

BOCC APPROVAL MAY 9, 2018
BOARD OF BIDS AND CONTRACTS MAY 3, 2018

6. MAILING SERVICES -- APPRAISER/TREASURER'S OFFICE
FUNDING -- APPRAISER/TREASURER'S OFFICE

(Request sent to 34 vendors)

RFB #18-0018 Contract

Mailing Services	Mail Communications Group	The Mail Company dba Strahm Automation and Mailing Services	KC Presort LLC*	
1. With Return Envelopes				
1a. 1 page	\$0.1265	\$0.1150	\$0.0650	
1b. 2 pages	\$0.1730	\$0.1660	\$0.1050	
1b. 3 pages	\$0.2190	\$0.2170	\$0.1450	
1d. 4 pages	\$0.2670	\$0.2680	\$0.1550	
1e. 5 pages	\$0.3100	\$0.3190	\$0.1850	
1f. 6 pages	\$0.3601	\$0.3700	\$0.2500	
2. Without Return Envelopes				
2a. 1 page	\$0.1023	\$0.0996	\$0.0650	
2b. 2 pages	\$0.1491	\$0.1510	\$0.1050	
2c. 3 pages	\$0.1958	\$0.2020	\$0.1450	
2d. 4 pages	\$0.2425	\$0.2530	\$0.1550	
2e. 5 pages	\$0.2892	\$0.3040	\$0.1850	
2f. 6 pages	\$0.3360	\$0.3550	\$0.2500	
3. With 1/3 Page Inserts and Return Envelope				
3a. 1 page	\$0.1286	\$0.1450	\$0.0750	\$0.0950 (color insert)
3b. 2 pages	\$0.1785	\$0.1950	\$0.1150	\$0.1350 (color insert)
3c. 3 pages	\$0.2252	\$0.2460	\$0.1550	\$0.1750 (color insert)
3d. 4 pages	\$0.2719	\$0.2980	\$0.1950	\$0.2150 (color insert)
3e. 5 pages	\$0.3081	\$0.3480	\$0.2150	\$0.2550 (color insert)
3f. 6 pages	\$0.3549	\$0.3990	\$0.2500	\$0.2800 (color insert)
4. With 1/3 Page Inserts and No Return Envelope				
4a. 1 page	\$0.1076	\$0.1300	\$0.0750	\$0.0950 (color insert)
4b. 2 pages	\$0.1543	\$0.1810	\$0.1150	\$0.1350 (color insert)
4c. 3 pages	\$0.2010	\$0.2320	\$0.1550	\$0.1750 (color insert)
4d. 4 pages	\$0.2478	\$0.2830	\$0.1950	\$0.2150 (color insert)
4e. 5 pages	\$0.2945	\$0.3340	\$0.2150	\$0.2550 (color insert)
4f. 6 pages	\$0.3412	\$0.3850	\$0.2500	\$0.2800 (color insert)
5. Price per page in excess of 6				
	\$0.0460	\$0.0590	\$0.0100	
Actual cost postage per piece	\$0.3780	\$0.3880	\$0.3780	
No Bids	The Handy Mailing Services	Ketch	Rand Graphics, Inc.	
Lineage				

On the recommendation of Kimberly Bush, on behalf of the Appraiser and Treasurer, Richard Powell moved to **accept the overall low bid from Mail Communications Group at the rates listed for three (3) years with two (2) one (1) year options to renew.** Ellen House seconded the motion. The motion passed with 4 to 1 with Linda Kizzire abstaining, as her office will utilize the contract.

The Appraiser and Treasurer have been utilizing these services for their mailings for several years. It has proven to be much more efficient to outsource these services due to the volume of printing, folding and inserting required. Mail Communications Group is the current vendor providing these services.

BOCC APPROVAL MAY 9, 2018
BOARD OF BIDS AND CONTRACTS MAY 3, 2018

Any county department may utilize these services at their discretion.

KC Presort LLC was a previous county vendor for mailing services. Their contract with Sedgwick County was terminated in less than one year of the execution date due to poor quality and service. Due to statutory requirements regarding the timeliness of Appraiser's valuation notices and renditions, and Treasurer's tax bills and delinquent notices, it is imperative they are processed and postmarked in the timeline required by law.

* Additional \$0.05 per page for color

Questions and Answers

Richard Powell: On an annual basis, I know this is a significance effort on the individual departments part, how many pieces of mail all under this contract that are sent out on a regular basis, if we know?

Kim Bush: I do have some numbers, the annual mailing volume numbers here for the Treasurer's and Appraiser as well. For the Appraiser, they got a RPCVN 75 to 225,000 records with an insert, PPCVN are approximately 35,000 records, Commercial INE approximately 7,700 records with inserts, and Personal Property Renditions or approximately 35,000 records with inserts. Treasurer's first half bills: Real Estate 128,000, State Assess 800, Personal Property 30,000 Advisory Notices 81,000, Antique Tag Renewals usually 3,000, Second-half delinquent Personal Property 8,000 statements. Treasurer's second half bills: 70,000 for Real Estate 3,500 for Personal Property in 604 State Assess.

Richard Powell: Big number that's half a million or more pieces of mail on an annual basis since this is a significant contract in the end. I have no questions and I would enter a motion we accept the recommended low bid from the Mail Communications Group with the posted pricing.

Ellen House: I 2nd.