

ELECTION NOTICE MAILERS 2020 11-26-2019	SOUTHDATA INC	MIDWEST PRESORT MAILING SERVICES INC	PRESORT INC	SPECIALTY MAILINGS	INPUT TECHNOLOGIES INC
	201 TECHNOLOGY LANE MOUNT AIRY NC 27030	2222 WEST 110TH ST CLEVELAND OH 44102	5051 SOUTHWEST AVE ST LOUIS MO 63110	2801 CLARK AVE ST LOUIS MO 63103	4425 HUNT AVE ST LOUIS MO 63110
COST PER PIECE ON WHITE CARD STOCK	\$0.05	\$0.03	\$0.043	SEE ATTACHED	\$0.0353
COST PER PIECE ON COLOR CARD STOCK	\$0.07	\$0.0323	\$0.045	SEE ATTACHED	\$0.03609
REQUIRED DOCUMENTS					
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	N	N	Y	Y	Y
COPY OF INSURANCE PROVIDED	Y (EXPIRED)	Y	Y	Y	Y (EXPIRED)
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	Y	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	N	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	N	N	Y	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A
COMMENTS:	* DOES NOT INCLUDE POSTAGE. POSTAGE WILL BE CALCULATED AT THE MAXIMUM PRESORT RATE USING JEFFERSON COUNTY'S NONPROFIT INDICIA. SEE ATTACHED FOR CHANGES			SEE ATTACHED	



**JEFFERSON COUNTY**  
**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
729 MAPLE ST / PO BOX 100  
HILLSBORO MO 63050  
[WWW.JEFFCOMO.ORG](http://WWW.JEFFCOMO.ORG)

**BID #:** 19-0101

**Invitation for Bid:** **ELECTION NOTICE MAILERS 2020**

**Date Issued:** **10-21-2019**

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, **NOVEMBER 26, 2019** AT 2:00 P.M. LOCAL TIME.

**Specification**

**Contact:**

**KEN WALLER**

Department of the County Clerk  
636-797-5483  
[kwaller@jeffcomo.org](mailto:kwaller@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**

*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:**

**ONE YEAR CONTRACT  
WITH A ONE YEAR  
RENEWAL OPTION  
UPON APPROVAL OF 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 Bid, 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:**

SouthData Inc.

Lora Southard

Company Name

Authorized Agent (Print)

201 Technology Lane

Address

Signature

Mount Airy / NC / 27030

Vice President, Sales

City/State/Zip Code

Title

800.549.4722

11/15/19

56-1475336

Telephone #

Date

Tax ID #

[lhsouthard@southdata.com](mailto:lhsouthard@southdata.com)

(336) 789-4143

E-mail

Fax #

## ELECTION NOTICE MAILERS

## Jefferson County, Missouri

1. The County Clerk will provide to the vendor data that contains the polling place information, the voter registrant information and absentee data for the processing of the election notices in text (.txt) file formats.
2. The County Clerk will provide the information that is to be printed on the front and the back of the card for each election to be conducted in a word (.doc or .docx) document.
3. The Vendor shall process, print and deliver the election notices to the United States Post Office of the registered voters that are eligible to vote in all elections to be held in Jefferson County, Missouri in 2020.
4. The Vendor is required to filter and manipulate this data to ensure that absentee voters do not receive an election notice.\*

\*SouthData agrees to point 4 with the assumption that Jefferson County's data will include information about absentee voter addresses.

5. The Vendor is required to filter and manipulate this data to ensure that voters out of the country do not receive an election notice.\*

\*SouthData agrees to point 5 with the assumption that Jefferson County's data will include information about voters who are not in the country.

6. The Vendor will laser print the postcards with all variable information on the front of the card. Variable information shall include, but is not limited to:
  - a. Name of the voter
  - b. Mailing or Residential address of the voter
  - c. Voter identification number and ID Bar Code
  - d. Polling place name and number
  - e. Polling place address
  - f. Barcode
  - g. The date of the election
  - h. The polling place hour's statement
  - i. The return address of the County Clerk's Office
  - j. The Official Election mail logo,
  - k. The bulk postage permit number

*(The County Clerk's Office reserves the right to change, add or delete any information on the election notice.)*

7. The Vendor shall send such notices to the mailing address of each voter as provided.
8. The Vendor shall use postcards 4.25" x 6" in size printed on both sides of the card. The card stock should be a minimum 9-pt. cover stock. ***Stock color may change for each election and is to be determined at the discretion of the Jefferson County Clerk/Election Authority.***
9. The Vendor shall provide electronic data and live samples including live data for approval, prior to mailing.





