

**MEMORANDUM  
COUNTY OF PLACER  
DEPARTMENT OF ADMINISTRATIVE SERVICES  
PROCUREMENT SERVICES DIVISION**

TO: Honorable Board of Supervisors  
FROM: Brett Wood, Purchasing Manager  
DATE: June 19, 2012  
SUBJECT: Approve the Award of Competitive Bid No. 10190 to Pre-Sort Center for Secured and Unsecured Tax Bill Printing and Mailing Services in the Maximum Amount of \$75,000.00

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**ACTION REQUESTED**

Approve the award of competitive Bid No. 10190 to Pre-Sort Center of Stockton, CA for secured and unsecured tax bill printing and mailing services in the maximum amount of \$75,000.00 and authorize the Purchasing Manager to sign the resulting blanket purchase order (BPO).

**BACKGROUND**

The Treasurer-Tax Collectors Office requires an annual contract for the purchase of secured and unsecured tax bill printing and mailing services. Invitation for Bid (IFB) No. 10190 was issued in E-Bid and emailed to one hundred and ten (110) vendors. The IFB was also posted on Procurement's website. A total of four (4) responsive bids were received.

To determine the most responsive and responsible bidder, points were awarded based on bidders' cost, number of years vendor has been in the printing business, account manager's experience, experience with the Megabyte System, and references. Pre-Sort Center of Stockton earned the highest number of points. The complete bid evaluation is attached.

**FISCAL IMPACT**

The BPO will be awarded in the maximum amount of \$75,000.00 and will be effective from July 1, 2012 through June 30, 2013. The Treasurer-Tax Collectors' Fiscal Impact Statement is attached.

Attachments:

- A. Bid Evaluation
- B. Fiscal Impact Statement

cc: Jenine Windeshausen, Treasurer-Tax Collector



**COUNTY OF PLACER, AUBURN, CA**  
**BID EVALUATION & AWARD RECOMMENDATION**

**Bid No.** 10190  
**Title:** Unsecured & Secured Tax Bill Printing&Mailing  
**Due Date:** 5/24/12

**Buyer Name/Phone:** Alicia Wilbur

(Recommended award is highlighted)

<b>BIDDERS:</b>	Name of Bidder City/State	<b>Roadrunner Mailing Services</b> San Ramon, CA	<b>Pre-Sort Center</b> Stockton, CA	<b>Pacful Printing &amp; Fulfillment</b> Concord, CA	<b>Advantage Print, Marketing and M</b> Auburn, CA 95603
	Contact Person				
	Telephone	820-827-2546	209-940-6815	916-233-1488 130	530-885-7955
	FOB				
	Delivery Time	4 working days assuming 10,000 Recipients	10 working days or less	10 business days	8 - 10 business days. No more than 10
	LVP Certified? <sup>(1)</sup>	No	No	No	Yes
	Invoice Terms <sup>(2)</sup>	Net 30	Net 30	2% N 10/ Net 30	Net 30

(1) Local Vendor Preference is granted to those firms who file an LVP Affidavit with the County prior to the close of the bid.

(2) Invoice Terms of less than 10 days cannot be considered in bid evaluations.

**BID PRICING:**

Item No.	Item Description	Qty	Price per each	Extension	Price per each	Extension	Price per each	Extension	Price per each	Extension
1	<b>Services</b>									
1.1	Set-up (including programming, CASS/MASS)	1	60.00	60.00	150.00	150.00	80.00	80.00	135.00 \$	135.00
1.2	Secured Tax Bill - Laser Imaging	162,000	0.0318	5,151.60	0.0295	4,779.00	0.03	4,860.00	0.0275 \$	4,455.00
1.3	Secured Finishing - Regular Tax Bills	110,000	0.062	6,820.00	0.0485	5,335.00	0.03	3,300.00	0.0475 \$	5,225.00
1.4	Secured Finishing - Cortac Bills	52,000	0.055	2,860.00	0.0485	2,522.00	0.09	4,680.00	0.0475 \$	2,470.00
2	<b>Secured Tax Bill Stock</b>									
2.1	8.5" x 14" Secured Tax Bill Stock - Perforated (2 tear	165,000	0.049	8,085.00	0.0266	4,389.00	0.03	4,950.00	0.034	5,610.00
2.2	Tax Bill Insert, refer to Attachment H & I	140,000	0.0255	3,570.00	0.0149	2,086.00	0.03	4,200.00	0.035	4,900.00
3	<b>Unsecured Tax Bill Services</b>									
3.1	Set-up (including programming, CASS/MASS)	1	60.00	60.00	150.00	150.00	80.00	80.00	135.00	135.00
3.2	8.5" x 14" Unsecured Tax Bill Stock - Perforated (1	10,000	0.0318	318.00	0.0515	515.00	0.09	900.00	0.0826	826.00
	<b>Delivery Fees (not taxable)</b>									
	Pick up and delivery fee (Freight)		60.00 each way	120.00	Return of leftover	100.00				
					Pick Up Supplies	200.00				
					Delivery to Auburn	225.00				
					Return of leftover	400.00				
					Discount for	-800.00				
			<b>Subtotal</b>	<b>27,044.60</b>	<b>Subtotal</b>	<b>20,051.00</b>	<b>Subtotal</b>	<b>23,050.00</b>	<b>Subtotal</b>	<b>23,756.00</b>
			7.25% Sales Tax	1,952.03	7.25% Sales Tax	1,444.64	7.25% Sales Tax	1,671.13	7.25% Sales Tax	1,722.31
			<b>Bid Total</b>	<b>28,996.63</b>	<b>Bid Total</b>	<b>21,495.64</b>	<b>Bid Total</b>	<b>24,721.13</b>	<b>Bid Total</b>	<b>25,478.31</b>
			LVP	0.00	LVP	0.00	LVP	0.00	LVP	1,273.92
			Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	494.42	Prompt Pay Disc	0.00
			<b>REF. TOTAL</b>	<b>\$28,996.63</b>	<b>REF. TOTAL</b>	<b>\$21,495.64</b>	<b>REF. TOTAL</b>	<b>\$24,226.70</b>	<b>REF. TOTAL</b>	<b>\$24,204.39</b>

