

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and Various Assessor Reports and Forms		Ullitec, an Ancor Company	360 Services International
411 vendors solicited via MITN	LaserCom LLC 2230 Elliott Drive Troy MI 48063	1911 Woodslee Drive Troy MI 48063	12623 Newburgh Road Livonia MI 48150
Awarded to DataMail	Robert McNamara 248.585.2800	Chris Macres 248.626.4826	Margo Pickl 734.691.9360x - 238
Firm Established - years in business	Established Jan 1998 - 13 years in business	Established 1985; 26-years	Established 1974; 37 years
Type of Organization	LLC	LLC	Corporation
How many full time employees and part time:	7 full time; 2 to 5 part time	135 full time; 32 part time	49 full time; 5 part time
How many yrs providing printing & mailing svcs	13 years	26 years	Over 20 years
Years printing & mailing proptax billings 5-years mandat exp required	1-year (have been printing other billing statements for 10-yrs)	26 years	20-years
Names of municipalities provided Tax billings	Oak Park, Michigan	Specifically for utility sector; includes variety of tax bills, assessments, water/electric bills, inserts, notices of water quality reports; customers prefer not divulge document types currently service more than 100 utilities nationwide.	Several municipalities listed.
Years printing/mailling svcs for Assessor 5 years mandat exp required	4-years	26 years	14 years
Names of municipalities provided Assessor printing	Oak Park, Michigan	see above	Several municipalities listed
Last name & contact info for single point of contact:	Provided	Provided	Provided
Can you accept Adobe PDF?	Yes	Yes	Yes
Via the Internet?	Yes	Yes	Yes
Any size limitations?	No	No	No
Comments:		We prefer a flat/text file as compared to a print-ready PDF.	
Can you accept PMD file?	Yes	Yes	No
Via the Internet?	Yes	Yes	
Any size limitations?	No	No	
Comments:		We prefer a flat/text file as compared to a print-ready PDF.	Would prefer a pdf file
Can you accept FTP via the internet?	Yes	Yes	Yes
Comments:			All files & transmissions are password protected for security
Acknowledge all files delivered/received thru FTP site	Yes	Yes	Yes
Work plan & methodology:	Download files/or pick up at FTP Site (your or our); create/print data on approp forms; fold, insert assemble mail & report pieces; provide samples for approval/signoff; delivery mail to Post Office (document mailing) or delivery to City(as required); bill City for appropriate work/delivery confirmation.	Operates w/in defined QM that begins w/secure data trans through our FTP site. Process the file, provide variable laser imprinting, folding, inserting, mailing & delivery. Sev quality checkpoints in place to ensure data integrity & flawless production, including public/private key data encryption & camera verification technology.	See attachment A
List client references & list services performed:	Provided; Oak Park municipal reference	3-listed	See attachment B
What detail will be provided on your firm's invoice?	Line items (as quoted), PO #, terms and conditions.	Line item, invoice number, date, quantity, billing period, and total.	Normally format invoice to coincide with the line items of the RFO; however, we are happy to provide whatever format you prefer.
Time to complete for Treasurer: All forms	5-work days	3-days	4-business days for form proofs
Print & Mail Tax Bills	5-work days	3-days	5 business days from approval of live prof sample
Delivery to RH extra/surplus forms, env, etc.	5-work days	1-day	3 business days after mailing
Comments:			
Time to complete for Assessor: All Forms	5-work days	3-days	4-business days for form proofs
Print & Mail Notices:	5-work days	3-days	5 business days from approval of live proof samples

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and Various Assessor Reports and Forms						
	LaserCom LLC 2230 Elliott Drive Troy MI 48083 Robert McNamara 248.585.2800	Utilitec, an Ancor Company 1911 Woodside Drive Troy MI 48083 Chris Macres 248.526.4826	360 Services International 12623 Newburgh Road Livonia MI 48150 Margo Pickl 734.591.9360x - 238			
411 vendors solicited via MTN						
Awarded to DataMail						
Delivery to RH Assessor all forms/Reports:	5-work days	1-day	4 business days from receipt of files			
Comments:						
Detail how printing/ mailing operation address City needs: State capacity to perform the work as described.	We are a full fledge direct mail company (print & mail) is our main function (see brochure attached) "this is what we do."	Utilitec has chosen to focus our entire organization on the unique printing & mailing requirements of the utility sector. Our technology, equipment and IT development team have significant experience with utility documents. We operate within a below-capacity printing environment.	See Attachments A & C			
Firm's experience in service requested for others	We print & mail many sensitive documents for our clients, bills, statements, check etc) confidential list can be supplied if chosen for this project.	As mentioned, servicing the printing & mailing requirements for the utility sector is our business.	Been printing & mailing Tax bills, Assessment change notices & Personal Property Statements for municipalities for 15 years.			
