

REQUEST FOR PROPOSALS FOR PRINTING AND MAILING OF TREASURER PROPERTY TAX BILLING - RFP-RH-17-024					
PROPOSALS TABULATION					
NAME	AB Data, LTD	IDS.com	The F.P. Horak Company	Kent Communications Inc. (KCI)	Questmark Information Management, Inc.
ADDRESS	600 AB Data Drive Milwaukee, WI 53217	747 E. Whitcomb Ave Madison Heights, MI 48071	1311 Straits Drive Bay City, MI 48706	3901 East Paris Ave SE Grand Rapids, MI 49512	9440 Kirby Drive Houston, TX 77054
Contact Name	Robin Cohen	Dane Sumner	Shaynie Feinauer	Autumn Hoffman	Kelly Salinas
Telephone Number	414-963-7822	248-965-2456	989-892-6505	616-957-2120	713-662-9022
Years in Business	41	30+	71	42	24
Type of Organization	Corporation	S Corporation	Corporation	Corporation	Corporation
Full Time Employees	223	100+	132	47	61
Part Time Employees	118	30	31	8	0
Years providing printing and mailing services	32	30	60+ years for printing service and mailing services since 1998.	42	24
Years providing printing and mailing services for property tax billing.	13	30	5 years	13+ years	10+ years
Municipalities you provide Treasurer property tax billings.	List provided.	List provided.	City of Saginaw	List Provided.	Town of North Andover, MA City of Haverhill, MA Harris County, TX
Years specifically providing Assessor printing and mailing services?	13	Left blank	4 years	13+	10+
Names of Municipalities you provide Assessor printing and mailing services.	List provided.	List provided.	City of Saginaw City of Bay City	List provided.	Town of Derry, NH Cameron County, TX Fairbanks North Star Borough, AK
Single point of contact for contract	Robin Cohen, 414-963-7822	Dane Sumner, 248-965-2456	Paul Chritz, 989-891-1731	Autumn Hoffman, 616-957-2120	Kelly Salinas. 713-662-9022
Can you accept Adobe Acrobat (pdf) file?	Yes	Yes	Yes	Yes	Yes
Via Internet	Yes	Yes	Yes	Yes	Yes
Size limitations?	Customized to the needs of each client.	No	No	No	No
Comments:	Currently works with many clients who provide PDF print ready files. They are confidentially adept with state of art technology processing software to pull the address criteria from PDFs and process the data through USPS CASS & Presort processing standardization software.		Secure FTP is recommended if data has to be CASS certified. In this instance they would not recommend an Adobe Acrobat (PDF) file.		
Can you accept A PMD file?	No	Yes	Yes	Yes	Yes
Via Internet	N/A	Yes	Yes	Yes	Yes
Size limitations?	N/A	Can Be	None of concern	No	No
Comments:	A PMD file is an outdated file type that is no longer compatible with current technology.		Secure FTP is recommended if data has to be CASS certified. In this instance they would not recommend an Adobe Acrobat (PDF) file.		
Can you accept FTP via the Internet?	Yes	Yes	Yes	Yes	Yes
Comments:	Attached is their data transmission pdf document for City's review. AB Data works with each client's needs for Bandwidth and adapts accordingly.		FTP file submission is what they recommend.		
Acknowledge all files must be delivered at City through FTP site or email?	Yes	Yes	Yes	Yes	Yes
Provide work plan and methodology:	Provided	Partnered with over 450 financial institutions.	Provided	Provided	Provided.
List of client references provided?	List provided.	List provided.	List Provided.	List provided.	List provided.
What detail will be provided on your firm's invoice to the City?	Invoice has a section for Data processing, laser image, letter shop services, and pre-printed materials.	Complete detail of services.	Invoices include item description, order and ship quantity, unit price, total cost, mailing and/or shipping charges, payment terms, order date, invoice date and ship date.	Quantity, description, unit price, total cost per line item, postage and postage prepayment. Will also include the USPS 3600 document with invoice.	Will have description of work provided, purchase order number line item of services provided with quantity and unit price.
Time needed to provide the following for Treasury:					
All forms:	4 weeks	Once file is received, 7 days.	Upon receipt of materials and proof approval, they would complete project in 3-5 days.	5-7 business days	5-7 days after approval is received.

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Print & Mail Tax Bills:	72 hours from proof approval	5-7 days	Upon receipt of materials and proof approval, they would complete project in 3-5 days.	5 business days	72 hours after final approval is received.
Deliver to Rochester Hills all extra surplus forms, envelopes, etc.:	Forms, inserts and envelopes will be packaged and shipped via UPS ground services upon completion and creation.	Immediate once completed.	The day after mailing is complete.	2-3 days. Sooner if requested.	5-7 days after approval.
