

| REQUEST FOR PROPOSALS FOR PRINTING AND MAILING OF<br>TREASURER PROPERTY TAX BILLING - RFP-RH-20-039 |   |   |  |
|---|---|---|--|
| PROPOSALS TABULATION  |   |   |  |
| NAME  | Accuform Printing & Graphics, Inc.  | Avalon  | The Master's Touch, LLC  |
| ADDRESS   | 7231 Southfield Fwy<br>Detroit, MI 48228  | 24445 Northwestern Highway, Suite 208<br>Southfield, MI 48075   | 1405 N. Ash St.<br>Spokane, WA 99201   |
| Contact Name  | Paul Johnson  | Erin Hurley   | Jim Cote   |
| Telephone Number  | 313-271-5600  | 248-955-9200  | 509-326-7475   |
| Years in Business   | 51  | 23  | 29   |
| Type of Organization  | Corporation   | Corporation   | LLC  |
| Full Time Employees   | 18  | 200   | 49   |
| Part Time Employees   | 2   | 6   | 1  |
| Years providing printing and mailing services   | 20  | 23  | 29   |
| Years providing printing and mailing services for property tax billing.                             | 7   | 0   | 29   |
| Municipalities you provide Treasurer property tax billings.   | City of Treasury Dept, 2 Woodward Ave,<br>Suite 642, Detroit, MI 48226  | Currently prints and mails over 100K secure mail pieces each month. Stated they have the capability to mail tax bills for municipalities. | Clients include over 700 private and public organizations in 28 states, including Rochester Hills, Maricopa County (AZ), & Grayson county (TX) |
| Years specifically providing Assessor printing and mailing services?                                | 7   | 0   | 29   |
| Names of Municipalities you provide Assessor printing and mailing services.                         | City of Detroit Assessors Office  | (left blank)  | Clients include over 700 private and public organizations in 28 states, including Rochester Hills, Maricopa County (AZ), & Grayson county (TX) |
| Single point of contact for contract  | Justin Bahri  | Paul Smith  | Jim Cote, 800-301-1347   |
| Can you accept Adobe Acrobat (pdf) file?  | Yes   | Yes   | Yes  |
| Via Internet  | Yes   | Yes   | Yes  |
| Size limitations?   | No  | No  | No   |
| Comments:   | No limitations and we use HIPPA Certified secure file transfer system for all sensitive data  | Can receive files through their secure FTP site.  | Secure FTP Portal  |
| Can you accept A PMD file?  | Yes   | Yes   | Yes  |
| Via Internet  | Yes   | Yes   | Yes  |
| Size limitations?   | No  | No  | No   |
| Comments:   | Adobe, PDF, and Excel (or similar) files  | Can receive files through their secure FTP  | (left blank)   |
| Can you accept FTP via the Internet?  | Yes   | Yes   | Yes  |
| Comments:   | (left blank)  | (left blank)  | (left blank)   |
| Acknowledge all files must be delivered at City through FTP site or email?                          | Yes   | Yes   | Yes  |
| Provide work plan and methodology:  | Based upon customer's requirements, as every job we do is unique  | (Provided a work plan)  | (Provided a work plan)   |
| List of client references provided?   | City of Detroit (Elections)<br>City of Birmingham (Periodic Newsletter Printing & Mailing)<br>City of Novi (Quarterly Magazine Printing & Distribution) | Verisma - Medical records<br>Infocision -<br>Life storage - Lein Notices  | List provided.   |
| What detail will be provided on your firm's invoice to the City?                                    | Invoice can be as detailed or simplistic as the City requires, we adjust all our detrails to meet the customer's needs.                                 | Invoice is flexible and can include any informaton requested by the City  | Invoice will include (among other items), a breakdown of all prices and shipping costs. Sample invoice included in submission.                 |

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| <b>NAME</b>   | Accuform Printing & Graphics, Inc.  | Avalon   | The Master's Touch, LLC   |
| <b>ADDRESS</b>  | 7231 Southfield Fwy<br>Detroit, MI 48228  | 24445 Northwestern Highway, Suite 208<br>Southfield, MI 48075  | 1405 N. Ash St.<br>Spokane, WA 99201  |
| <b>Contact Name</b>   | Paul Johnson  | Erin Hurley  | Jim Cote  |
| <b>Telephone Number</b>   | 313-271-5600  | 248-955-9200   | 509-326-7475  |
| Print & Mail Tax Bills:   | (left blank)  | 5-7 business days  | 5-10 days after final proof approval  |
| Deliver to Rochester Hills all extra surplus forms, envelopes, etc.:                                | (left blank)  | 1 business day from project completion   | 3 days after job completion   |
| Comments:   | (left blank)  | (left blank)   | TMT will work with City to establish the optimal printing and mailing schedule to fit the needs of the City.  |
| Time needed to provide the following for Assessing:   |   |  |   |
| All forms:  | 8-12 days   | 7-10 business days   | 5-10 days   |