How many clients currently served w/this type of services?	This varies month to month since we provide one-time & on-going services (100+ per year).	Currently manages the printing & mailing contracts for approximately 100 utilities nationwide.	Tax Bills 16; Assessment Change Notices 33; PPS 65			
List comparable public sector projects completed successfully:	Oak Park Assessments; Royal Oak billing	Provided	Print & mail multiple tax bills, assessment change notices & personal property statements every year. We encourage you to discuss our services with any of our clients.			
Any options that would be beneficial to process-explain:	Some public sector users eliminate the "return envelope" print & have the recipient pay in person or mail return in their own envelope. Use standard #10 window envelopes on all mailing.	Sending text data via the BS&A system would be beneficial as compared to a print-ready PDF.				
Provide an equipment list:	printers, folders, inserter, meter machines, strapers (see brochure)	Refer to attachment.	See attachment C.			
Documented procedures for equipment failure/disaster recovery:	Utilize (US Postal approved) postal sorting software & NCOA processing; out internal work orders contain QC steps that ensure quantity printed matches mailed count; reciprocal agreements with our local & national supply team/outside vendors to provide reg time & "off house" back up services. We offer free pickup/delivery svcs. current 1-shift. can expand to 2-3.	Provide deepest postal discounts available-utilize Satori software for this. Satori is industry leader in digital printing system software. Will balance & audit each file to ensure data technology as further quality checkpoint. Maintains Disaster Recovery system in the event of a minor or major catastrophic event. We utilize off site data & print recovery, in multiple locations. Each on separate power grid for added integrity.	See attachment A. Maintain offsite back up of all programs & reciprocal agreements with other area vendors for printing capacity. Utilize SmartAddresser Software by Datatech Smartsoft Inc for postal sorting. SmartAddresser is state of the art software for CASS Certification, Address verification & NCOA processes.			
	Estimated Quantities	Cost Submitted	Estimated Quantities	Cost Submitted	Estimated Quantities	Cost Submitted
TREASURER PRINTING AND DISTRIBUTION:						
1. Print 1-sided summer tax bill	19,000	\$529.01	19,000	\$380.00	19,000	\$547.77
2. Print 2-sided winter tax bill	19,000	\$529.01	19,000	\$570.00	19,000	\$572.85
3. 1-side on 10# window mailer env	36,000	\$1,228.89	36,000	\$648.00	36,000	\$1,016.64
4. 1-side on #9 Return Envelope	34,000	\$1,008.64	34,000	\$612.00	34,000	\$879.92
5. Imprint print file into tax forms both winter and summer	2	\$1,740.00	2	\$475.00	2	\$874.00
6. Print 8 1/2" x 3 7/8 insert	34,000	\$424.00	34,000	\$612.00	34,000	\$438.78
7. Print 8 1/2" x 11 brochure	17,500	\$879.90	17,500	\$647.50	17,500	\$962.50
8. Print 8 1/2 x 11 "Dear Taxpayer Insert"	35,000	\$1,167.20	35,000	\$1,050.00	35,000	\$760.00
9. Tri-fold & insert summer non-escrow tax bill w/3-inserts	16,500	\$1,040.00	16,500	\$660.00	16,500	\$394.35
10. Tri-fold & insert winter non-escrow tax bill w/2-inserts	16,500	\$875.00	16,500	\$660.00	16,500	\$363.00
11. 26,000 records CASS certify	26,000	\$206.00	26,000	\$0.00	26,000	\$100.00
12. 2-times per year delivery of tax bills to Post Office	2	\$0.00	2	\$0.00	2	waived if from Livonia PO
13. 32,000 First Class Postage	32,000	\$10,880.00	32,000	\$10,880.00	32,000	\$10,880.00
TOTAL		\$20,527.85		\$17,194.50		\$17,789.81