Comments:	Upon award of contract they would ask to review provided test files and then discuss actual live cycles.				
Time needed to provide the following for					
All forms:	Envelopes will take approximately 3 weeks. The blank stock for assessments will be immediately available and on hand.	5-7 days lead time	Upon receipt of materials and proof approval, they would complete project in 3-5 days.	5 business days.	5-7 working days after approval is received.
Print & Mail Notices:	72 hours from proof approval.	5-7 days	Upon receipt of materials and proof approval, they would complete project in 3-5 days.	5 business days.	72 hours after approval is received.
Deliver to Rochester Hills Assessor all forms and reports:	Forms, inserts and envelopes will be packaged and shipped via UPS ground services upon completion and creation.	As soon as complete.	The day after mailing is complete.	2-3 days. Sooner if requested.	5-7 working days after approval is received.
Comments:	AB Data will apply a 2D code to the 2100 piece 2 sheets of 11x17 fold and match to the 5076 for machinability.				
Detail how printing and mailing operations of your firm address the needs of the City.	Recently acquired a 28,295 square foot facility for their laser imaging center which is dedicated solely to full service laser imaging. Largest mail processor in Wisconsin, their letter shop facility can produce and distribute more than 4 million pieces of mail in a single day.	Per response "We are the largest in the nation. IDS.com has handled and completed all the above scope of work for your city for over 9 years".	Recently completed an 87,000 square foot expansion, bringing the total facility square footage to 147,000 square feet. Investments in new technology/equipment have equipped them to perform all work.	Experienced with Municipality mailings. Works with over 300 cities, townships and counties across Michigan. Process Tax Bills, assessments, personal property statements, water bills, special printed inserts/newsletters, envelopes.	Statement of work is provided.
Describe experience in the type of service requested for other customers or communities.	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.	They can accommodate all needs within this sector as well as other venues.	Currently holds print resource management contracts with many organizations. Has an entire programming department with expertise in processing data for big mailing projects for both companies and municipalities. Recently assisted the City of Bay City and State of Michigan with pilot program that would change their assessment format to potentially save significantly in postage.	Printing and mailing tax bills, assessments, personal property statements, water bills, inserts/newsletters, postcards, special mailing notices, newsletter mailers. Printing only services for items to be shipped back to customer. Letterhead, newsletters, envelopes, business cards, brochures.	Experience is provided in response.
How many clients does your company currently service with the type of services?	Services approximately 90 clients.	Over 70 cities and townships in Michigan and	Process date for 100 print/mail clients.	300+	Services described are performed for their clients as normal business operations.
Provide list of comparable public sector projects.	List Provided.	List not provided.	List provided.	List Provided	Left blank.
Can your firm provide any options that would be beneficial to the process?	AB Data would suggest taking the City's address files further with the benefits from NCOALink (National Change of Address) processing. There would be a small additional fee for this service, however the postage saving and time spent on returns would surely make up the difference. Please see response for complete response.	"Always communicating with our partners to help cut costs".	If F.P. Horak was to get the data (as opposed to pre-populated PDF), they would be better positioned to add inserting barcodes and presort data for mailing.	For personal property statements KCI preprints a #10 Double window envelope that all units use for their mailings. These options help reduce cost because KCI orders and prints in bulk so they are able to pass along savings to their municipalities.	Left blank.

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Provide an equipment list:	Equipment List provided in response.	They offer a tour or their main facility in Madison Heights upon request.	Equipment list provided in response.	Equipment list provided in response.	Equipment list provided in response.
Provide documented procedures.	Has included in response.	"We have successfully fulfilled the scope of work for your team for years with success".	Has included in response.	Has included in response.	Has included in response.
