

PERSONAL PROPERTY MAILERS 2019 9-11-2018	PRESORT INC	DIVERSIFIED COMPANIES	MAIL SERVICES LLC	MID-WEST PRESORT MAILINGS SERVICES INC	DATA INTEGRATORS	BUSINESS FORMS MANAGEMENT INC	INPUT TECHNOLOGY INC
5051 SOUTHWEST AVE. ST. LOUIS MO 63110	3721 POWERS COURT CHATTANOOGA TN 37416	4100 121ST ST URBANDALE IA 50323	2222 WEST 110TH ST CLEVELAND OH 44102	1190 INTERNATIONAL PARKWAY FREDERICKSBUR G VA 22406	315 STAG INDUSTRIAL BLVD LAKE SAINT LOUIS MMO 63367	4425 HUNT AVE SAINT LOUIS MO 63110	
JANUARY 2019 MAILERS							
PERSONAL FORMS (87,000)	\$19,013.62	\$0.121 EA \$10,527.00	\$12,869.24	\$10,800.73	\$10,440.00	\$9,563.77 W/ SHIPPING	\$12,441 = 87*\$143/
BUSINESS ACCOUNT (7,000)	\$2,385.82	\$0.165 EA \$1,155.00	\$1,358.84	\$869.02	\$770.00	\$1,342.978 W/ SHIPPING	\$1,715= 7*\$245
PERSONAL ACCOUNTS WITH MOBILE HOME (10,000)	\$3,647.60	\$0.121 EA \$1,210.00	\$1,479.80	\$1,241.46	\$1,100.00	\$1,375 W/ SHIPPING	\$1,430= \$143/
MID-JANUARY MAILERS							
PERSONAL FORMS/MOBILE HOME (3,000)	\$1,287.33	\$0.121 EA \$363.00	\$443.76	\$395.44	\$360.00	\$682.28 W/SHIPPING	\$429=3* \$143/
MARCH 2019 MAILERS							
PERSONAL ACCOUNTS (25,000)	\$7,733.50	\$0.121 EA \$3,025.00	\$3,698.00	\$2,977.49	\$3,000.00	\$3,200 W/ SHIPPING	\$3,575= 25*\$143/
BUSINESS ACCOUNTS (2,5000)	\$964.60	\$0.165 EA \$412.50	\$485.30	\$297.75	\$275.00	\$575.93 W/ SHIPPING	\$612.50=2.5*\$245/
PERSONAL ACCOUNTS WITH MOBILE HOME (3,000)	\$1,257.52	\$0.121 EA \$363.00	\$443.76	\$357.30	\$330.00	\$711.20 W SHIPPING	\$429= 3*\$143
TOTAL COST OF MAILERS	\$36,289.99	\$17,055.50	\$20,777.90	\$16,393.19	\$16,275.00	\$17,451.158 W/ SHIPPING	\$20,631.50

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REQUIRED DOCUMENTS							
NOTARIZED WORK AFFIDAVIT COMPLETED	Y	Y	Y	Y	Y	Y	Y
E-VERIFICATION DOCUMENTATION (Y/N):	N	Y	N	N	N	Y	Y
COPY OF INSURANCE PROVIDED	Y	Y	N	Y	Y	Y	Y
TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY	Y	Y	N	N	N	Y (NOT NOTARIZED)	Y
COOPERATIVE BID FORM (Y/N)	Y	Y	Y	N	Y	N	Y
COOPERATIVE CONTACT INFO:	Y	Y	Y	N	Y	N	Y
COMPANY INFORMATION AND SIGNATURE	N	Y	Y	Y	Y	N	Y
BID DEPOSIT REQUIRED	N/A	N/A	N/A	N/A	N/A	N/A	N/A
COMMENTS:			WE FIND AN ADDITIONAL INSERT, VALUED AT \$1172.00. THAT WE DID NOT PROVIDE AN PREVIEW MAILINGS. IF THAT INSERT IS NOT REQUIRED OUR PRICES CAN BE REDUCED BY THAT AMOUNT.			SEE ATTACHED. MISSING PAGES 15-58	



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

BID #: 18-0061

Invitation for Bid: PERSONAL PROPERTY MAILERS 2019 Date Issued: 8-2-2018

BIDS SHALL BE ACCEPTED UNTIL: TUESDAY, SEPTEMBER 11, 2018, AT 2:00 P.M. LOCAL TIME.

**Specification
Contact:**

ANGIE POPE
Department of the County 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

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**

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:**

Business Forms Management, Inc. Danielle Bissell
Company Name Authorized Agent (Print)

315 Stag Industrial Blvd. Danielle Bissell
Address Signature

Lake St Louis, MO 63367 V.P.
City/State/Zip Code Title

636-561-5600 43-1190263
Telephone # Date Tax ID #

DANIELLEHOBFMGROUPINC.COM 636-561-5315
E-mail Fax #

Pricing Sheet

January 2019 Mailers

Personal Forms (87,000) mail labor: 4900	\$	9,563.77	w/ Shipping
EST Postage: 0.30/P			
Business Account (7,000) mail labor: \$450	\$	1342.978	w/ Shipping
EST Postage: 0.30/P			
Personal Accounts with mobile home (10,000)	\$	1375.00	w/ Shipping
mail labor: 600			
postage: 0.30/P			

Mid-January Mailers

Personal Forms/ Mobile homes (3,000)	\$	682.28	w/ Shipping
mail labor: 250			
est postage: 0.30/P			

March 2019 Mailers

Personal Accounts (25,000) ML: 1400	\$	3200.00	w/ Shipping
EST Postage: 0.30/P			
Business Accounts (2,500)	\$	575.93	w/ Shipping
ML: 225 EST Post: 0.30/P			
Personal Accounts with mobile home (3,000)	\$	711.20	w/ Shipping
ML: 250			
est postage: 0.30/P			

Printing: w/ Shipping
Total Cost of Mailers \$ 17,451.158

ML = Mailing Labor

EP: Estimated postage

ML = Mailing

*These postage estimates are mere estimates provided by US postal service