

**BOARD OF BIDS AND CONTRACTS MARCH 5, 2015**

**3. ON-CALL MAILING SERVICES -- VARIOUS COUNTY DEPARTMENTS**

**FUNDING -- VARIOUS COUNTY DEPARTMENTS**

(Request sent to 21 vendors)

RFB #15-0010 Contract

| Mailing Services                                         | KE Enterprises, Inc.<br>dba Contemporary<br>Communications | Pitney Bowes, Inc.  | Mail<br>Communications<br>Group          | Hanco, Inc. dba<br>Handy Mailing<br>Service |
|----------------------------------------------------------|------------------------------------------------------------|---------------------|------------------------------------------|---------------------------------------------|
| <b>1. With Return Envelopes</b>                          |                                                            |                     |                                          |                                             |
| 1a. 1 page                                               | \$0.2590                                                   | \$0.1460            | <b>\$0.0980</b>                          | \$0.0640                                    |
| 1b. 2 pages                                              | \$0.2800                                                   | \$0.1860            | <b>\$0.1200</b>                          | \$0.1396                                    |
| 1c. 3 pages                                              | \$0.3020                                                   | \$0.2260            | <b>\$0.1420</b>                          | \$0.1696                                    |
| 1d. 4 pages                                              | \$0.3280                                                   | \$0.2660            | <b>\$0.1640</b>                          | \$0.1996                                    |
| 1e. 5 pages                                              | \$0.3520                                                   | \$0.3060            | <b>\$0.1860</b>                          | \$0.2196                                    |
| 1f. 6 pages                                              | \$0.3760                                                   | \$0.3460            | <b>\$0.2080</b>                          | \$0.2496                                    |
| <b>2. Without Return Envelopes</b>                       |                                                            |                     |                                          |                                             |
| 2a. 1 page                                               | \$0.2350                                                   | \$0.1460            | <b>\$0.0750</b>                          | \$0.0467                                    |
| 2b. 2 pages                                              | \$0.2560                                                   | \$0.1860            | <b>\$0.0970</b>                          | \$0.1196                                    |
| 2c. 3 pages                                              | \$0.2780                                                   | \$0.2260            | <b>\$0.1190</b>                          | \$0.1396                                    |
| 3d. 4 pages                                              | \$0.3040                                                   | \$0.2660            | <b>\$0.1410</b>                          | \$0.1696                                    |
| 4e. 5 pages                                              | \$0.3280                                                   | \$0.3060            | <b>\$0.1630</b>                          | \$0.1996                                    |
| 4f. 6 pages                                              | \$0.3520                                                   | \$0.3460            | <b>\$0.1850</b>                          | \$0.2196                                    |
| <b>3. With 1/3 Page Inserts &amp; Return Envelope</b>    |                                                            |                     |                                          |                                             |
| 3a. 1 page                                               | \$0.2790                                                   | \$0.1960            | <b>\$0.1030</b>                          | \$0.0761                                    |
| 3b. 2 pages                                              | \$0.3000                                                   | \$0.2360            | <b>\$0.1250</b>                          | \$0.1596                                    |
| 3c. 3 pages                                              | \$0.3220                                                   | \$0.2760            | <b>\$0.1470</b>                          | \$0.1950                                    |
| 3d. 4 pages                                              | \$0.3480                                                   | \$0.3160            | <b>\$0.1690</b>                          | \$0.2228                                    |
| 3e. 5 pages                                              | \$0.3720                                                   | \$0.3560            | <b>\$0.1810</b>                          | \$0.2548                                    |
| 3f. 6 pages                                              | \$0.3960                                                   | \$0.3960            | <b>\$0.2030</b>                          | \$0.2868                                    |
| <b>4. With 1/3 Page Inserts &amp; No Return Envelope</b> |                                                            |                     |                                          |                                             |
| 4a. 1 page                                               | \$0.2550                                                   | \$0.1960            | <b>\$0.0800</b>                          | \$0.0640                                    |
| 4b. 2 pages                                              | \$0.2760                                                   | \$0.2360            | <b>\$0.1020</b>                          | \$0.1396                                    |
| 4c. 3 pages                                              | \$0.2980                                                   | \$0.2760            | <b>\$0.1240</b>                          | \$0.1696                                    |
| 4d. 4 pages                                              | \$0.3240                                                   | \$0.3160            | <b>\$0.1460</b>                          | \$0.1996                                    |
| 4e. 5 pages                                              | \$0.3480                                                   | \$0.3560            | <b>\$0.1680</b>                          | \$0.2196                                    |
| 4f. 6 pages                                              | \$0.3400                                                   | \$0.3960            | <b>\$0.1900</b>                          | \$0.2496                                    |
| 5. Price per page for excess of 6                        | \$0.0300                                                   | \$0.0400            | <b>\$0.0220</b>                          | \$0.0300                                    |
| No Bid                                                   | AB Data                                                    | Rand Graphics, Inc. | Roar Postal<br>Supplies and<br>Solutions | Strahm Automation<br>and Mailing            |

On the recommendation of Kara Kingslet, on behalf of various county departments, Jennifer Dombaugh moved to **accept the overall low bid from Mail Communications Group at the rates listed for one (1) year with two (2) one (1) year options to renew.** Linda Kizzire seconded the motion. The motion passed unanimously.

These services are mainly used by the Treasurer and Appraiser to print and mail tax statements and appraisal notices. The vendor will receive our files electronically, print the files, prepare them for mailing and mail them through the U.S. Postal Service. Departments will have access to various reports to ensure files are processed and mailed in a timely manner.

There is not enough information on this service to give an annual cost estimate at this time. The county has only recently started allowing the statements to be printed externally by a mailing vendor. The last mailing processed at the end of 2014 by the Treasurer's Office resulted in \$57,482.00 in processing costs and \$96,234.00 in postage for 203,000 pieces. The unit pricing offered in this bid is quite a bit lower than the last contract pricing.