Cost Proposal	Cost Proposal	Cost Proposal	Cost Proposal	Cost Proposal	Cost Proposal
1. 17,500 – Print 1-Sided Summer Tax Bill on 8 1/2" x 11"; Pantone PMS 448 Brown and PMS 383	\$822.98	\$32.00 per thousand	\$411.00	\$1,056.82	\$682.50
2. 17,500 – Print 2-Sided Winter Tax Bill on 8 1/2" x 11", Pantone PMS 448 Brown and PMS 383	\$936.11	\$35.00 per thousand	\$617.00	\$1,109.91	\$822.50
3. 30,000 – Pantone PMS 448 Brown, 1-side on #10 Window Mailer Envelope, Camera ready, you supply, your presorted first-class postage permit	\$1,134.51	\$23.50 per thousand	\$962.00	\$947.50	\$1,100.00
4. 1,000 – Pantone PMS 448 Brown, 1-side on #10 Window Mailer Envelope, Camera ready, you	\$37.82	\$125.00 lot	\$32.00	\$160.50	\$37.00
5. 31,000 – Black, 1-side on #9 Return Envelope, Camera ready, you supply	\$830.28	\$24.00 per thousand	\$781.00 - One Side \$1072.00 - Two Sides	\$716.83	\$930.00
6. Imprint print file into Tax Forms for both Winter and Summer	\$892.50	\$26.00 per thousand	\$1,059.50	Included in cost below	\$600.00
7. 29,000 out – Print 8 1/2" x 3 7/8" Insert – PDF file	\$713.67	\$22.00 per thousand	\$411.00	\$556.22	\$464.00
8. 16,000 out – Print 8 1/2" x 11" brochure – PDF file	\$793.69	\$34.00 per thousand	\$863.00	\$988.12	\$704.00
9. 31,000 out – Print 8 1/2" x 11" "Dear Taxpayer Insert" tax information letter – one sided –PDF file (15,500 ea.; 2 times a year)	\$1,537.78	\$36.00 per thousand	\$1,044.00	\$1,412.32	\$930.00
10. 14,000 – Tri-fold and insert Summer Non-Escrow Tax Bill with 4-inserts	\$385.00	\$42.00 per thousand	\$660.50	\$840.00	\$630.00
11. 750 – Tri-fold and insert Summer Automatic Bill Payment Tax Bill with 1-insert	\$275.00	\$42.00 per thousand	\$86.25	\$45.00	\$33.75
12. 14,000 – Tri-fold and insert Winter Non-Escrow Tax Bill with 4-inserts	\$385.00	\$42.00 per thousand	\$660.50 \$608 w/3 inserts	\$840.00	\$630.00
13. 750 – Tri-fold and insert Winter Automatic Bill Payment Tax Bill with 1-insert	\$275.00	\$42.00 per thousand	\$86.25	\$45.00	\$33.75
14. 27,500 records – CASS certify Tax Bill mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$155.00	\$125.00 per Lot	No Charge Included in 10 & 12	\$0.00	\$275.00
15. 2-times per year – Delivery of Tax Bills to Post Office		Included	No charge	\$0.00	No charge
16. 30,000 – First Class Postage (postal rate at time of mailing)					
<b>TOTAL</b>	<b>\$9,174.34</b>	<b>\$7,318.50</b>	<b>\$7,674.00</b>	<b>\$8,718.22</b>	<b>\$7,872.50</b>
ASSESSMENT NOTICES - QUANTITY 25,000					
REAL PROPERTY PARCELS – QUANTITY 25,000*					
Data File Handling – Frequency: once a year	\$375.00	Included \$24.00 per thousand	\$105.00	\$0.00	\$50.00
Paper, 50 lb, 8 1/2" X 11"; 2-sided with Backer	\$258.00	\$35.00 per thousand	\$558.00	\$2,000.00	\$437.50
Laser Print	\$625.00	Included	\$683.50	Included in cost above	\$400.00
Required imprinting proofs to Assessor prior to final job (emailed)	AB Data policy is to send proofs for approval	Included	No Charge	\$0.00	\$0.00
Presorted Postage Permit information (postal indicia) printed in black ink, front side of	\$1,378.01	\$24.00 per thousand	\$1,424.00	\$0.00	\$0.00
Printing return address printed – black ink, front side	\$500.00	\$35.00 per thousand	No Charge	\$0.00	\$925.00
Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$75.00	Included	No Charge, included in data file handling	\$0.00	\$250.00
Mailing: Deliver to Post Office. First Class Postage (postal rate at time of mailing)	Milwaukee, WI 53217	Pontiac, MI	Saginaw	Grand Rapids	N. Houston, TX
<b>TOTAL</b>	<b>\$3,211.01</b>	<b>\$2,950.00</b>	<b>\$2,770.50</b>	<b>\$2,000.00</b>	<b>\$2,062.50</b>

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<b>ASSESSMENT NOTICES - QUANTITY 2100</b>					
Data File Handling – Frequency: once a year	\$125.00	\$150.00 per lot	\$56.25	\$0.00	\$50.00
Paper, 50 lb	\$21.67	included	\$17.57	\$0.00	\$42.00
Laser Print	\$75.00	\$375.00 per lot	\$117.94	\$168.00	\$42.00
Required imprinting proofs to Assessor prior to final job	AB Data policy is to send proofs for approval	included	\$15.00	\$0.00	\$0.00
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes	\$115.75	\$150.00 per lot	No charge	\$0.00	\$0.00
