

Rev Spring

SPECIFICATIONS

**CITY OF TRAVERSE CITY
REQUEST FOR PROPOSAL
MAIL PROCESSING FOR SUMMER AND WINTER TAX BILLS
DUE APRIL 26, 2013, 2 PM**

VENDOR: PLEASE COMPLETE & RETURN THESE SHEETS

The City of Traverse City sends approximately 9,300 tax bills on perforated, preprint on back (preprint info will be done by the vendor and supplied in a word document by the City), golden stock paper and they are received in the homes on July 1 and December 1 each year. Along with the winter tax bill mailing, the City sends summer unpaid notices. The City utilizes BSA.net software program and can provide the tax bills in a pdf format. Below is a request for proposal for envelopes, processing, paper stock, cass/postal certification, imb address block, insert/fold and sort tax bill into envelope, programming and postage. Please fill out each service that your company can provide. If you have any questions or concerns, please do not hesitate to contact me (Karla Myers-Beman, Deputy Treasurer) at 231-922-4437. Additionally, please make a comment if you cannot sort multiple tax bills in one envelope. The multiple tax bills will not be sequential in the file. **The proposal is due April 26, 2013.** Thank you in advance for your cooperation.

QTY	DESCRIPTION	Unit Price	Total Price
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	.03	\$279.00
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	.03	\$279.00
1000	Orange stock with no preprinted back, size 8.5 x 11 with 1 perf. This is Summer unpaid notice statements to be sent with the Winter tax bills. (Cost of paper) - WINTER	.03	\$30.00
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	.05	\$465.00
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	.05	\$465.00
	Process Summer property tax data the City will supply PDF File, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - SUMMER	.03 each	
	Process Winter property tax data and summer unpaid notices, the City will supply PDF file, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - WINTER	.03 each	

QTY	DESCRIPTION	Unit Price	Total Price
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	.03	\$279.00
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	.03	\$279.00
1000	Laser print tax bills - only the front of the tax bill, no printing on the back, summer unpaid notices - WINTER	.02	\$20.00
9300	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	.01	\$93.00
10,300	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	.01	\$103.00
9,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER.	.05	\$465.00
10,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER.	.05	\$515.00
9300	*Postage rate-SUMMER	.384	\$3571.20
10,300	*Postage rate - WINTER	.384	\$3955.20

Any other costs or other comments please describe below.

*In order to receive the 1st Class Presort Discount Rate stated above, RevSpring will need to receive the data file in an Excel, Comma Delimited or fixed length file to CASS NCOA, IMB, House Hold and map the file.

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QTY	DESCRIPTION	Unit Price	Total Price
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	\$32.7 / M	\$304.11
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	\$32.7 / M	\$304.11
1000	Orange stock with no preprinted back, size 8.5 x 11 with 1 perf. This is Summer unpaid notice statements to be sent with the Winter tax bills. (Cost of paper) - WINTER	\$140 / M	\$140
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	\$28.1 / M	\$261.33
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	\$28.1 / M	\$261.33
	Process Summer property tax data the City will supply PDF File, vendor will supply CASS Certification and IMB Bar coding, along with house holding - mutiple bills into one envelope based on the same name and address. - SUMMER		\$225
	Process Winter property tax data and summer unpaid notices, the City will supply PDF file, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - WINTER		\$250

QTY	DESCRIPTION	Unit Price	Total Price
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	\$25.4 / M	\$236.22
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	\$25.4 / M	\$236.22
1000	Laser print tax bills - only the front of the tax bill, no printing on the back, summer unpaid notices - WINTER	\$107 / M	\$107.00

Unknown quantities below as a result of multiple parcel owner consolidation

9,300	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER (Citizens who have 1-4 bills per mailing address)	\$51 / M	0
10,300	Insert, sort & mail tax bills (citizens who only have one bill) - WINTER (Citizens who have 1-4 bills per mailing address)	\$51 / M	0
9,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills) - SUMMER. (Citizens who more than 4 bills per mailing address)	\$385 / Ea	0
10,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills) - WINTER. (Citizens who more than 4 bills per mailing address)	\$385 / Ea	0
9,300	Postage rate-SUMMER Bills being mailed outside the local area will be charged a higher postage rate.	\$.36	0
10,300	Postage rate - WINTER Bills being mailed outside the local area will be charged a higher postage rate.	\$.36	0

Any other costs or other comments please describe below.

