<table>
<thead>
<tr>
<th>PROCESS, PRINT &amp; MAIL TAX BILL 2019 4-9-2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>POSTAL PROS SOUTHWEST</td>
</tr>
<tr>
<td>4100 HAWKINS ST NE ALBUQUERQUE NM 87109</td>
</tr>
<tr>
<td>ESTIMATED TOTAL COST</td>
</tr>
<tr>
<td>$29,000 + POSTAGE</td>
</tr>
<tr>
<td>REQUIRED DOCUMENTS</td>
</tr>
<tr>
<td>NOTARIZED WORK AFFIDAVIT COMPLETED</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>E-VERIFICATION DOCUMENTATION (Y/N):</td>
</tr>
<tr>
<td>N</td>
</tr>
<tr>
<td>COPY OF INSURANCE PROVIDED</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>TAX RECEIPTS OR NOTARIZED LETTER STATING NO REAL OR PERSONAL PROPERTY OWNED IN JEFFERSON COUNTY</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>COOPERATIVE BID FORM (Y/N)</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>COOPERATIVE CONTACT INFO:</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>COMPANY INFORMATION AND SIGNATURE</td>
</tr>
<tr>
<td>Y</td>
</tr>
<tr>
<td>BID DEPOSIT REQUIRED</td>
</tr>
<tr>
<td>N/A</td>
</tr>
<tr>
<td>COMMENTS:</td>
</tr>
<tr>
<td>SEE ATTACHED</td>
</tr>
</tbody>
</table>
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**

- VENDOR NAME
- VENDOR ADDRESS
- CONTACT NUMBER
- DEPARTMENT OF THE COUNTY CLERK
- JEFFERSON COUNTY MISSOURI
- 729 MAPLE ST / PO BOX 100
- HILLSBORO MO 63050-0100

**Contract Term:**

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

**Vendor Information:**

4425 Hunt Ave
St Louis MO 63110
(314) 534-4375

Sam Farinella @ Inptech.com (314) 534-3275

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.
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 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.