	Note: using 60# for 1 & 2. Sort data in zip seq first item 5					

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411 vendors solicited via MITN	LaserCom LLC 2230 Elliott Drive Troy MI 48063		Utilitec, an Ancor Company 1911 Woodslee Drive Troy MI 48083		360 Services International 12623 Newburgh Road Livonia MI 48150		
Awarded to DataMail	Robert McNamara 248.585.2800		Chris Macres 248.526.4826		Margo Pickl 734.591.9360x - 238		
ASSESSOR PRINTING AND DISTRIBUTION							
VALUATION RECORDS REAL PARCELS 26,000 qty							
Data file handling - frequency: once a year			\$0.00		waived		
Paper, 20#, white bond			\$0.00			\$242.58	
Laser Print, 3-hole punched printing on front side only			\$780.00			\$658.58	
Delivery to RH Assessor's Office			\$50.00			\$50.00	
TOTAL		\$1,260.72	\$830.00			\$951.16	
ASSESSMENT ROLL 7,000 qty							
Data File Handling - Frequency: once a year			\$0.00		waived		
Paper, 20# white bond			\$0.00			\$65.31	
Laser Print, 3-hole punched, duplexed			\$280.00			\$354.62	
One original required	line ?		\$0.00			\$400.00	
Delivery to RH Assessor's Office			\$50.00			\$50.00	
TOTAL		\$449.04	\$330.00			\$869.83	
ASSESSMENT NOTICES REAL PROPERTY PARCELS 25,000 qty							
Data File Handling Frequency: once a year		\$200.00	\$0.00		waived		
Paper 50# 8 1/2" x 11 front side only		\$615.33	\$462.50			\$219.75	
Laser Print		\$750.00	\$1,625.00			\$25.00	
Required imprinting proofs to Assessor prior to final job		\$0.00	\$0.00			\$944.50	
Presorted Postage Permit info (postal indicia) printed on env.		\$1,537.18	\$600.00			\$633.25	
Printing return address printed-blank ink, front side			\$0.00			\$100.00	
CASS Certify		\$750.00	\$0.00			\$0.00	
Mailing: deliver to Post Office			\$0.00			\$0.00	
LOCATION OF POST OFFICE:	??LOCATION??		LOCATION???		Livonia	\$8,500.00	
First Class Postage		\$8,500.00	\$8,500.00			\$10,422.50	
TOTAL		\$12,352.51	\$11,187.50			\$375.00	if required
Identify Post Office location					Livonia	\$10,797.50	

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Awarded to DataMail	Robert McNamara 248.585.2800	Chris Macres 248.526.4826	Marge Pickl 734.591.9360x - 238
ASSESSMENT NOTICES PERSONAL PROPERTY PARCELS 2,100 qty			
Data File Handling - frequency, once a year	\$200.00	\$0.00	waived
Paper, 50#	\$124.20	\$0.00	\$18.46
Laser Print	\$63.00	\$200.00	
Required imprinting proofs to Assessor prior to final job	\$0.00	\$0.00	\$25.00
Presorted Postage Permit info, front side of envelopes	and envelope cost \$174.92	\$0.00	\$102.00
Printing return address printed-black ink, front side	\$0.00	\$0.00	\$53.19
CASS Certify	\$63.00	\$0.00	\$50.00
Mailing: Delivery to Post Office	\$0.00	\$0.00	\$0.00
LOCATION OF POST OFFICE	??LOCATION??	LOCATION??	Livonia \$0.00
First Class Postage	\$766.50	POSTAGE???	\$714.00
TOTAL	\$1,391.82	\$200.00	\$962.65
Identify Post Office location	UNKNOWN	POSTAGE:???	generic backside \$31.50 if required Livonia \$994.15
PERSONAL PROPERTY STATEMENTS 2,100 qty			
Data File Processing & Programming: frequency once a year	\$400.00	\$0.00	waived
Offset print 2/ 11" x 17" sheets, duplex black & white	\$533.19	\$210.00	\$147.00
Laser Forms w/taxpayer name & address	\$264.00	\$175.00	\$84.00
Fold forms & insert w/instructions	\$220.00	\$210.00	\$18.90
Required: State Tax Commission approval of printed form	\$0.00	\$0.00	\$50.00
Required: Imprinting proofs to Assessor prior to final job	\$0.00	\$0.00	\$25.00
Set-up custom artwork for envelope	\$120.00	\$0.00	\$35.00
Offset print 6" x 9" double window envelopes	\$598.83	\$189.00	\$105.00
Print 2-notice on front of env "OFFICIAL BUS..." AND "YEAR"		\$125.00	included above \$0.00
CASS Certify		\$125.00	\$50.00
