

BID TABULATION-PROCESS PRINT AND MAIL TAX BILLS 2015

PROCESS, PRINT AND MAIL TAX BILLS 2015 BID OPENING 3-31-15	DATA INTEGRATORS	MAIL SERVICES, LLC	CENVEO CORP	INPUT TECHNOLOGY INC.	INPUT TECHNOLOGY INC.	QUILL	EDWARD J. RICE COMPANY, INC.
	1190 INTERNATION PKWY FREDERICKSBURG, VA 22406	4100 121ST STREET URBANDALE, IA 50323	101 WORKMAN CT. EUREKA, MO 63025	4425 HUNT AVE. ST. LOUIS MO 63110	4425 HUNT AVE. ST. LOUIS, MO 63110	100 SHELTER ROAD LINCOLNSHIRE, IL 60069	P.O. BOX 1398 SPRINGFIELD, MO 65801
ESTIMATED TOTAL COST \$	\$19,800.00	\$15,800.00	\$14,335.00	\$18,035.00	\$20,112.00	NO BID	NO BID
NOTARIZED WORK AFFIDAVIT COMPLETED	YES	YES	YES	YES	YES		
COPY OF INSURANCE PROVIDED	YES	NO	YES	YES	YES		
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	NO	NO	YES	YES	YES		
COOPERATIVE BID FORM (Y/N)	Y	Y	Y	Y	Y		
COOPERATIVE CONTACT INFO:	YES	YES	YES	YES	YES		
COMPANY INFORMATION AND SIGNATURE	NO	NO	YES	YES	YES		
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A		
COMMENTS:	MAILING FROM FALMOUTH VA POST OFFICE	REDUCE POSTAGE COST BY USING GROUP MAILING	POSTAGE NOT INCLUDED. ONLINE SERVICES NOT INCLUDED	OPTION 1	OPTION 2		



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

Request for Proposal: PROCESS, PRINT AND MAIL TAX
BILLS 2015

Date Issued: 2-25-15

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, MARCH 31, 2015, AT 2:00 P.M. LOCAL TIME.

**Specification
 Contact:**

BETH MAHN
 Department of the County Collector
 636-797-6441
 bmahn@jeffcomo.org

**Contract
 Contact:**

VICKIE PRATT
 Department of Administrative Services
 636-797-5380

**Mail (3) Three
 Complete Copies
 With Vendor And
 Proposal
 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
SEALED PROPOSAL: (PROPOSAL NAME)	

**Contract Term:
 upon approval by
 the County Council
 and County
 Executive**

The undersigned certifies that he/she has the authority to bind this company in an agreement/contract to supply the commodity or service in accordance with all terms, conditions, and pricing specified. This Proposal, if accepted, will constitute an Agreement and Contract with Jefferson County, Missouri, upon approval of the County Council and County Executive. Prices are firm during this agreement term, unless agreed upon in writing by the County. The County has the option to renew this agreement at the same terms and conditions as the original agreement for one additional one-year term with the written consent of the successful bidder. Price increases for renewals are not authorized unless approved in writing by the County.

**Vendor
 Information:**

Data Integrators	Robert L. Denton
Company Name	Authorized Agent (Print)
1190 International Pkwy	
Address	Signature
Fredericksburg, VA 22406	President
City/State/Zip Code	Title
571-238-7633	3/30/15
Telephone #	Date
bdenton@dataintegrators.com	Tax ID #
E-mail	Fax #

SPECIFICATIONS

Please present a proposal to process, print, and mail the 2015 real estate and personal property tax bills according to the following specifications. Please keep in mind that the following volumes are estimates at this time, more specific numbers will not be available prior to the bidding of this job.

Real Estate tax bills should total approximately 100,000.

Personal Property tax bills should also total about 100,000.

At an agreed upon time, probably late October, the vendor will receive the information from our software vendor, process this information to re-format for laser printed tax bills. An additional alert will need to be printed on approximately 40,000 of the real estate tax bills that have lender codes.

The bills will need to have a minimum 5-digit for greatest depth of sort, Intelligent Mail Bar Code, and One Code ACS compliance.

We will require a report of all ACS address changes that are made to both real estate and personal property accounts so we can update our files.

Real Estate and Personal Property tax bills will be inserted into #10 window envelopes along with a #9 return envelope and delivered to the Hillsboro Post Office for mailing. Falmouth VA post office.

Quoted prices should include all forms, mailing envelopes, return envelopes, and services required to process the mailing of completed tax bills.

Service provider must provide online services that allow the County to search, view and print images of each tax bill.

Service provider must be able to electronically match like names/addresses to allow collation and mailing of multiple bills in a single outgoing mail piece to reduce postage expenditures.

Service provider must be able to electronically match like names/addresses across separate files to allow collation and mailing of Real Estate Tax Bill and Personal Property Tax bill in a single outgoing mail piece to reduce postage expenditures.

Service provider must be able to insert additional sheets on a conditional basis.

If you have any questions concerning the specifications required, please don't hesitate to call Beth Mahn, Collector of Jefferson County at 636-797-6441.

ESTIMATED TOTAL COST: \$ 19,800.00



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**Vendor
 Information:**

<u>Mail Services, LLC</u>	<u>BARRY PATERSON</u>
Company Name	Authorized Agent (Print)
<u>4100 121ST STREET</u>	<u>[Signature]</u>
Address	Signature
<u>URBANDALE, IA 50323</u>	<u>Director of Sales</u>
City/State/Zip Code	Title
<u>515-727-7700</u>	<u>3-17-2015</u>
Telephone #	Date
	<u>20-8732530</u>
	Tax ID #
<u>bpaterson@mailservicesllc.com</u>	<u>515-246-1245</u>
E-mail	Fax #

Mail Communications Group is a strong partner with Devnet software and is very familiar with the Jefferson County requirements.

