

BOARD OF BIDS & CONTRACTS
BoCC Meeting Room at 10:00 a.m.

June 26, 2014
(1 Item)

AGENDA ITEMS

1. On Call Mailing Services-----Various Departments

**1. ON-CALL MAILING SERVICES -- VARIOUS DEPARTMENTS
FUNDING -- VARIOUS DEPARTMENTS**

(Request sent to 22 vendors)

RFB #14-0055 Contract

Mailing Services	Stampede Mailing Services	Postal Presort, Inc.	Handy Mailing Service	KC Presort, LLC
1. With Return Envelopes				
1a. 1 page	\$0.0450	\$0.2440	\$0.0640	\$0.0660
1b. 2 pages	\$0.0500	\$0.2680	\$0.1396	\$0.0820
1c. 3 pages	\$0.0550	\$0.2920	\$0.1696	\$0.0980
1d. 4 pages	\$0.0600	\$0.3160	\$0.1996	\$0.1140
1e. 5 pages	\$0.0650	\$0.3400	\$0.2196	\$0.1300
1f. 6 pages	\$0.0700	\$0.3640	\$0.2496	\$0.1460
2. Without Return Envelopes				
2a. 1 page	\$0.0450	\$0.1640	\$0.0467	\$0.0560
2b. 2 pages	\$0.0500	\$0.1880	\$0.1196	\$0.0720
2c. 3 pages	\$0.0550	\$0.2120	\$0.1396	\$0.0880
2d. 4 pages	\$0.0600	\$0.2360	\$0.1696	\$0.1040
2e. 5 pages	\$0.0650	\$0.2600	\$0.1996	\$0.1200
2f. 6 pages	\$0.0700	\$0.2840	\$0.2196	\$0.1360
3. With 1/3 Page Inserts & Return Envelope				
3a. 1 page	\$0.0500	\$0.2940	\$0.0761	\$0.0760
3b. 2 pages	\$0.0550	\$0.3180	\$0.1596	\$0.0920
3c. 3 pages	\$0.0600	\$0.3420	\$0.1950	\$0.1080
3d. 4 pages	\$0.0650	\$0.3660	\$0.2228	\$0.1240
3e. 5 pages	\$0.0700	\$0.3900	\$0.2548	\$0.1400
3f. 6 pages	\$0.0750	\$0.4140	\$0.2868	\$0.1560
4. With 1/3 Page Inserts & No Return Envelope				
4a. 1 page	\$0.0500	\$0.2140	\$0.0640	\$0.0560
4b. 2 pages	\$0.0550	\$0.2380	\$0.1396	\$0.0720
4c. 3 pages	\$0.0600	\$0.2620	\$0.1696	\$0.0880
4d. 4 pages	\$0.0650	\$0.2860	\$0.1996	\$0.1040
4e. 5 pages	\$0.0700	\$0.3100	\$0.2196	\$0.1200
4f. 6 pages	\$0.0750	\$0.3340	\$0.2496	\$0.1360
5. Price per additional page in excess of 6	flat rate	\$0.0240	\$0.0300	\$0.0700
No Bid	Strahm Automation & Mailing	Big Ink Consolidated Graphics	The Master's Touch, LLC	Envision, Inc.
	Contemporary Communications		KETCH	

On behalf of various departments, recommend to **accept the best bid from Postal Presort, Inc. at the rates listed for one (1) year with two (2), one (1) year options to renew.**

The county has been outsourcing mailing services for large jobs such as tax statements and appraisal notices for many years. Due to changing markets and advances in digital technology, it has become clear that the most efficient way to proceed with these services is to have the mailing vendor also do the printing. This process starts with the county sending an electronic file to the vendor, the vendor then prints our files as instructed by the department, the department views several samples of files being printed for quality assurance and the vendor will then fold, stuff and process for bulk mailing service. Postal Presort will print all statements, inserts and envelopes and process for mailing at the rates listed above.

Last year the county spent approximately \$45,000.00 on mailing services alone.

The Treasurer and Appraiser, who are the key stakeholders of this contract, are willing to pay the additional costs for the efficiency these services will provide.

Postal Presort is currently providing mailing services to the county and has also provided these services in the past.

Notes:

Handy Mailing Service will only guarantee a maximum of 30,000 1-sided pages (clicks) per day. This quantity is unacceptable to the county as the county's print shop uses a machine that runs 10,800 clicks per hour, which works out to be 86,400 clicks per day.

Stampede Mailing Services bid on mailing services only.

The county is not interested in contracting with a vendor outside of Wichita. This has been done in the past and caused numerous problems related to service and time constraints. Due to statutes regulating the receipt of certain statements by residents, the county cannot afford to miss a deadline. KC Presort and Stampede Mailing Services are both located outside of Wichita.