Mailing: Deliver to Post Office		\$0.00	\$0.00
LOCATION OF POST OFFICE		LOCATION??	Livonia \$0.00
First Class Postage	\$766.50	\$714.00	\$714.00
100 blank statements printed w/return address & delivered to RH		\$0.00	\$25.00
TOTAL	\$2,902.52	\$1,748.00	\$1,253.90
Any other charges?	Forms design svcs & programming svcs avail if needed \$100/hr	No additional charges	Deliveries to City of Rochester Hills not already specified
Acknowledge comply w/all Post Office regulations:	acknowledged	acknowledged	listed on the previous breakdown of fees pages will be
Can you offer any cost saving recommendations?	Eliminating return envelopes could reduce pricing (consumer to put in their own envelope).	Can offer the City a variety of electronic solutions to enhance print & mail	billed at \$50/each
Artwork for new logo & font will be provided	Yes	Yes	acknowledged
Can you accept City MasterCard for payment?	Yes	NO	Yes
Provided required equipment list?	Yes	Yes	Yes
Can you meet City's Insurance Requirements?	Yes	Yes	Yes
Provided signed Hold Harmless Agmt?	Yes	Yes	NO; will not sign Hold Harmless
Additional information/points not addressed:	Cost are all inclusive (we would need to renew pricing if only parts of the projects are approved).		Yes
Extend to MITN Cooperative?	Yes if all data and layouts are the same.	Yes	Yes if quantities are similar

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and Vc				
411 vendors solicited via MITN		Datamatx, Inc 3146 Northeast Expressway, NE Atlanta GA 30341	DataMail 747 E Whitcomb Avenue Madison Heights MI 48071	Lasertec Inc 33472 Sterling Ponds Blvd Sterling Heights MI 48312
Awarded to DataMail		Ron Shear/Harry Stephens 770.936.5600	Jeff Hayden 248.588.2415	Joan Kulka 800.388.5832
Firm Established - years in business	Established 1976; 38 years	Established 1991; 20 years	Established 1986; 25 years	
Type of Organization	Corporation	Corporation	Corporation	
How many full time employees and part time:	150 full time; zero part time	55 full time; 53 part time	41 full time; 2 part time	
How many yrs providing printing & mailing svcs.	30 years	20 years	25 years	
Years printing & mailing proptax billings 5-years mandatory exp.required	25 years	20 years	10 years	
Names of municipalities provided Tax billings	4 municipal listed; South Carolina. 2 in Virginia & 1 Georgia	5-municipalities listed	3 municipalities listed	
Years printing/mailling svcs for Assessor 5 years mandat exp required	LEFT BLANK	20-years	10 years	
Names of municipalities provided Assessor printing	One City in Virginal listed.	15-municipalities listed	11 municipalities listed	
Last name & contact info for single point of contact:	Not assigned until contract awarded	Provided	Provided	
Can you accept Adobe PDF?	Yes	Yes	Yes	
Via the Internet?	Yes	Yes	Yes	
Any size limitations?	No	No	No	
Comments:				
Can you accept PMD file?	No	Yes	Yes	
Via the Internet?		Yes	Yes	
Any size limitations?		No	No	
Comments:				
Can you accept FTP via the internet?	Yes	Yes	Yes	
Comments:	FTP, SFTP, FTP-S			
Acknowledge all files delivered/received thru FTP site	Yes	Yes	Yes	
Work plan & methodology:	See Proposal doc	Data files transmitted via secured FTP. All printing & production is completed at DataMail Services. All proofs on each application produce will be available for customer sign off prior to production & mailing verification of final data output.	Multiple shift operation to ensure on time delivery. Hands on supervisors in each department. Multiple verification of print & mail counts, dedicated customer service rep. job tracking system to monitor job progress. SAS% Type II audit-certified in security.	
