

RFP-RH-08-003 Printing & Mailing of Treasurer Property Tax Billings and Various Assessor Reports and Forms			
	American Mailers	Data Mail Services	Lasertec, Inc.
Awarded to Data Mail Services	100 American Way	747 East Whitcomb Ave	33472 Sterling Ponds Blvd.
	Detroit MI 48209-2981	Madison Heights MI 48071	Sterling Heights MI 48312
	Kim Peasley	Bob Shepard	Rick Adkins
Firm Established - years in business	established 1945; 63 yrs in business	established 1992; 15-yrs in business	established 1985; 23-years in business
Type of Organization	Corporation	Corporation	Corporation
How many full time employees-part time:	53-full time; 4-part time	50-full time; 15-part time	35-full time; 1-part time
How many yrs providing printing & mailing svcs.	63-years	15-years	23-years
Years printing & mailing property tax billings	10-years	9-years	8-years
Names of municipalities provided Tax billings	Dearborn & Detroit	Canton Twp, Ann Arbor, Sterling Hgts, Rochester Hills, St. Clair Shores, Royal Oak, Arenac County, Bay County, Ogemaw County, Midland County.	Harrison Township, Southfield, Warren
Years printing/mailing services for Assessor	10-years	8-years	8-years
Names of municipalities provided Assessor printing	Dearborn, Detroit, Lansing, Mad Hgts.	Canton Twp, AnnArbor, St Hgts, St Clair Shores, Rochester Hills, Royal Oak, Counties of Bay, Arenac, Ogemaw & Midland.	Allen Park, Dearborn, Novi, Farming Hills, Livonia, Wayne Co, Romulus, Troy, Shelby Twp, Canton Community, Independence Twp
Can you accept Adobe PDF?	Yes	Yes	Yes
Via the Internet?	Yes	Yes	Yes
Any size limitations?		No	No
Comments:			FTP delivery is preferred; other delivery methods are available
Can you accept PMD file?	Yes	Yes	Yes
Via the Internet?	Yes	Yes	Yes
Any size limitations?		No	No
Comments:			Same as above
Can you accept FTP via the internet?	Yes	Yes	Yes
Comments:			same as above
Acknowledge all files delivered/received thru FTP site	Yes	Yes	Yes
Work plan & methodology:	Will CASS Certify data files, return info via FTP. Print various rpts, forms & env. Various mailing services, folding, inserting, sorting & deliv to the PO. Presort the data file, first class presort, using our first class permit, fully automated, delivery point barcode is printed on mailing.	Data files transmitted via ftp. All printing & production is completed at DataMail services. All proofs on each application produced will be avail for customer sign-off prior to production & mailing for verification of final data output.	3-shift operation to assure on-time delivery. Hands-on supervisor for each dept. Cust srv rep ask for expected mailing counts; record counts in job tracking. SOP constant data & record count verif. to guarantee proj integrity. Counts matched w/print counts, inserted counts & mailed counts. Spot checks done each step. Inserting area, read lines & sequence numbers to insure correct piece inserted. Job tracking system provides up to the minute status of each job& monitored to ensure timely delivery.
List client references & list services performed:	Provided	Provided	Provided
What detail will be provided on your firm's invoice?	Invoice number, date, PO number, desc of svcs, unit price, quantity, total price, vendor name/address, federal ID #, phone number, any other add'l information required.	All production costs, actual postage or whatever else is requested.	Any & all data/information regarding processing & mailing which will assist the City in its accounting needs & requirements. A statement of postage usage will also be provided.
Time to complete for Treasurer: All forms	3-days	7-days or whatever else is required	Set-ups, 3 to 5 business days
Print & Mail Tax Bills	3-days	5-days or whatever is required	3-business days after approval
Delivery to RH extra/surplus forms, env, etc.	1-day	1-2 days	24-hours after completion
Comments:			
Time to complete for Assessor: All Forms	3-days	about 5-days or whatever is required	same as above

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Print & Mail Notices:	3-days	about 5-days or whatever is required	same as above
Delivery to RH Assessor all forms/Reports:	1-day	1-2 days	same as above
Comments:			
Detail how printing/mailing operation address City needs: State capacity to perform the work as described.	Am Mailers has digital & laser print capabilities, cut sheet & continuous form printers, inkjet equip, cutting, folding, scoring, perforating & inserting equipment. Can process from beginning of creative through mail delivery.	Direct experience working w/the City of RH data systems & employees for more than 5-years.	Employ 3-shift operation to ensure timely of your docs. Several checks & balances are in place to guarantee accuracy.
