

BID TABULATION #18456

VENDOR SERVICE CONTRACT FOR TAX BILL, TAX RECEIPT, AND SPECIAL IMPROVEMENT BILL
 IMPRINTING AND MAILING SERVICES
 OPENED 10/19/2021 @ 2:00 PM-CST

PURCHASING AGENT: MARINA LITVINETS

TELEPHONE NO.: (414) 286-2392

EMAIL: MLITVI@MILWAUKEE.GOV

Bid #18456 Tax Bill, Tax Receipt, and Special Improvement Bill Imprinting and Mailing Services Contract

Appendix "D" - Contractor's Unit Pricing Schedule

Name of Company Bidding:

A.B. DATA, LTD. (MILWAUKEE, WI)LBE AFFIDAVIT
SUBMITTED?

YES

SRC AFFIDAVIT
SUBMITTED?

YES

Carefully enter unit prices bid in column B; if there is no charge for the line, leave as \$0.000000 >

	Unit Price Bid	Estimated Annual Volume	Estimated Annual Cost
Forms and Paper Stock			
CT-201 Pre-printed Installment Tax Bill	\$0.019300	245,000	\$4,728.50
CT-204 Pre-printed Delinquent Tax Bill	\$0.019300	85,000	\$1,640.50
CT-200 Pre-printed Combined Property Tax Bill	\$0.026795	170,000	\$4,555.15
CT-203L Pre-printed Combined Property Tax Receipt (3 up on 8.5" x 11")	\$0.031332	40,000	\$1,253.28
Blank, Micro Perfed Paper Stock, 8.5" x 11", for Special Improvement Bills	\$0.023357	10,000	\$233.57
Address labels for mailing tax bill "multiples" (4" wide x 3-5/16" high)	\$0.014784	3,000	\$44.35
Envelopes			
CT-57C Tax Bill Mailing Envelope	\$0.023763	425,000	\$10,099.28
CT-57MC Tax Bill Mailing Envelope	\$0.268893	4,000	\$1,075.57
CT-59 Tax Receipt Mailing Envelope (10,000 to be delivered to City Treasurer)	\$0.021459	120,000	\$2,575.08
CT-310 Tax Payment Return Remittance Envelope	\$0.018308	375,000	\$6,865.50
CT-310M Tax Payment Return Remittance Envelope	\$0.103914	4,000	\$415.66
CT-160B-R City Attorney Delinquent Tax Bill Mailing Envelope	\$0.059124	10,000	\$591.24
CT-330 Special Improvement Bill Payment Return Remittance Envelope	\$0.050945	10,000	\$509.45
CT-57A Tax Bill Mailing Envelope	\$0.132564	2,000	\$265.13
Installment Tax Bill Mailings			
Imprint Installment Tax Bills Simplex	\$0.025750	238,069	\$6,130.28
Mailing Services:			
Address Hygiene Services (Included in Presort)	\$0.000000	238,069	\$0.00
Fold Installment Tax Bills (Included in Insert)	\$0.000000	238,069	\$0.00
Insert "singles" with a CT-310 envelope into a CT-57C envelope	\$0.025029	132,526	\$3,316.99
Insert "EFT singles" into a CT-57C envelope	\$0.025029	30,078	\$752.82

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	Unit Price Bid	Estimated Annual Volume	Estimated Annual Cost
Insert "Account Paid in Full singles" into a CT-57C envelope	\$0.025029	22,446	\$561.80
Match and hand insert "multiples" with either a CT-310 or CT-310M reply envelope into either a CT-57C or CT-57MC envelope	\$0.025029	38,345	\$959.74
Match and hand insert "EFT multiples" into either a CT-57C or CT-57MC envelope	\$0.025029	9,020	\$225.76
Match and hand insert "Account Paid in Full multiples" into either a CT-57C or CT-57MC envelope	\$0.025029	5,654	\$141.51
Seal and meter "singles" (Included in Insert)	\$0.000000	185,050	\$0.00
Weigh, seal, and meter "multiples" (Included in Insert)	\$0.000000	8,867	\$0.00
Presort and bar code Installment Tax Bills	\$0.018128	193,917	\$3,515.33

Delinquent Tax Bill Mailing Services***Imprint Delinquent Personal Property Tax Bills (Simplex):***

Monthly Permanent Delinquent Personal Property Tax Bill	\$0.025750	169	\$4.35
Monthly Delinquent Personal Property Tax Bill	\$0.025750	306	\$7.88
Annual Delinquent Personal Property Tax Bill	\$0.025750	1,697	\$43.70
Failure to Respond to First Notice Delinquent Personal Property Tax Bill	\$0.025750	1,336	\$34.40