List client references & list services performed:	See attachment	Provided; 8 municipal.	Attachment	
What detail will be provided on your firm's invoice?	See attached sample; invoice can be customized.	All production cost, actual postage or other request.	Any & all data & piece count information regarding processing, mailing which will assist the City to do recordkeeping.	
Time to complete for Treasurer: All forms	45 days; 1-time programming set up & forms set up	7 to 10 business days	Set up 3-5 business days	
Print & Mail Tax Bills	1-2 days from receipt of file	5 to 7 business days	3 business days after approval	
Delivery to RH extra/surplus forms, erw, etc.	5-days	1 to 2 business days	24 hours after completions	
Comments:			envelope orders may take 7 to 10 days	
Time to complete for Assessor: All Forms	45 days; 1-time programming set up & forms set up	7 to 10 business days	Same as above	
Print & Mail Notices:	1-2 days from file receipt	5 to 7 business days		

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and V:				DataMail			Lasertec Inc		
411 vendors solicited via MITN	Datamatx, Inc 3146 Northeast Expressway, NE Atlanta GA 30341			747 E Whitcomb Avenue Madison Heights MI 48071			33472 Sterling Ponds Blvd Sterling Heights MI 48312		
Awarded to DataMail	Ron Shear/Harry Stephens 770.836.6800			Jeff Hayden 248.588.2415			Joan Kulka 600.388.5832		
Delivery to RH Assessor all forms/Reports:	5-days			1 to 2 business days					
Comments:									
Detail how printing/mailling operation address City needs: State capacity to perform the work as described.	We work closely with your staff to meet or exceed City requirements. We print & mail 10 million documents/month and have adequate capacity.			Direct experience working w/data systems & employees for 8 years.			Multiple shift operation, multiple checks and balances performed with each department up & through mailing. Have experience in printing & mailing for many municipalities.		
Firm's experience in service requested for others	It represents 100% of our b business. All successful outcomes.			Direct experience working with multiple data systems requirements for more than 20 years.			Lasertec provides similar services for other municipalities.		
How many clients currently served w/this type of services?	200 plus print & mail clients			Over 300 Financial Institutions of which more than 200 are municipalities.			On an annual basis, about 30.		
List comparable public sector projects completed successfully:	Left Blank			Monthly & daily statement/biannual property tax, weekly utility bills statements and assessment notices production.			Invoices, statements for financial institutions, Insurance bills, notices.		
Any options that would be beneficial to process-explain:	Our approve service allows your staff to review & approve documents online before printing & mailing.			Maximum postage discounts; in house US Postal verification and processing. House holding & selective inserting.			Maximum postal discounts.		
Provide an equipment list:	see attached proposal			refer to attachments			see attached.		
Documented procedures for equipment failure/disaster recovery:	see attached proposal			Cass certification and IMB update on every file processed.			Each file is CASS Certified for max. postal discounts. Grouping of tax bills can be performed within any specifications. Each department balances its counts to input files and mailing reports. All pieces are accounted for as delivered. We have a second facility available should any equipment fail. This also serves as a disaster recovery site. This site is used and tested monthly. Mail is sorted for maximum discount to the customer.		
