

Mail Processing -

CITY OF TRAVERSE CITY BID TABULATION

PROJECT: Winter/Summer Tax Bills DUE DATE: 5-24-11 TIME: 2 PM LOCATION: County Committee Room
Julie Dalton + Kelli Springer

VENDOR	TOTAL						
<u>Maple River LLC</u>		<u>Presort Services</u>		<u>KCI</u>		<u>DataMail</u>	
Goldenrod Summer	595. -		181. ⁹⁰		170. -		340. -
Golden Winters	595. -		181. ⁹⁰		170. -		340. -
Print 10 Whtk Summer	510. -		357. -		170. -		239. ⁹⁷
" " Winter	510. -		357. -		170. -		239. ⁹⁷
Last Summer	1,020. -		493. -		850. -		255. -
" Winter	1,020. -		493. -		850. -		255. -
Insert Summer	510. -		544. -		Ø		255. -
" Winter	510. -		544. -		Ø		255. -
Insert Summer Multiple	TBD		629. -		*425		included in above
" Winter "	TBD		629. -		*425		included in above
Postage Summer	3,519. -		2890. -		2941. -		2890. -
" Winter	3,519. -		2890. -		2941. -		2890. -
Process Summer	Ø		125. -		Ø		175. -
" Winter	Ø		125. -		Ø		175. -

* 1oz = .39
 2oz = .51

See bid sheets for details

SPECIFICATIONS

**CITY OF TRAVERSE CITY
 REQUEST FOR PROPOSAL
 MAIL PROCESSING FOR SUMMER AND WINTER TAX BILLS
 DUE MAY 24, 2011, 2 PM**

VENDOR: PLEASE COMPLETE & RETURN THESE SHEETS

The City of Traverse City sends approximately 8,500 tax bills on perforated, preprint on back (preprint info will be done by the vendor and supplied in a word document by the City), golden stock paper and they are received in the homes on July 1 and December 1 each year. The City utilizes BSA.net software program and can provide the tax bills in a pdf format. Below is a request for proposal for envelopes, processing, paper stock, cass/postal certification, imb address block, insert/fold and sort tax bill into envelope, programming and postage. Please fill out each service that your company can provide. If you have any questions or concerns, please do not hesitate to contact me (Karla Myers-Berman, Deputy Treasurer) at 231-922-4437. **The proposal is due May 24, 2011.** Thank you in advance for your cooperation.

QTY	DESCRIPTION	Unit Price	Total Price
8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	.07	595.00
8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	.07	595.00
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	.06	510.00
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	.06	510.00
	Process summer property tax data the City will supply PDF File vendor will supply CASS Certification and IMB Bar coding along with house holding - mutiple bills into one envelope based on the same name and address. - SUMMER		.00
	Process summer property tax data the City will supply PDF File vendor will supply CASS Certification and IMB Bar coding along with house holding - mutiple bills into one envelope based on the same name and address. - WINTER		.00
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	.12	1,020.00

QTY	DESCRIPTION	Unit Price	Total Price
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	.12	1,020.00
8500	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	.06	510.00
8500	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	.06	510.00
8500	insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER	.10	tbd*
8500	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER	.10	tbd*
8500	Postage rate-SUMMER	10000 .414	3,519.00
8500	Postage rate - WINTER	10000 .414	3,519.00

Any other costs or other comments please describe below.

- ELECTRONIC artwork SUPPLIED
- CUSTOMER required to set pdf-file to FIT WINDOW ENVELOPE
 - SAMPLE ENVELOPE ENCLOSED
- ADDITIONAL POSTAGE RATES APPLY FOR HEAVIER PIECES

* Quantities to be determined

Vendor - Please complete and return

PROPOSAL SUMMARY

TITLE: MAIL PROCESSING FOR SUMMER AND WINTER
TAX BILLS
DUE DATE: MAY 24, 2011

Having carefully examined the attached specifications and any other applicable information, the undersigned proposes to furnish all items necessary for and reasonably incidental to the proper completion of this proposal. Vendor submits this proposal and agrees to meet or exceed all requirements and specifications unless otherwise indicated in writing and attached hereto.