Imprint Delinquent Real Estate Tax Bills (Simplex):

Monthly Permanent Delinquent Real Estate Tax Bill	\$0.025750	7,122	\$183.39
Monthly Delinquent Real Estate Tax Bill	\$0.025750	24,500	\$630.88
Annual Delinquent Real Estate Tax Bill	\$0.025750	12,426	\$319.97
Failure to Respond to First Notice Delinquent Real Estate Tax Bill	\$0.025750	24,796	\$638.50
Serious Concern Notice Delinquent Real Estate Tax Bill	\$0.025750	0	\$0.00
Failure to Respond to Serious Concern Notice Delinquent Real Estate Tax Bill	\$0.025750	554	\$14.27
Eligible for Legal Action Notice Delinquent Real Estate Tax Bill	\$0.025750	9,951	\$256.24

Mailing Services:

Address Hygiene Services (Included in Presort)	\$0.000000	82,857	\$0.00
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	Unit Price Bid	Estimated Annual Volume	Estimated Annual Cost
Fold Delinquent Tax Bills (Included in Insert)	\$0.000000	82,857	\$0.00
Insert "single" "Permanent" Delinquent Real Estate Tax Bills with a Notice of Issuance of Tax Certificate and a "Don't Lose Your Home" flyer and a CT-310 envelope into a CT-57C envelope	\$0.025029	16,477	\$412.40
Match and hand insert "multiple" "Permanent" Delinquent Real Estate Tax Bills with a Notice of Issuance of Tax Certificate and a "Don't Lose Your Home" flyer with either a CT-310 or CT-310M reply envelope into either a CT-57C or CT-57MC envelope	\$0.025029	3,071	\$76.86
Insert "single" Delinquent Tax Bills with an Account Balance Remaining with a CT-310 envelope into a CT-57C envelope	\$0.025029	37,216	\$931.48
Match and hand insert "multiple" Delinquent Tax Bills with an Account Balance Remaining with either a CT- 310 or CT-310M reply envelope into either a CT-57C or CT-57MC envelope	\$0.025029	5,686	\$142.31
Insert "single" Delinquent Tax Bills where Account Paid in Full into a CT-57C envelope	\$0.025029	8,901	\$222.78
Match and hand insert "multiple" Delinquent Tax Bills where Account Paid in Full into either a CT-57C or CT-57MC envelope	\$0.025029	1,555	\$38.92
Insert "single" Eligible for Legal Action Notice Delinquent Real Estate Tax Bill with a "Don't Lose Your Home" flyer and a CT-310 envelope into a CT-160B-R envelope	\$0.025029	8,556	\$214.15
Match and hand insert "multiple" Eligible for Legal Action Notice Delinquent Real Estate Tax Bill with a "Don't Lose Your Home" flyer with either a CT-310 or CT-310M envelope into a CT-160B-R or CT-57MC envelope	\$0.025029	1,395	\$34.92
Seal and meter "singles" (Included in Insert)	\$0.000000	71,150	\$0.00
Weigh, seal, and meter "multiples" (Included in Insert)	\$0.000000	11,707	\$0.00
Presort and bar code Delinquent Tax Bills	\$0.018128	74,975	\$1,359.15
Combined Property Tax Bill Mailings			
Imprint Combined Property Tax Bills Simplex	\$0.026780	160,302	\$4,292.89
Address Hygiene Services (Included in Presort)	\$0.000000	160,302	\$0.00
Double Parallel Fold Combined Property Tax Bills (Included in Insert)	\$0.000000	160,302	\$0.00
Mailing Services - Singles:			
Insert non EFT Combined Personal Property Tax Bills with a CT-310 into a CT-57C envelope (includes Double Parallel fold)	\$0.022351	7,290	\$162.94