10. The Vendor shall process the file(s) for the lowest postal rate to be compliant for the Jefferson County Clerk's Non-Profit Authorization.
11. The Vendor will process all data and provide the United States Postage reports to the Jefferson County Clerk's Office within 24 hours of receipt of the data file(s).
12. The Vendor will pick up postage check from County Clerk's Office.\*

\*In lieu of physical collection, SouthData Inc. will provide the Jefferson County Clerk's Office with an address for receipt of the postage check by mail.

13. The Vendor shall deliver said notices and postage to the United States Post Office on a date to be determined by the County Clerk's Office.
14. The number of notices per election may vary from 1,000 to 150,000 pieces per election. *Not all election dates for 2020 stated below are guaranteed to be conducted.*
  - February Special (*May not be conducted.*)
  - March Presidential Preference Primary
  - April General Municipal
  - August Primary
  - November General
15. The Vendor shall quote prices to include all forms and services required to process and the mailing of election notices. The Vendor shall quote per piece.
16. The Vendor shall submit sample mailing notices with bid.

COST PER PIECE \$ \_\_\_\_ 0.05 \_\_\_\_ White Card Stock\*

COST PER PIECE \$ \_\_\_\_ 0.07 \_\_\_\_ Color Card Stock\*

\*Does not include postage. Postage will be calculated at the maximum presort rate using Jefferson County's nonprofit indicia.





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<i>VENDOR NAME</i>	
<i>VENDOR ADDRESS</i>	
<i>CONTACT NUMBER</i>	<b>DEPARTMENT OF THE COUNTY CLERK</b>
	<b>JEFFERSON COUNTY MISSOURI</b>
	<b>729 MAPLE ST / PO BOX 100</b>
	<b>HILLSBORO MO 63050-0100</b>
SEALED BID: (BID NAME)	

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**Vendor  
Information:**

<u>SPECIALTY MAILING</u>	<u>PAUL J. SCAMITT</u>
Company Name	Authorized Agent (Print)
<u>2801 CHURCH AVENUE</u>	<u>Paul J. Scamitt</u>
Address	Signature
<u>ST. LOUIS, MO 63103</u>	<u>Sales &amp; Marketing Manager</u>
City/State/Zip Code	Title
<u>314-534-4599</u>	<u>11/25/19</u>
Telephone #	Date
<u>PAUL@SPECIALTYMAILING.COM</u>	<u>431701317</u>
E-mail	Tax ID #
	<u>314-534-4707</u>
	Fax #

PS

12. The Vendor will pick up postage check from County Clerk's Office.
13. The Vendor shall deliver said notices and postage to the United States Post Office on a date to be determined by the County Clerk's Office.
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COST PER PIECE \$ SEE ATTACHED White Card Stock

COST PER PIECE \$ SEE ATTACHED Color Card Stock

# Jefferson County Election Notice Mailers 2020

## Printing and Processing

Quantity	White Stock	Color Stock
1,000	\$ 0.630	\$ 0.750
2,000	\$ 0.327	\$ 0.347
5,000	\$ 0.155	\$ 0.175
10,000	\$ 0.091	\$ 0.103
20,000	\$ 0.061	\$ 0.073
30,000	\$ 0.052	\$ 0.064
40,000	\$ 0.047	\$ 0.059
50,000	\$ 0.044	\$ 0.056
60,000	\$ 0.041	\$ 0.053
100,000	\$ 0.039	\$ 0.051
140,000	\$ 0.038	\$ 0.050
150,000	\$ 0.037	\$ 0.049

## POSTAGE

Note: Postage costs may vary depending on when the mailing is completed. Postage rates are subject to increases by U.S. Postal Service Rate Commission. Postage costs will be billed at actual rates charged by USPS and can be verified by the postage statement that will be provided for each mailing. Postage will be calculated for each mailing at the lowest postal rate Jefferson County is qualified for. USPS reports will be sent to County Clerk's Office for check for Payment to USPS at time of mailing cards.