Along with the standard service offerings, we provide the ability to reduce postage costs significantly by GROUP MAILING.

GROUP MAILING – We have the capability to electronically match like name/address to allow us to group together multiple parcels in a single envelope to reduce required postage. We can do the same with Real Estate and Personal Property. We can combine the two bills into a single envelope to significantly reduce postage.

Statement Base Processing includes the following:

Materials

Blank 8.5"x11" statement stock w/ tear off perforation
Outer envelope: #10 Single Window, Black Ink.
Reply envelope: #9 white, black ink

Processing

Data preprocessing
CASS Certified Address Cleansing
ACS reporting
Change of Address Mail Forwarding

Production

Laser imaging, simplex
Mail production including fold, insert, seal, meter, presort.

Electronic Documents

On line statement preview and edit prior to printing
Thirty days on line document access following printing
Production Reports via Email
Move/Update Report if applicable

Bad Address Report

Submission Verification Report

Account Detail Report

Pricing:

200,000	Outgoing Envelope	\$0.017/ea
	Return Envelope	\$0.012/ea
	<u>Stock form and all processing</u>	<u>\$0.050/ea</u>
	Total	\$0.079/ea

Shipping, secure, next day delivery to the Hillsboro Post Office \$0.005/ea



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Vendor Information:

Genveo Corp	Les Kaufman
Company Name	Authorized Agent (Print)
101 Workman Ct	Les Kaufman
Address	Signature
Eureka, MO 63025	Sr. Account Manager
City/State/Zip Code	Title
314-543-4283	3/27/15
Telephone #	Date
Les.Kaufman@Genveo.com	314-966-4725
E-mail	Fax #

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ESTIMATED TOTAL COST: \$ 14,335.00 (postage not included)



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Vendor Information:

Input Technology Inc.	Sam Farinella
Company Name	Authorized Agent (Print)
4425 Hunt Ave	A. Farinella
Address	Signature
St Louis MO 63110	Account Manager
City/State/Zip Code	Title
(314) 534-4375	3/21/15
Telephone #	Date
	43-1232726
	Tax ID #
SAM.FARINELLA@INPTech.COM	(314) 534-3285
E-mail	Fax #

Response to the proposal

Input Technology agrees to all bid specifications.

Job steps:

Envelopes

- Receive layout for #10 and #9 envelopes in electronic format.
- Print 200,000 1-color black standard #10 24lb window envelopes.
- Print 200,000 1-color black standard #9 24lb window envelopes.
- Generate proofs for customer approval.

Process and print for mailing.

- Receive ASCII 4 files of names, addresses and tax information.
- CASS certify for better mailing integrate and postage discount.
- Postal qualify name and addresses for minimal postage.
- Set-up variable name and address and tax information on to real estate and personal property forms onto 8½ x 11 sheets
- Sort loan company copies into lender code sequence.
- Generate PDF proofs for customer approval.
- Laser print 200,000 Real Estate and Personal Property tax bills on 50lb offset white paper 8½ x 11 and perforate for remittance stub.
- Fold and insert 200,000 bills with #9 reply envelope into #10 window envelope.
- Ship bills to Hillsboro USPS and mail using indicia.

Option 1:

Total cost for 2015 Mail Personal Property separate from Real Estate. Combine Real Estate with matching names/address :

Data processing and printing cost: \$35.31/m (200 * \$35.31 = \$7,062)

Envelope and inserting cost: \$56.27/m (195 * \$56.27 = \$10,973)

\$18,035 Total cost.

\$3.50/m for inserting additional inserts.

**** See additional postage savings option below. ****

This option offers a postage saving at No Additional Cost.

ITI will combine Real Estate statements with identical name and address into one envelope. This will save postage by reducing the total envelopes mailed. Upto four statements can be combine into one envelope and still be under 1oz for no additional postage cost but reducing the postage cost by three envelopes. Most of the envelopes will be mailed at the lowest postage rate of \$0.381 per envelope. If only 10% of the Real Estate accounts get combined that would be a minimum reduction of 5,000 envelopes or 5,000 * \$0.381 = \$1,905 postage saving.

(See next page for Option 2)

Option 2:

Total cost for 2015 Mail combining Personal Property with Real Estate also combine Real Estate with matching names/address :

Data processing and printing cost: \$35.31/m (200 * \$35.31 = \$7,062)

Envelope and inserting cost: \$56.27/m (145 * \$90 = \$13,050)

\$20,112 Total cost.

\$3.5/m for inserting additional inserts.

**** See additional postage savings option below. ****

This option offers a postage saving at No Additional Cost.

ITI will combine Real Estate statements with identical name and address into one envelope. This will save postage by reducing the total envelopes mailed. Upto four statements can be combine into one envelope and still be under 1oz for no additional postage cost but reducing the postage cost by three envelopes. Most of the envelopes will be mailed at the lowest postage rate of \$0.381 per envelope. If only 10% of the Reat Estate accounts get combined that would be a minumum reduction of 5,000 envelopes. Also combine about 50% of Personal Property statements with a Real Estate statement. This would reduce envelopes by an additional 50,000 envelopes for a total envelope reduction of 55,000 or $55,000 * \$0.381 = \$20,955$ postage saving.