Printing return address printed – black ink, front side	\$300.00	\$200.00 per lot	\$188.00	\$0.00	\$84.00
Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$50.00	\$175.00 per lot	No Charge, included in data file handling	\$0.00	\$21.00
Mailing: Deliver to Post Office.	Milwaukee, WI 53217	Pontiac, MI	Saginaw	Grand Rapids	N. Houston, TX
First Class Postage (postal rate at time of mailing)					
<b>TOTAL</b>	<b>\$687.42</b>	<b>\$1,050.00</b>	<b>\$394.76</b>	<b>\$168.00</b>	<b>\$239.00</b>
<b>PERSONAL PROPERTY STATEMENTS &amp; FORM 576 WITH BACKER - QUANTITY 2100</b>					
Data File Processing and Programming – Frequency: once a year	\$175.00	\$150.00 per lot	\$100.33 (Form 5076) \$56.25	\$0.00	\$50.00
Offset print 2-sided, 11" x 17" sheets, duplex black and white	\$300.00	\$375.00 per lot	\$473.12	included in cost below	\$840.00
Laser Forms with taxpayer name and address	\$75.00	\$300.00 per lot	\$165.00	\$682.50	\$105.00
Fold forms and insert with instructions	\$500.00	\$200.00 per lot	\$70.88	included in cost above	\$105.00
Required: State Tax Commission approval of printed form	AB Data policy is to send proofs for approval	N/A	\$25.00	\$0.00	\$0.00
Required imprinting proofs to Assessor prior to final job	AB Data policy is to send proofs for approval	Included	No Charge	\$0.00	\$0.00
Set-up custom artwork for envelope	\$65.00	Included	\$35.00	\$94.50	\$0.00
Offset Print #10 double window envelopes – black and white	\$115.75	\$23.00 per thousand	\$188.00	\$213.88	\$450.00
The following notices to be printed on the front of the envelope in black ink:			No Charge		
(YEAR) Personal Property Statement With Instructions For Preparation and Filing	AB Data policy is to send proofs for approval	\$150.00 per lot	No Charge		
FORM 5076	AB Data policy is to send proofs for approval		No Charge		
Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$50.00	\$175.00 per lot	No Charge	\$0.00	\$21.00
Mailing: Deliver to Post Office.	Milwaukee, WI 53217	Pontiac, MI	Saginaw	Grand Rapids	N. Houston, TX
First Class Postage (postal rate at time of mailing)					
<b>TOTAL</b>	<b>\$1,280.75</b>	<b>\$1,398.30</b>	<b>\$1,113.58</b>	<b>\$990.88</b>	<b>\$1,571.00</b>
<b>Grand Total</b>	<b>\$14,353.52</b>	<b>\$12,716.80</b>	<b>\$11,952.84</b>	<b>\$11,877.10</b>	<b>\$11,745.00</b>
Describe other charges, if any, as follows:	Programming fee of \$95/hour if anything additional above basics of RFP, such as changes or alteration. NCOALink processing would be \$100 per run	Postage was not included in proposal. They will CASS certify the mail to ensure the lowest rate allocated by USPS.			Pages 29-30 of solicitation were not turned in with response.
Acknowledge all mailings comply with USP office regulations.	Yes	Yes	Yes	Yes	Pages 29-30 of solicitation were not turned in with response.
Cost saving recommendations:	Would provide the highest level of postage discounting for the saturation levels of City's mailings.			Please see attachment for Cost Savings Recommendations. Note: \$0.49 charge for each piece of returned mail	Pages 29-30 of solicitation were not turned in with response.

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Acknowledge logo and font	Yes. Must be high resolution jpg or tif for satisfactory appearance. Be sure to furnish an "under sampled" jpg.	Yes	Yes	Yes	Pages 29-30 of solicitation were not turned in with response.
Accept MasterCard for payment?	Yes, by special arrangement	If needed. Accounting will verify.	Yes	Yes	Pages 29-30 were not turned in with response.
Provided equipment list?	Yes	Yes	Yes	Yes	Pages 29-30 were not turned in with response.
Can you meet City's insurance requirements?	Yes	Yes	Yes	Yes	Pages 29-30 were not turned in with response.
Additional information/points not addressed:	Permit Indicia-AB does not have a house permit for use. They would either utilize a permit account already owned by the City via USPS mail anywhere program or they could acquire permit. The USPS fee would be \$225.00 onetime fee but then it would be owned by the City.				Pages 29-30 were not turned in with response.
Extend to MITN	Yes	No	Yes	Yes	Pages 29-30 were not turned in with response.