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QTY	DESCRIPTION	Unit Price	Total Price
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	.02	186.00
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	.02	186.00
1000	Orange stock with no preprinted back, size 8.5 x 11 with 1 perf. This is Summer unpaid notice statements to be sent with the Winter tax bills. (Cost of paper) - WINTER	.025	25.00
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	.055	511.50
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	.055	511.50
	Process Summer property tax data the City will supply PDF File, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - SUMMER		500. ⁰⁰
	Process Winter property tax data and summer unpaid notices, the City will supply PDF file, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - WINTER		500. ⁰⁰

QTY	DESCRIPTION	Unit Price	Total Price
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	.06	558.00
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	.06	558.00
1000	Laser print tax bills - only the front of the tax bill, no printing on the back, summer unpaid notices - WINTER	.07	70.00
9300	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	.05	465.00
10,300	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	.05	515.00
9,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER.	.05	465.00
10,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER.	.05	515.00
9300	Postage rate-SUMMER	.36	3348.00
10,300	Postage rate - WINTER	.36	3708.00

Any other costs or other comments please describe below.

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9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	.01165	\$108.38
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	.01165	\$108.38
1000	Orange stock with no preprinted back, size 8.5 x 11 with 1 perf. This is Summer unpaid notice statements to be sent with the Winter tax bills. (Cost of paper) - WINTER <i>cost of printing + paper</i>	<i>**</i> .0118624	\$118.68
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	.031794	\$295.69
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	.031794	\$295.69
	Process Summer property tax data the City will supply PDF File, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - SUMMER		\$45.-
	Process Winter property tax data and summer unpaid notices, the City will supply PDF file, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - WINTER		\$90

Winter tax Bills & Summer unpaid = 2 files

2 x \$45. = 90

QTY	DESCRIPTION	Unit Price	Total Price
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER <i>* Added in with insert, sort + mail</i>		0
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER <i>* added in with insert, sort + mail</i>		0
1000	Laser print tax bills - only the front of the tax bill, no printing on the back, ** <i>** added into w/ cost of paper</i>		0
9300	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	<i>*</i> 12.54	1,162.50
10,300	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	<i>*</i> 12.54	1,287.50
9,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER. <i>NO additional cost</i>		0
10,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER. <i>no additional cost</i>		0
9300	Postage rate-SUMMER		\$3392.64
10,300	Postage rate - WINTER		\$3757.17

Any other costs or other comments please describe below.

Estimated Postage - Unit Price

Summer unit price
7440 = .36¢
1860 = .384¢

Winter
8240 = .36¢
2060 = .384¢

** See attached quotes*

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QTY	DESCRIPTION	Unit Price	Total Price
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - SUMMER	\$0.040	\$372.00
9300	Goldenrod stock with printed back (information to be printed, supplied by Traverse City in word document; the print will be done by the vendor) size 8.5 x 11 with 1 perf. (Cost of paper) - WINTER	\$0.040	\$372.00
1000	Orange stock with no preprinted back, size 8.5 x 11 with 1 perf. This is Summer unpaid notice statements to be sent with the Winter tax bills. (Cost of paper) - WINTER	\$0.040	\$40.00
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - SUMMER	\$0.02823	\$262.54
9300	Print #10 White Envelope that states TAX BILL ENCLOSED and Temp-Return Service Requested on the front of the envelope along with the City's return address in blue print. - WINTER	\$0.02823	\$262.54
	Process Summer property tax data the City will supply PDF File, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - SUMMER		\$175.00
	Process Winter property tax data and summer unpaid notices, the City will supply PDF file, vendor will supply CASS Certification and IMB Bar coding, along with house holding - multiple bills into one envelope based on the same name and address. - WINTER		\$300.00

QTY	DESCRIPTION	Unit Price	Total Price
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- SUMMER	\$0.030	\$279.00
9300	Laser print tax bills (front tax bill and back with information supplied by the City)- WINTER	\$0.030	\$279.00
1000	Laser print tax bills - only the front of the tax bill, no printing on the back, summer unpaid notices - WINTER	\$0.030	\$30.00
9300	Insert, sort & mail tax bills (citizens who only have one bill) - SUMMER	\$0.030	\$279.00 *
10,300	Insert, sort & mail tax bills (citizens who only have one bill)- WINTER	\$0.030	\$309.00 *
9,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- SUMMER.	* Included	Above
10,300	Insert, sort & mail multiple tax bills (citizens who have multiple bills)- WINTER.	* Included	Above
9300	Postage rate-SUMMER (Estimate Only)	\$0.360	\$3,348.00**
10,300	Postage rate - WINTER (Estimate Only)	\$0.360	\$3,708.00**

Any other costs or other comments please describe below.

Supply costs are based on a per page or per envelope cost.

Processing costs are based on a per page cost.

Tax Bills will be combined into one envelope based on their delivery address. This process is called "House Holding" a maximum of 9 bills will be included in one envelope. Larger bill combinations will be inserted into additional envelopes to be mailed as required.

** Postage is an estimate only based on 5 Digit First Class automation rates. Actual USPS required postage amount will be billed. Postage estimate does not reflect reduced envelope count due House Holding of bills. Billed amount will reflect the actual number of envelopes required to mail the Tax Bills.