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	Unit Price Bid	Estimated Annual Volume	Estimated Annual Cost
Insert EFT Combined Personal Property Tax Bills into a CT-57C envelope (includes Double Parallel fold)	\$0.022351	78	\$1.74
Insert non EFT Combined Real Estate Property Tax Bills with Comptroller's Combined Property Tax Report, Treasurer's Taxpayer Instruction Brochure, Milwaukee Public Schools Milwaukee Parental Choice Program Flyer, and a CT-310 envelope into a CT-57C envelope (Note: \$.022351 + 0.005 added for MPS)	\$0.027351	141,191	\$3,861.72
Insert EFT Combined Real Estate Property Tax Bills with Comptroller's Combined Property Tax Report, Treasurer's Taxpayer Instruction Brochure, and Milwaukee Public Schools Milwaukee Parental Choice Program Flyer into a CT-57C envelope (Note: \$.022351 + 0.005 added for MPS)	\$0.027351	2,065	\$56.48
Seal and meter "singles" (Included in Insert)	\$0.000000	150,624	\$0.00
Presort and bar code "singles"	\$0.023278	150,624	\$3,506.23
Mailing Services - Multiples:			
Data sort by lender code	\$95.000000	1	\$95.00
Lettershop setup services	\$125.000000	1	\$125.00
Match lender code and hand insert "multiple" Combined Real Estate EFT Property Tax Bills and insert bills with Comptroller's Combined Property Tax Report, Treasurer's Taxpayer Instruction Brochure, and Milwaukee Public Schools Milwaukee Parental Choice Program Flyer into a CT-57A tax bill mailing envelope	\$0.275000	255	\$70.13
Match lender code and hand insert "multiple" Combined Real Estate non EFT Property Tax Bills and insert bills with Comptroller's Combined Property Tax Report, Treasurer's Taxpayer Instruction Brochure, and Milwaukee Public Schools Milwaukee Parental Choice Program Flyer, and a CT-310M envelope into a CT-57A tax bill mailing envelope	\$0.275000	9,318	\$2,562.45
Match lender code and hand insert "multiple" Combined Personal Property EFT Property Tax Bills into a CT-57A tax bill mailing envelope	\$0.275000	10	\$2.75
Match lender code and hand insert "multiple" Combined Personal Property non EFT Property Tax Bills and a CT-310M envelope into a CT-57A tax bill mailing envelope	\$0.275000	94	\$25.85
Print Address Labels Address and return address	\$0.012500	1,233	\$15.41
Hand match and affix address labels to "multiples" in a CT-57A tax bill mailing envelope	\$0.027500	1,233	\$33.91
Weigh, seal, and meter "multiples"	\$0.027500	1,233	\$33.91

Special Improvement Bill Mailings

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	Unit Price Bid	Estimated Annual Volume	Estimated Annual Cost
Imprint "Duplex" Special Improvement Bills	\$0.046556	10,000	\$465.56
Mailing Services:			
Fold Special Improvement Bills (Included in Insert)	\$0.000000	10,000	\$0.00
Insert Special Improvement Bills with a CT-330 envelope into a CT-57C envelope	\$0.025029	10,000	\$250.29
Combined Property Tax Receipts			
Daily Run Charge	\$143.000000	31	\$4,433.00
Imprint 3 up Tax Receipts	\$0.021000	35,157	\$738.30
Cut imprinted sheets into thirds	\$0.162000	35,157	\$5,695.43
Mailing Services:			
Address Hygiene Services	\$0.021000	105,472	\$2,214.91
Insert "singles" into a CT-59 envelope (included in daily run charge)	\$0.000000	105,472	\$0.00
Seal and meter "singles" (included in daily run charge)	\$0.000000	105,472	\$0.00
Year 1 - Cost of Forms, Envelopes, Imprinting, and Mailing Services:			\$84,666.94
Year 2 - Cost of Forms, Envelopes, Imprinting, and Mailing Services:			\$86,360.28
Year 3 - Cost of Forms, Envelopes, Imprinting, and Mailing Services:			\$88,087.49
Year 4 - Cost of Forms, Envelopes, Imprinting, and Mailing Services:			\$89,849.24
Year 5 - Cost of Forms, Envelopes, Imprinting, and Mailing Services:			\$91,646.22
Estimated Total Cost of Forms, Envelopes, Imprinting, and Mailing Services:			\$440,610.17
Estimated Total Cost of Pass-through Postage:			\$1,262,335.00
Estimated Total Cost of Five Year Contract: Total Cost of Forms, Envelopes, Imprinting, and Mailing Services + Estimated Total Cost of Pass-through Postage)			\$1,702,945.17

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AWARD WILL BE MADE IN TOTAL TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER COMPLYING WITH THE BID SPECIFICATIONS AND THE DELIVERY REQUIREMENTS, WHICHIVER IS IN THE BEST INTERESTS OF THE CITY. BIDDERS MUST QUOTE ALL ITEMS TO BE ELIGIBLE FOR AN AWARD.