| Print & Mail Notices:   | Included in 8 - 12 days   | 5-7 business days  | 5-10 days after final proof approval  |
| Deliver to Rochester Hills Assessor all forms and reports:  | 2 days  | 1 business day from project completion   | 3 days after job completion   |
| Comments:   | After securing envelopes 8 -12 days   | (left blank)   | TMT will work with City to establish the optimal printing and mailing schedule to fit the needs of the City.  |
| Detail how printing and mailing operations of your firm address the needs of the City.              | Print all tax collateral forms & envelopes on sheet fed and digital equipment, using Bell-Howell Jetvision for variable data printing and inserting | Avalon is a secured keycard protected facility protected by manned security until 9pm 6 days a week. HIPAA compliant with a secure networking system in place. In event of an emergency or disaster, can transfer production of mailings to one of their other 8 locations. Utilize latest technology in pre-press, digital printing, bindery, mailing and technology based solutions to produce high quality product. | Is large enough to manage the largest mailings, small enough to remain flexible and ever ready to meet those quick turnarounds that are inevitable in this business, and eminently qualified to print, process and mail the tax notice mailing for the City. Description of capacity and capabilities is in Attachment C of response. |
| Describe experience in the type of service requested for other customers or communities.            | Print and mail tax bills for City of Detroit Treasury Dept (200K+), variable data printing for the United way and many other regular customers.     | Several print and mail contracts including medical records, lein letters, lein notices, privacy notices, and insurance claims.   | Nationally and internationally recognized firm known for excellence in full-service direct marketing, business critical communications, award-winning integrated fundraising communications, and a full range of class action and bankruptcy administration services. Please see response for lengthy response.                       |
| How many clients does your company currently service with the type of services?                     | Tax bills for City of Detroit and then over 50 regular clients for variable data printing.  | 50+  | 95% of their mail is first class as opposed to marketing mail, which means the processes and procedures TMT utilizes are tailored for bills, invoices and all types of private communication. Maintains two facilities. One in Spokane and one in Tempe. Most common mailing sizes are between 10,000 and 20,000 pieces.              |
| Provide list of comparable public sector projects.  | City of Detroit tax bills, United way variable Data Mailers; Motor City Wash Works Catalogs, etc.   | (left blank)   | List provided.  |
| Can your firm provide any options that would be beneficial to the process?                          | We may be able to help but need to meet and assess the process implemented by the City of Rochester Hills.  | (left blank)   | Provided information regarding eNotices, Imbrace, and white paper factory bill redesign services.   |
| Provide an equipment list:  | Equipment list provided in response.  | Equipment list provided in response  | Equipment list provided in response.  |
| Provide documented procedures.  | Provided in response  | In the event of a disaster, will transfer mailing to any of their 8 locations  | Provided in response  |

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| ADDRESS  | 7231 Southfield Fwy<br>Detroit, MI 48228 |      | 24445 Northwestern Highway, Suite 208<br>Southfield, MI 48075 |      | 1405 N. Ash St.<br>Spokane, WA 99201 |      |
| Contact Name   | Paul Johnson                             |      | Erin Hurley   |      | Jim Cote                             |      |
| Telephone Number   | 313-271-5600                             |      | 248-955-9200  |      | 509-326-7475                         |      |
| Cost Proposal  | Cost Proposal                            |      | Cost Proposal   |      | Cost Proposal                        |      |
| 1. 17,000 (1,500 Forms Mailed to City Treasury) – Print 2-Sided Summer Tax Bill on 8 1/2" x 11"; 70lb White Paper; Full Color (both sides)   | \$69.90                                  | M    | \$250.00  | M    | \$44.00                              | M    |
| 2. 17,000 (1,500 Forms Mailed to City Treasury) – Print 2-Sided Winter Tax Bill on 8 1/2" x 11", 70lb White Paper; Full Color (both sides)   | \$69.90                                  | M    | \$250.00  | M    | \$44.00                              | M    |
