700 - 2,550 - \$323.00 - \$484.50

March Total 25,500 - \$4,875.00

9/5/14

Date

Chrissy McKee

Chrissy McKee