THE LOW BIDDER SHALL BE DETERMINED BY MULTIPLYING THE QUOTED UNIT PRICE BY THE QUANTITY TO OBTAIN THE GRAND TOTAL.

IF A LOCAL BUSINESS ENTERPRISE (LBE) IS A RESPONSIVE AND RESPONSIBLE BIDDER, THE LBE SHALL BE AWARDED THE CONTRACT PROVIDED ITS BID DOES NOT EXCEED THE LOWEST BID BY MORE THAN 5% AND THE DIFFERENCE DOES NOT EXCEED \$25,000. EFFECTIVE **JANUARY 01, 2017**, IF THE LBE IS CERTIFIED AS A SMALL BUSINESS ENTERPRISE (SBE) WITH THE CITY OF MILWAUKEE'S OFFICE OF SMALL BUSINESS DEVELOPMENT, THE LBE SHALL BE AWARDED THE CONTRACT PROVIDED ITS BID NOT EXCEED THE LOWEST BID BY MORE THAN 10% AND THE DIFFERENCE DOES NOT EXCEED \$30,000.

CONTRACTS SHALL BE AWARDED TO THE LOWEST RESPONSIBLE BIDDER WHO QUALIFIES FOR THE CITY OF MILWAUKEE-MADE, MILWAUKEE COUNTY-MADE OR AMERICAN-MADE PROGRAM (ORDINANCE 310-18.9) IF:

- THE BIDDER SUBMITS AN AFFIDAVIT WITH THEIR BID INDICATING THEY MEET THE REQUIREMENTS OF THE ORDINANCE, AND
- THE BID DOES NOT EXCEED THE LOWEST BID BY MORE THAN 12% or \$25,000.

ANY BIDDER PROPOSING TO SUPPLY GOODS UNDER ORDINANCE 310-18.9 SHALL NOT ALSO RECEIVE THE BENEFIT OF THE BID AWARD PROVIDED UNDER THE LOCAL BUSINESS ENTERPRISE PROGRAM. IF A MILWAUKEE-MADE GOOD IS NOT AVAILABLE, THE CITY SHALL THEN PURCHASE A MILWAUKEE COUNTY-MADE GOOD, PROVIDED THE PURCHASE DOES NOT INCREASE THE COST BY MORE THAN 12% or \$25,000. IF A MILWAUKEE-MADE OR MILWAUKEE COUNTY-MADE GOOD IS NOT AVAILABLE, THE CITY SHALL THEN PURCHASE AN AMERICAN-MADE GOOD, PROVIDED THE PURCHASE DOES NOT INCREASE THE COST BY MORE THAN 12% OR \$25,000.

EFFECTIVE DECEMBER 12, 2018, IF A BIDDER IS SEEKING TO QUALIFY FOR THE SOCIALLY-RESPONSIBLE CONTRACTORS (SRC) BID INCENTIVE AND IS A RESPONSIVE AND RESPONSIBLE BIDDER, THE "SRC BIDDER" SHALL BE AWARDED THE CONTRACT PROVIDED ITS BID DOES NOT EXCEED THE LOWEST BID BY MORE THAN 5% AND THE DIFFERENCE DOES NOT EXCEED \$25,000.

ANY BIDDER PROPOSING TO SUPPLY GOODS AND/OR SERVICES UNDER ORDINANCE 310-10, AND WHO DEMONSTRATES ENTITLEMENT TO THE PREFERENCE PROVIDED BY THAT ORDINANCE, SHALL NOT ALSO RECEIVE THE BENEFIT OF THE BID AWARD PROVIDED UNDER THE LOCAL BUSINESS ENTERPRISE (LBE) PROGRAM IN SECTION 365-7-1. A BIDDER MAY APPLY FOR BOTH PREFERENCES, BUT WILL FIRST BE CONSIDERED FOR ENTITLEMENT TO THE PREFERENCE PROVIDED UNDER ORDINANCE 365-7-1. SHOULD A BIDDER SEEK TO QUALIFY FOR ALL THREE BID PREFERENCES (LBE, BUY AMERICAN AND SRC) AND IN A SITUATION WHERE MULTIPLE BIDDERS ARE SEEKING TO QUALIFY FOR VARIOUS DIFFERENT BID PREFERENCES, PRECEDENCE SHALL BE GIVEN TO THE BIDDER SEEKING TO QUALIFY FOR A BID INCENTIVE IN THE FOLLOWING DESCENDING ORDER:

1. LBE BID INCENTIVE
2. BUY AMERICAN BID INCENTIVE
3. SRC BID INCENTIVE