| 3. 30,500 – Pantone PMS 448 Brown, 1-side on #10 Window Mailer Envelope, Camera ready, you supply, your presorted first-class postage permit   | \$76.65                                  | M    | \$175.00  | M    | \$38.00                              | M    |
| 4. 2,000 – Pantone PMS 448 Brown, 1-side on #10 Window Mailer Envelope, Camera ready, you supply – Delivered/Mailed to City Treasury for internal use  | \$109.00                                 | M    | \$175.00  | M    | \$38.00                              | M    |
| 5. 30,000 – Black, 1-side on #9 Return Envelope, Camera ready, you supply  | \$59.85                                  | M    | \$115.00  | M    | \$35.00                              | M    |
| 6. 31,500 - Imprint print file into Tax Forms for both Winter and Summer   | \$158.00                                 | M    | \$65.00   | M    | Included                             |      |
| 7. 31,000 out – Print 8 1/2" x 3 7/8" Insert – PDF file  | \$31.29                                  | M    | \$155.00  | M    | \$17.00                              | M    |
| 8. 16,000 out – Print 8 1/2" x 11" brochure – PDF file   | \$94.95                                  | M    | \$185.00  | M    | \$42.00                              | M    |
| 9. 13,500 – Tri-fold and insert Summer Non-Escrow Tax Bill with 3- inserts   | \$45.00                                  | M    | \$45.00   | M    | \$50.00                              | M    |
| 10. 1,000 – Combining: 2+ statements mail to the exact same name & address, the default is to enclose from 2-8 statements in commercial size envelopes up to a maximum of three (3) envelopes. Only the 1 <sup>st</sup> envelope will include any collateral materials (inserts, reply envelopes, etc.). After that, a large flat size envelope will be used to enclose all. | \$995.00                                 | M    | \$125.00  | M    | Included                             |      |
| 11. 1,300 – Tri-fold and insert Summer Automatic Bill Payment Tax Bill with 1-insert   | \$5.00                                   | M    | \$30.00   | M    | \$50.00                              | M    |
| 12. 13,500 – Tri-fold and insert Winter Non-Escrow Tax Bill with 2- inserts  | \$5.00                                   | M    | \$40.00   | M    | \$50.00                              | M    |
| 13. 1,000 – Combining: 2+ statements mail to the exact same name & address, the default is to enclose from 2-8 statements in commercial size envelopes up to a maximum of three (3) envelopes. Only the 1 <sup>st</sup> envelope will include any collateral materials (inserts, reply envelopes, etc.). After that, a large flat size envelope will be used to enclose all. | \$995.00                                 | M    | \$125.00  | M    | Included                             |      |
| 14. 1,300 – Tri-fold and insert Winter Automatic Bill Payment Tax Bill   | \$45.00                                  | M    | \$25.00   | M    | \$50.00                              | M    |
| 15. 3,000 – Delinquent Tax Assignment Notices – 2 Runs   | \$158.00                                 | M    | \$110.00  | M    | \$55.00                              | M    |
| 16. 3,000 – #10 Window Mailer, 1-sided – you supply  | \$89.00                                  | M    | \$127.00  | M    | \$55.00                              | M    |
| 17. 3,000 – #9 Return Envelope, 1-sided – you supply   | \$79.00                                  | M    | \$115.00  | M    | \$47.00                              | M    |
| 18. 31,500 records – CASS certify Tax Bill mailing addresses through Carrier Route for Intelligent Mail Barcode.   | \$10.00                                  | LOT  | \$325.00  | LOT  | \$85.00                              | LOT  |
| 19. 2-times per year – Delivery of Tax Bills/Delinquent Notices to Post Office   | \$75.00                                  | TRIP | \$50.00   | TRIP | \$45.00                              | TRIP |

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| Contact Name   | Paul Johnson                             |      | Erin Hurley   |      | Jim Cote                             |      |
| Telephone Number   | 313-271-5600                             |      | 248-955-9200  |      | 509-326-7475                         |      |
| 20. 31,500 – First Class Postage (Cost will be calculated at the postal rate at time of mailing)         |  |      |   |      |                                      |      |
| 21. Intelligent Mail Barcode (IMB) Tracking on Envelopes   | \$0.00                                   | EA   | \$0.010   | EA   | \$0.003                              | EA   |
|  | \$0.00                                   | M    | \$10.00   | M    | \$3.00                               | M    |