Comments:

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BIDDERS:		Name of Bidder City/State	Roadrunner Mailing Services San Ramon, CA	Pre-Sort Center Stockton, CA	Pacful Printing & Fulfillment Concord, CA	Advantage Print, Marketing and M Auburn, CA 95603			
<b>Additional Fees</b>		Option #1 6 x 9 er	0.35	Hand processing	0.04	9 x 12 envelope	0.03	Per extra page	0.04
		Option #2 9 x 12 e	0.65	Flat envelopes	0.35			Per envelope	0.45
								Additional Fee if d	200.00
								Additional Fee if d	350.00
								Delivery fee for	25.00
		Subtotal	1.00	Subtotal	0.39	Subtotal	0.03	Subtotal	575.49
		7.25% Sales Tax	0.07	7.25% Sales Tax	0.03	7.25% Sales Tax	0.00	7.25% Sales Tax	41.72
		Bid Total	1.07	Bid Total	0.42	Bid Total	0.03	Bid Total	617.21
		LVP	0.00	LVP	0.00	LVP	0.00	LVP	30.86
		Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	0.00	Prompt Pay Disc	0.00
		<b>REF. TOTAL</b>	<b>\$1.07</b>	<b>REF. TOTAL</b>	<b>\$0.42</b>	<b>REF. TOTAL</b>	<b>\$0.03</b>	<b>REF. TOTAL</b>	<b>\$586.35</b>

### BID EVALUATION:

ITEM	MAX PTS	RESPONSE	SCORE	RESPONSE	SCORE	RESPONSE	SCORE	RESPONSE	SCORE
Cost: Lowest bid receives max. points, other bids received a proportionate amount	188	\$28,996.63	139	\$21,495.64	188	\$24,226.70	167	\$24,204.39	167
Length of time in business 20 years & up = 20 points, 15 - 19 years = 15 points, 10 - 14 years = 10 points, 5 - 9 years = 5 points, 1 - 4 years = 1 point, Less than 1 year = 0 points	20	Founded in 1989	20	Been in business for 28 years	20	In business for over 20 years	20	In business since 1990	20
Account Manager Experience 20 years & up = 20 points, 15 - 19 years = 4 points 10 - 14 years = 3 points, 5 - 9 years = 2 points 1 - 4 years = 1 point, Less than 1 year = 0 points	20	12 years	3	Over 20 years	20	No Response	0	22 years	20
Experience with Megabyte Systems 10 years and up = 20 points 5 - 9 years = 15 points 3 - 4 years = 3 points 1 - 2 years = 2 points Less than 1 year = 1 point	20	No Megabyte Systems Experience	0	Over 10 years of Megabyte Systems Software Experience	20	No Megabyte Systems Experience	0	No Megabyte Systems Software Experience	0
County tax bill printing & mailing experience Minimum 3 references - Points will be given for each of the following: References from other Megabyte Systems counties = 5 Points References from other California Counties = 4 Points References from other State County tax bills = 3 Points	15	Placer County HHS = 0 pts, Santa Clara Co. Revenue = 4 pts, Santa Clara Co. Print Services = 4 pts, City of Hayward = 0 pts	8	Butte County = 5 pts, Calaveras County = 5 pts, Placer County = 5 pts 11 counties total	15	Fischer Group SMUD Workflow 1/PGE (no counties)	0	No references provided	0
<b>TOTAL SCORE:</b>	<b>263</b>		<b>170</b>		<b>263</b>		<b>187</b>		<b>207</b>

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