	Estimated Quantities	Cost Submitted	Total	Estimated Quantities	Cost Submitted	Total	Estimated Quantities	Cost Submitted	Total
TREASURER PRINTING AND DISTRIBUTION:									
1. Print 1-sided summer tax bill	19,000	\$285.00		19,000	\$826.16		19,000	\$528.14	
2. Print 2-sided winter tax bill	19,000	\$285.00		19,000	\$712.53		19,000	\$610.49	
3. 1-side on 10# window mailer env	36,000	\$1,148.40		36,000	\$756.80		36,000	\$1,116.72	
4. 1-side on #9 Return Envelope	34,000	\$996.28		34,000	\$770.00		34,000	\$915.14	
5. Imprint print file into tax forms both winter and summer	2	\$2,432.00		2	\$988.00		2	\$836.00	
6. Print 8 1/2" x 3 7/8 insert	34,000	\$578.00		34,000	\$221.22		34,000	\$510.00	
7. Print 8 1/2" x 11 brochure	17,500	\$927.50		17,500	\$610.02		17,500	\$612.50	
8. Print 8 1/2" x 11" "Dear Taxpayer Insert"	35,000	\$1,155.00		35,000	\$1,117.44		35,000	\$770.00	
9. Tri-fold & insert summer non-escrow tax bill w/3-inserts	16,500	\$1,089.00		16,500	\$693.00		16,500	\$495.00	
10. Tri-fold & insert winter non-escrow tax bill w/2-inserts	16,500	\$1,056.00		16,500	\$693.00		16,500	\$495.00	
11. 26,000 records CASS certify	26,000	\$0.00	Included	26,000	\$250.00		26,000	\$130.00	
12. 2-times per year; delivery of tax bills to Post Office	2	\$0.00	Included	2	\$0.00		2	\$0.00	
13. 32,000 First Class Postage	32,000	\$11,280.00		32,000	\$10,912.00	estimate .341	32,000	\$11,200.00	estimated
TOTAL		\$21,232.18			\$18,350.16			\$18,218.99	
	Postage Estimate subject to USPS qualification								

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and Ve		Datamatx, Inc		DataMail		Laserlec Inc	
411 vendors solicited via MTN		3146 Northeast Expressway, NE Atlanta GA 30341		747 E Whitcomb Avenue Madison Heights MI 48071		33472 Sterling Ponds Blvd Sterling Heights MI 48312	
Awarded to DataMail		Ron Shear/Harry Stephens 770.936.5600		Jeff Hayden 248.588.2415		Joan Kulka 800.388.5832	
ASSESSMENT NOTICES PERSONAL PROPERTY PARCELS 2,100 qty							
Data File Handling - frequency, once a year		\$14.70		\$175.00		\$10.50	
Paper 50#		\$31.50	substitute 24/60#	\$133.76		\$24.15	
Laser Print		\$207.48		\$105.00		\$52.50	
Required imprinting proofs to Assessor prior to final job		\$0.00		\$0.00		\$0.00	
Presorted Postage Permit info, front side of envelopes		\$0.00		\$115.00		\$77.32	
Printing return address printed-black ink, front side		\$0.00		\$0.00		\$0.00	
CASS Certify		\$0.00		\$105.00		\$52.50	
Mailing: Delivery to Post Office		\$0.00		\$0.00			
LOCATION OF POST OFFICE	Atlanta, GA	\$0.00		\$0.00			Bulk center Pontiac
First Class Postage	PO 30341	\$772.80	.368 postage	\$716.10		\$735.00	estimated
TOTAL		\$1,026.48		\$1,349.86		\$951.97	
Identify Post Office location	Atlanta, GA						
PERSONAL PROPERTY STATEMENTS 2,100 qty		\$29.40		\$300.00			
Data File Processing & Programming: frequency once a year		\$504.00		\$237.77		\$157.50	
Offset print 2/ 11" x 17" sheets, duplex black & white		\$140.10		\$110.00		\$157.50	
Laser Forms w/taxpayer name & address		\$197.40		\$105.00		\$73.50	
Fold forms & insert w/instructions				\$0.00			
Required: State Tax Commission approval of printed form				\$0.00			
Required: Imprinting proofs to Assessor prior to final job				\$0.00			
Set-up custom artwork for envelope			included in fee pg 29	\$0.00			
Offset print 6" x 9" double window envelopes				\$199.50		\$48.73	
Print 2- notices on front of env "OFFICIAL BUS..." AND "YEAR"				\$0.00		\$52.50	
CASS Certify			included	\$0.00		\$16.80	
Mailing: Deliver to Post Office				\$0.00			Bulk center Pontiac
LOCATION OF POST OFFICE	Atlanta, GA			\$0.00			1st class postage
First Class Postage		\$772.80	\$0.37	\$716.10		\$735.00	
100 blank statements printed w/return address & delivered to RH		\$15.00		\$25.00		\$50.00	
TOTAL		\$1,658.70		\$1,893.37		\$1,291.53	
Any other charges?	NCOALink \$.18 per hit on NCOA database; one time prog & set up \$2750						
Acknowledge comply w/all Post Office regulations:	acknowledged			Acknowledged		Acknowledged	
Can you offer any cost saving recommendations?						Printing assessment notices as gluefold self mailers would save money, eliminating the envelope costs.	