| <b>ASSESSMENT NOTICES</b>  |  |      |   |      |                                      |      |
| <b>REAL PROPERTY PARCELS</b>   |  |      |   |      |                                      |      |
| Data File Handling – Frequency: once a year  | \$150.00                                 | YR   | \$325.00  | YR   | \$250.00                             | YR   |
| Paper, 50 lb, 8 1/2" X 11"; 2-sided with Backer  | \$225.00                                 | M    | \$115.00  | M    | \$44.00                              | M    |
| Laser Print  | \$0.00                                   | M    | \$45.00   | M    | \$45.00                              | M    |
| Required imprinting proofs to Assessor prior to final job (emailed)                                      | \$75.00                                  | JOB  | \$0.00  | JOB  | No Charge                            |      |
| Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes      | \$30.00                                  | M    | \$10.00   | M    | Included                             |      |
| Printing return address printed – black ink, front side  | \$30.00                                  | M    | \$10.00   | M    | \$8.00                               | M    |
| Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.              | \$75.00                                  | JOB  | \$325.00  | JOB  | \$75.00                              | JOB  |
| 21. Intelligent Mail Barcode (IMB) Tracking on Envelopes   | \$0.00                                   | EA   | \$0.00  | EA   | \$0.003                              | EA   |
|  | \$0.00                                   | M    | \$0.00  | M    | \$3.00                               | M    |
| Mailing: Deliver to Post Office.   | \$75.00                                  | TRIP | \$50.00   | TRIP | \$45.00                              | TRIP |
| First Class Postage (Cost will be calculated at the postal rate at time of mailing)                      |  |      |   |      |                                      |      |
| <b>ASSESSMENT NOTICES</b>  |  |      |   |      |                                      |      |
| <b>PERSONAL PROPERTY PARCELS</b>   |  |      |   |      |                                      |      |
| Data File Handling – Frequency: once a year  | \$150.00                                 | YR   | \$325.00  | YR   | \$250.00                             | YR   |
| Paper, 50 lb   | \$0.45                                   | EA   | \$0.060   | EA   | Included                             |      |
|  | \$45.00                                  | M    | \$60.00   | M    | Included                             |      |
| Laser Print  | \$0.18                                   | EA   | \$0.045   | EA   | \$0.045                              | EA   |
|  | \$180.00                                 | M    | \$45.00   | M    | \$45.00                              | M    |
| Required imprinting proofs to Assessor prior to final job  | \$75.00                                  | EA   | \$0.00  | EA   | No Charge                            |      |
| Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes      | \$30.00                                  | M    | \$10.00   | M    | Included                             |      |
| Printing return address printed – black ink, front side  | \$30.00                                  | M    | \$10.00   | M    | \$8.00                               | M    |
| Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.              | \$75.00                                  | JOB  | \$325.00  | JOB  | \$75.00                              | JOB  |
| 21. Intelligent Mail Barcode (IMB) Tracking on Envelopes   | \$0.00                                   | EA   | \$0.00  | EA   | \$0.003                              | EA   |
|  | \$0.00                                   | M    | \$0.00  | M    | \$3.00                               | M    |
| Mailing: Deliver to Post Office.   | \$75.00                                  | TRIP | \$50.00   | TRIP | \$45.00                              | TRIP |
| First Class Postage (Cost will be calculated at the postal rate at time of mailing)                      |  |      |   |      |                                      |      |
| <b>PERSONAL PROPERTY STATEMENTS &amp; FORM 576 WITH BACKER</b>   |  |      |   |      |                                      |      |
| Data File Processing and Programming – Frequency: once a year  | \$150.00                                 | YR   | \$325.00  | YR   | \$250.00                             | YR   |
| Offset print 2-sided, 11" x 17" sheets, duplex black and white<br>Form 5076 8 1/2" x 11" on Yellow Paper | \$0.156                                  | EA   | \$0.550   | EA   | \$0.075                              | EA   |