Vendor certifies that as of the date of this proposal the Company or he/she is not in arrears to the City of Traverse City for debt or contract and is in no way a defaulter as provided in Section 152, Chapter XVI of the Charter of the City of Traverse City.

Vendor understands and agrees, if selected as the successful vendor, to accept a purchase/service order and to provide proof of the required insurance.

The Vendor shall comply with all applicable federal, state, local and building codes, laws, rules and regulations and obtain any required permits for this work.

The Vendor certifies that it is in compliance with the City's Nondiscrimination Policy as set forth in Administrative Order No. 47 and Chapter 605 of the City's Codified Ordinances.

Vendor understands that the City reserves the right to accept any or all proposals in whole or part and to waive irregularities in any proposal in the best interest of the City. The proposal will be evaluated and awarded on the basis of the best value to the City. The criteria used by the City may include, but will not be limited to: ability, qualifications, timeframe, experience, price, type and amount of equipment, accessories, options, insurance, permits, licenses, other pertinent factors and overall capability to meet the needs of the City. The City is sales tax exempt - Government.

Vendor agrees that the proposal may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the proposal.

Submitted by:
Linda M. Kwiat
Signature
LINDA M. KWIAK /owner Mergis Sales
Name and Title (Print)
231-935-4300 231-935-4343
Phone Fax

MAPLE RIVER DIRECT MAIL
Company Name
1509 NORTHMEADOW STREET
Company Address
TRAVERSE CITY MI 49780
City, State, Zip
LLC
Sole proprietorship/partnership/corporation
If corporation, state of corporation

SPECIFICATIONS

**CITY OF TRAVERSE CITY
REQUEST FOR PROPOSAL
MAIL PROCESSING FOR SUMMER AND WINTER TAX BILLS
DUE MAY 24, 2011, 2 PM**

VENDOR: PLEASE COMPLETE & RETURN THESE SHEETS

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QTY	DESCRIPTION	Unit Price	Total Price
8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	0.0214	181.90
8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	0.0214	181.90
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	0.042	357.00
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	0.042	357.00
	Process summer property tax data the City will supply PDF File vendor will supply CASS Certification and IMB Bar coding along with house holding - mutiple bills into one envelope based on the same name and address. - SUMMER		125. ⁰⁰
	Process summer property tax data the City will supply PDF File vendor will supply CASS Certification and IMB Bar coding along with house holding - mutiple bills into one envelope based on the same name and address. - WINTER		125. ⁰⁰
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	0.058	493. ⁰⁰

QTY	DESCRIPTION	Unit Price	Total Price
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	0.058	493.00
8500	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	0.064	544.00
8500	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	0.064	544.00
8500	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER	0.074	629.00
8500	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER	0.074	629.00
8500	Postage rate-SUMMER	0.34	2890.00
8500	Postage rate - WINTER	0.34	2890.00

Any other costs or other comments please describe below.

Vendor - Please complete and return

PROPOSAL SUMMARY

TITLE: MAIL PROCESSING FOR SUMMER AND WINTER
TAX BILLS
DUE DATE: MAY 24, 2011

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Vendor agrees that the proposal may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the proposal.

Submitted by: [Signature]
Signature
THERESA PETERLEIN
Name and Title (Print)
6162471177 6162476853
Phone Fax

PRESORT SERVICES INC
Company Name
3594 ROGEE B CHAFFEE
Company Address
GRAND RAPIDS MI 49548
City, State, Zip

Sole proprietorship/partnership/corporation
MI
If corporation, state of corporation