Firm's experience in service requested for others	Dearborn-Assessment notices; Detroit-Tax mailing; Madison Hgts-Water Dept; Mich Dept of Treasury-Tax mailing.	Direct experience working with multiple data systems & requirements for more than 9-years.	Lasertec provided the identical services for several cities currently.
How many clients currently served w/this type of services?	104-clients	Over 200 Financial Institutions of which more than 90-are municipalities.	Over 40-cities & municipalities
List comparable public sector projects completed successfully:	Dearborn, Detroit, Michigan Dept of Treasury	Monthly & daily statement/notice production for Financial Institutions. Bi-Annual property tax statement & assessment notice production.	Winter & summer taxes, assessments, tax rolls, personal property statements, water bills, utility bills
Any options that would be beneficial to process-explain:	Am Mailers would like to receive your raw data files to presort the files for the lowest 1st class postal rates. We follow strict & ridged quality sign off procedures to ensure the integrity of clients data files & printed forms.	Maximum postage discounts, in house, US Postal verification & processing.	envelopes or glue-folded self-mailers reformats for statements job status online tracking
Documented procedures for equipment failure/disaster recovery:	Am Mailers uses First Logic Software for Postal Presorts to ensure best possible postal rates are achieved. Strict quality control procedures in place, equipment list & disaster recover plan attached. Approved optional procedures w/ USPS, clerk on site to verify mail.	CASS certification update on every file processed. (see attached)	attached
Complete breakdown of fees-use chart-describe other charges:	complete breakdown of fees are included in the cost section.	Changes to data &/or art requirements may be reviewed on a per job basis.	n/a
Provide an equipment list:	attached	attached	attached
TREASURER PRINTING AND DISTRIBUTION:			
1. Print 1-sided summer tax bill	2,247.50	\$22.00 per thousand	1,102.00
2. Print 2-sided winter tax bill	3,465.50	\$32.00 per thousand	949.75
3. 1-side on 10# window mailer env	2,200.00	\$22.00 per thousand	1,189.65
4. 1-side on #9 Return Envelope	1,296.00	\$21.00 per thousand	856.08
5. Imprint print file into tax forms both winter and summer	560.00	\$25.00 per thousand	1,740.00
6. Print 8 1/2" x 3 7/8 insert	980.00	\$15.00 per thousand	588.00
7. Print 8 1/2" x 11 brochure	2,366.00	\$29.25 per thousand	1,092.00
8. Print 8 1/2 x 11" "Dear Taxpayer Insert"	3,172.00	\$20.00 per thousand	1,017.12
9. Tri-fold & insert summer non-escrow tax bill w/3-inserts	429.68	\$42.00 per thousand	606.60
10. Tri-fold & insert winter non-escrow tax bill w/2-inserts	383.34	\$42.00 per thousand	606.60
11. Tri-fold & insert summer escrow tax bill w/1-insert	250.00	\$42.00 per thousand	293.40
12. Tri-fold & insert Winter Escrow tax bill.	250.00	\$42.00 per thousand	293.40
13. 26,000 records CASS certify	250.00	\$9.50 per thousand	208.00

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14. 2-times per year; delivery of tax bills to Post Office	100.00	Royal Oak bulk center - no charge	no charge
15. 50,000 First Class Postage	20,500.00	avg. estimate .32 each	16,500.00
TOTAL	\$38,450.02	24,827.50	\$27,042.60
	Note: postage @ .41 each above	Note: postage estimated at .32 each	Note: postage estimated at .33
ASSESSOR PRINTING AND DISTRIBUTION			
VALUATION RECORDS REAL PARCELS			910.00
Data file handling - frequency: once a year	250.00	included	250.00
Paper, 20#, white bond	160.00	included	included
Laser Print, 3-hole punched printing on front side only	728.00	\$29.00 per thousand	included
Delivery to RH Assessor's Office	70.00	50.00	included
TOTAL	\$1,208.00	804.00	\$1,160.00
ASSESSMENT ROLL			294.00
Data File Handling - Frequency: once a year	200.00	included	250.00
Paper, 20# white bond	50.00	included	included