Artwork for new logo & font will be provided	Yes; PDF preferred			Yes		Yes	
Can you accept City MasterCard for payment?	NO			NO		NO	
Provided required equipment list?	Yes			Yes		Yes	
Can you meet City's Insurance Requirements?	Yes			Yes		Yes	
Provided signed Hold Harmless Agmt?	Yes			Yes		Yes	
Additional information/points not addressed:	24lb stock substitute for 50#; they are equivalent weight. 50 lb is offset stock, 24# is OCRLaser (60#).						
Extend to MITN Cooperative?				Yes		Yes specifications must be the same with similar quantities	

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and Ve					
411 vendors solicited via MITN		Great Lakes Graphics Inc 209 E Washington Ave #450 Jackson MI 49201			
Awarded to DataMail		Mickey Vantake 517.937.1814			
Firm Established - years in business		Established 2001; 10 years			
Type of Organization		Corporation			
How many full time employees and part time:		6 full time; 4 part time			
How many yrs providing printing & mailing svcs.		10 years			
Years printing & mailing proptax billings 5-years mandatory exp.required		5 years			
Names of municipalities provided Tax billings		2 municipalities listed.			
Years printing/mailling svcs for Assessor 5 years mandat exp required		5 years			
Names of municipalities provided Assessor printing		3 municipalities listed.			
Last name & contact info for single point of contact:		left blank			
Can you accept Adobe PDF?		Yes			
Via the internet?		Yes			
Any size limitations?		No			
Comments:					
Can you accept PMD file?		Yes			
Via the Internet?		Yes			
Any size limitations?		No			
Comments:					
Can you accept FTP via the internet?		Yes			
Comments:					
Acknowledge all files delivered/received thru FTP site		Yes			
Work plan & methodology:		First step is staying one step ahead is to print all stafc items in advance. This would be envelopes, backsides of bills, flyers, inserts, perforated paper. That leaves only the compiling of the document or bill, then print & inserting. As for turn around we can turn these in as little as four days. Most municipalities provide us data about 10 days in advance which works out great.			
List client references & list services performed:		3-municipal provided			
What detail will be provided on your firm's invoice?		Production of bills or statement, envelope, postage Dup-Group postage, our invoice software is detailed.			
Time to complete for Treasurer: All forms		5-days			
Print & Mail Tax Bills		5-days			
Delivery to RH extra/surplus forms, env, etc.		1-2 days			
Comments:		10-days total project			
Time to complete for Assessor: All Forms		5 days			
Print & Mail Notices:		5 days			

RFP-RH-11-007 Printing & Mailing of Treasurer Property Tax Billings and V

411 vendors solicited via MITN	Great Lakes Graphics Inc 209 E Washington Ave #450 Jackson MI 49201 Mickey Vantake 517.937.1814								
Awarded to DataMail									
ASSESSOR PRINTING AND DISTRIBUTION									
VALUATION RECORDS REAL PARCELS 26,000 qty									
Data file handling - frequency: once a year									
Paper, 20#, white bond									
Laser Print, 3-hole punched printing on front side only									
Delivery to RH Assessor's Office									
TOTAL								\$550.00	
ASSESSMENT ROLL 7,000 qty									
Data File Handling - Frequency: once a year									
Paper, 20# white bond									
Laser Print, 3-hole punched, duplexed									
One original required									
Delivery to RH Assessor's Office									
TOTAL								\$155.00	
ASSESSMENT NOTICES REAL PROPERTY PARCELS 25,000 qty									
Data File Handling Frequency: once a year									
Paper 50# 8 1/2" x 11 front side only									
Laser Print									
Required imprinting proofs to Assessor prior to final job									
Presorted Postage Permit info (postal indicia) printed on env.									
Printing return address printed-blank ink, front side									
CASS Certify								\$2,125.00	
Mailing: deliver to Post Office									
LOCATION OF POST OFFICE:	LOCATION???								
First Class Postage								\$17,410.00	
TOTAL								\$19,535.00	
	with Dup-Group							\$18,860.00	
Identify Post Office location									