SPECIFICATIONS

**CITY OF TRAVERSE CITY
REQUEST FOR PROPOSAL
MAIL PROCESSING FOR SUMMER AND WINTER TAX BILLS
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8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	.02	0
8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	.02	0
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	.02	0
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	.02	0
	Process summer property tax data the City will supply PDF File vendor will supply CASS Certification and IMB Bar coding along with house holding - mutiple bills into one envelope based on the same name and address. - SUMMER		0
	Process summer property tax data the City will supply PDF File vendor will supply CASS Certification and IMB Bar coding along with house holding - mutiple bills into one envelope based on the same name and address. - WINTER		0
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	.10	0

QTY	DESCRIPTION	Unit Price	Total Price
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	.10	0
8500	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	-0-	0
8500	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	-0-	0
8500	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER	.05	0
8500	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER	.05	0
8500	Postage rate-SUMMER <i>ESTIMATED</i> <i>(FOR CITIZENS WHO ONLY HAVE ONE BILL)</i>	.34 ⁶	0
8500	Postage rate - WINTER <i>ESTIMATED</i> <i>(FOR CITIZENS WHO ONLY HAVE ONE BILL)</i>	.34 ⁶	0

Any other costs or other comments please describe below.

PLEASE SEND AS A SEPARATE FIVE.

~~PROBLEM~~ POSTAGE RATES FOR CITIZENS WHO HAVE
~~PROBLEM~~ MULTIPLE BILLS:

$$1 \text{ oz} = .39$$

$$2 \text{ oz} = .51$$

Vendor - Please complete and return

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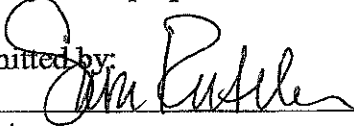
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Submitted by: 
Signature
SARA RATHBUN, GOVT SPEC
Name and Title (Print)
616.957.2120
Phone
Fax
616.957.3026

KCI
Company Name
3901 E PARIS AVESE
Company Address
GRAND RAPIDS MI 49512
City, State, Zip
MI
Sole proprietorship/partnership/corporation
If corporation, state of corporation

SPECIFICATIONS

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REQUEST FOR PROPOSAL
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8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	.04	\$340.00
8500	Goldenrod stock with printed back (information to be printed supplied by Traverse City in word document the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	.04	\$340.00
8500	Print #10 White Envelope that states TAX BILL ENCLOSED and Address Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	.02823	\$239.97
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8500	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	\$.03	\$255.00

QTY	DESCRIPTION	Unit Price	Total Price
8500	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	\$.03	\$255.00
8500	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	\$.03	\$255.00
8500	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	\$.03	\$255.00
8500	* Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER	Included	above
8500	* Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER	Included	above
8500	Postage rate-SUMMER	.34	\$2890.00
8500	Postage rate - WINTER	.34	\$2890.00

Any other costs or other comments please describe (PLEASE NOTE REGARDING HOUSE HOLDING) below. *The House Holding is included in insert and mail. Within the PDF DataMail Services would parse the address and key-off the same name and address. Usually more than 9 tax bills would not fit into a #10 Envelope would be placed into a 9 x 12 and hand labeled. First class pre-sort is based on .34 weighing under 1oz. DataMail Services provide all of its customers with maximum postal discounts. Postage is subject to the final Cass Certification of 8500 parcels and is based on weighing under 1oz for a Automated 5-digit.

Vendor - Please complete and return

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Vendor agrees that the proposal may not be withdrawn for a period of sixty (60) days from the actual date of the opening of the proposal.

Submitted by:  Digitally signed by Jeff Hayden
DN: cn=Jeff Hayden, o=DataMail Services,
ou=Sales,
email=Jeff.Hayden@datamailservices.com, c=US
DWC:2011.05.09 15:02:08 -0400

Jeff Hayden

Signature
Jeff Hayden - Sales Executive

Name and Title (Print)
313-530-3672 248-740-3526

Phone Fax

DataMail Services

Company Name
747 E. Whitcomb Avenue

Company Address
Madison Heights, Michigan 48071-1409

City, State, Zip
Corporation

Sole proprietorship/partnership/corporation
Michigan

If corporation, state of corporation