|  | \$156.00                                 | M    | \$550.00  | M    | \$55.00                              | M    |
| Laser Forms with taxpayer name and address   | \$0.110                                  | EA   | \$0.100   | EA   | \$0.045                              | EA   |
|  | \$110.00                                 | M    | \$100.00  | M    | \$45.00                              | M    |
| Fold forms and insert with instructions  | \$0.195                                  | EA   | \$0.125   | EA   | \$0.045                              | EA   |

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| <b>Contact Name</b>   | Paul Johnson                             |      | Erin Hurley   |      | Jim Cote                             |      |
| <b>Telephone Number</b>   | 313-271-5600                             |      | 248-955-9200  |      | 509-326-7475                         |      |
|   | \$195.00                                 | M    | \$125.00  | M    | \$45.00                              | M    |
| Required: State Tax Commission approval of printed form   | \$10.00                                  | JOB  | \$0.00  | JOB  | \$50.00                              | JOB  |
| Required imprinting proofs to Assessor prior to final job   | \$50.00                                  | JOB  | \$0.00  | JOB  | No Charge                            |      |
| Set-up custom artwork for envelope  | \$0.040                                  | EA   | \$125.000   | EA   | No Charge                            |      |
|   | \$40.00                                  | M    | (left blank)  |      | No Charge                            |      |
| Offset Print #10 double window envelopes – black and white  | \$0.190                                  | EA   | \$0.250   | EA   | \$0.040                              | EA   |
|   | \$190.00                                 | M    | \$250.00  | M    | \$40.00                              | M    |
| The following notice to be printed on the front of the envelope in black ink:                               |  |      |   |      |                                      |      |
| (YEAR) Personal Property Statement With Instructions For Preparation and Filing FORM 5076 (On Yellow Paper) | \$0.225                                  | EA   | (left blank)  |      | \$0.020                              | EA   |
|   | \$225.00                                 | M    | (left blank)  |      | \$20.00                              | M    |
| Mailing: CASS certify mailing addresses through Intelligent Mail Barcode (IMB) Tracking on Envelopes        | \$75.00                                  | JOB  | \$325.00  | JOB  | \$75.00                              | JOB  |
|   | \$0.00                                   | EA   | \$0.00  | EA   | \$0.003                              | EA   |
|   | \$0.00                                   | M    | \$0.00  | M    | \$3.00                               | M    |
| Mailing: Deliver to Post Office.  | \$75.00                                  | TRIP | \$50.00   | TRIP | \$45.00                              | TRIP |
| First Class Postage (Cost will be calculated at the postal rate at time of mailing)                         |  |      |   |      |                                      |      |
| Describe other charges, if any, as follows:   | N/A                                      |      | (left blank)  |      | N/A                                  |      |
| Acknowledge all mailings comply with USP office regulations.  | Initialed                                |      | Initialed   |      | Initialed                            |      |
| Cost saving recommendations:  | None                                     |      | (left blank)  |      | Provided information                 |      |
| Acknowledge logo and font   | Yes                                      |      | Yes   |      | Yes                                  |      |
| Accept MasterCard for payment?  | Yes                                      |      | Yes   |      | Yes                                  |      |
| Provided equipment list?  | Yes                                      |      | Yes   |      | Yes                                  |      |
| Can you meet City's insurance requirements?   | Yes                                      |      | Yes   |      | Yes                                  |      |
| Additional information/points not addressed:  | None                                     |      | (left blank)  |      | (left blank)                         |      |
| Extend to MITN  | Yes                                      |      | Yes   |      | Yes                                  |      |