

PROCESS, PRINT & MAIL TAX BILLS 2019 4-9-2019	POSTAL PROS SOUTHWEST	MID-WEST PRESORT MAILINGS SERVICES INC	PCI GROUP INC	DIVERSIFIED COMPANIES LLC	MAIL SERVICES	INPUT TECHNOLOGY INC	THE MASTER'S TOUCH LLC	TOUCHPOINT CUSTOMER COMMUNICATIONS	PRESORT INC	DIAMOND COMMUNICATION SOLUTIONS
	4100 HAWKINS ST NE ALBUQUERQUE NM 87109	2222 WEST 110TH ST CLEVELAND OH 44102	11632 HARRISBURG RD FORT MILL SC 29707	3721 POWERS CT CHATTANOOGA TN 37416	9051 WATSON RD STE 256 ST. LOUIS MO 63126	4425 HUNT AVE ST. LOUIS MO 63110	1405 N ASH ST SPOKANE WA 99201	3932 MILLER RD NEWTON SQ PA 19073	5051 SOUTHWEST AVE ST. LOUIS MO 63110	900 KIMBERLY DR CAROL STREAM IL 60188
ESTIMATED TOTAL COST	\$29,000 + POSTAGE	\$16,866.90	\$20,000.00	\$22,000.00	\$25,751.40 BASED ON 167,000 MAIL PIECES	\$16,817 (SEE ATTACHED FOR DETAIL)	\$17,505 PLUS POSTAGE	\$15,500.00	\$21,650.00	\$25,350.00
REQUIRED DOCUMENTS										
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	N	Y	Y	N	N	Y	Y	N	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y	Y	Y(EXPIRED)	N	Y (EXPIRED)	Y	Y	N	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	Y	Y	N	Y	Y	Y	Y	Y
COOPERATIVE BID FORM (Y/N)	Y	N	Y	Y	N	Y	Y	Y	Y	Y
COOPERATIVE CONTACT INFO:	Y	N	Y	Y	N	Y	Y	Y	Y	Y
COMPANY INFORMATION AND SIGNATURE	Y	Y	Y	Y	Y	Y	Y	Y	N	N
BID DEPOSIT REQUIRED	N/A	N/A		N/A	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS:						SEE ATTACHED		*IF REQUESTED, BASED ON SPECIFICATIONS. TOUCHPOINT WILL PROVIDE PRICING FOR THE PRINTING OF ADDITIONAL INSERTS TO BE MAILED WITH THE TAX BILLS.		



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

BID #: 19-0033

Request for Proposal: PROCESS, PRINT & MAIL TAX BILLS 2019 **Date Issued:** 3-7-2019

PROPOSALS SHALL BE ACCEPTED UNTIL: TUESDAY, APRIL 9, 2019, 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>TEN DOR NAME</i>	
<i>TEN DOR 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)	

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.

Contract Term:

**ONE YEAR CONTRACT
WITH A ONE YEAR
RENEWAL OPTION
UPON APPROVAL OF THE
COUNTY COUNCIL AND
COUNTY EXECUTIVE**

**Vendor
Information:**

<i>Input Technology Inc.</i> Company Name	<i>Sam Farinella</i> Authorized Agent (Print)
<i>4425 Hunt Ave</i> Address	<i>Am Farinella</i> Signature
<i>St Louis MO 63110</i> City/State/Zip Code	<i>Account Manager</i> Title
<i>(314) 534-4375</i> Telephone #	<i>4/5/19</i> <i>43-1232726</i> Date Tax ID #
<i>SAM.FARINELLA@INPTECH.COM</i> E-mail	<i>(314) 534-3285</i> Fax #

SPECIFICATIONS

Please present a proposal to process, print, and mail the 2019 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.

In mid to late October, the vendor will receive the information from our software vendor. You will need to 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 tax bills will be printed on 8 1/2" X 11" paper with a 1/3 perforation.

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

We will require a report of all 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 mailed.

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

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

Service Provider must be able to insert additional sheets on a conditional basis such as an informational brochure.

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

ESTIMATED TOTAL COST: \$ 16,817 (SEE ATTACHED FOR DETAIL)

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 1-color black standard #10 24lb window envelopes.
- Print 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 Real Estate and Personal Property tax bills on 60lb offset white paper 8½ x 11 and perforate for remittance stub.
- Fold and insert bills with #9 reply envelope into #10 window envelope.
- Ship bills to Hillsboro USPS and mail using indicia.

Total estimated cost for 2019 Mail Personal Property and Real Estate. Combining matching names/address :

Envelope cost: \$30.98/m (170 * \$30.98 = \$5,267)

Data processing , printing and insert cost: \$57.75/m (200 * \$57.75 = \$11,550)

\$16,817 Total cost.