Laser Print, 3-hole punched, duplexed	496.00	\$35.00 per thousand images	included
One original required	0.00	included	included
Delivery to RH Assessor's Office	70.00	50.00	included
TOTAL	\$816.00	295.00	\$544.00
	(NOTE: total contained in their booklet is incorrect)		
ASSESSMENT NOTICES REAL PROPERTY PARCELS			2,200.00
Data File Handling Frequency: once a year	250.00	125.00	included
Paper 50# 8 1/2" x 11 front side only	600.00	\$18.50 per thousand	included
Laser Print		\$65.00 per thousand	
Required imprinting proofs to Assessor prior to final job	35.00	included	included
Presorted Postage Permit info (postal indicia) printed on env.	100.00	\$24.00 per thousand	n/a
Printing on envelope:IMPORTANT NOTICE OF CHG OF ASSMT"	100.00	included	n/a
Printing of RH logo & return address, front side	100.00	included	n/a
CASS Certify	200.00	\$9.50 per thousand	no charge
Mailing: deliver to Post Office	70.00	Royal Oak bulk center - included	included
First Class Postage	10,250.00	avg. estimate .32 each	8,250.00
TOTAL	\$11,705.00	11,050.00	\$10,450.00
	Note: postage @ .41 each above		estimated postage @ .33
			Prices based on 8 1/2" x 11" self mailer glue-folded w/perf
			No outer envelope or insertion is required.

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ASSESSMENT NOTICES PERSONAL PROPERTY PARCELS			250.00
Data File Handling - frequency, once a year	150.00	included	included
Paper 50#	50.00	included	included
Laser Print	200.00	included	included
Required imprinting proofs to Assessor prior to final job	35.00	included	included
Presorted Postage Permit info, front side of envelopes	100.00	included	n/a
Printing front of env "IMPORTANT NOTICE OF CHG OF ASSMT"	50.00	included	n/a
Printing RH logo & return address, front side	50.00	included	included
CASS Certify	35.00		225.00 included
Mailing: Delivery to Post Office	70.00	Royal Oak bulk center - included	included
First Class Postage	943.00	estimate .41 each	759.00
TOTAL	\$1,683.00	1,168.00	\$1,009.00
	Note: postage @ .41 each above		Estimated postage @ .33
			Prices based on 8 1/2" x 11" self mailer glue-folded w/perf
			No outer envelope or insertion is required.
PERSONAL PROPERTY STATEMENTS			690.00
Data File Processing & Programming: frequency once a year	150.00		225.00 included
Offset print 2/ 11" x 17" sheets, duplex black & white	128.80	\$99 per thousand	included
Laser Forms w/taxpayer name & address	150.00		175.00 included
Fold forms & insert w/instructions	150.00	\$99 per thousand	included
Required: State Tax Commission approval of printed form	35.00	included	n/a
Required: Imprinting proofs to Assessor prior to final job	35.00	included	included
Set-up custom artwork for envelope	100.00	included	included
Offset print 6" x 9" double window envelopes	50.00	(# 10) \$85 per thousand	230.00
Print 2-notices on front of env "OFFICIAL BUS..." AND "YEAR"	100.00		125.00 39.10
CASS Certify	100.00		125.00 included
Mailing: Deliver to Post Office	70.00	Royal Oak bulk center - included	included
First Class Postage	943.00	estimated .32 each	759.00
TOTAL	\$2,011.80	\$2,035.00	\$1,718.10
	Note: postage @ .41 each above		Note Postage estimated @ .33
Can you offer any cost saving recommendations?	Recommend that you presort the data file to obtain 1st class presort discount postage rates.	Send standard data BS&A Export file, utilize datamail permit; use #10 half window for Personal Property Statements.	Assessment notices print as self-mailing glue-folds
Provided required equipment list?	Yes	Yes	yes
Can you meet City's Insurance Requirements?	Yes	Yes	yes
Provided completed W-9?	Yes	Yes	yes
Provided signed Hold Harmless Agmt?	Yes	Yes	yes
Additional information/points not addressed:		We would most definitely appreciate the opportunity to continue serving the City of RH with your printing & mailing needs.	
Will you extend to MITN Purchasing Cooperative:	Yes-will extend to MITN.	Yes	No