

**BID2021-06: PRINTING AND MAILING SERVICES FOR REGULAR, FINAL AND CORRECTED BILLING BID OPENED 1/26/2021 AT 11:00AM FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER, DIVISION OF WATER BILLING**

*Touch Point*

(1)

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years.

General requirements will include the ability to perform the detailed mailings listed below.

The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$ .0475	\$11922.50
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$ .0155	\$3890.50
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$ .022	\$7062.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$ .0475	\$2992.50
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$ .0475	\$308.75
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$26176.25

*Two Years \$52,352.50  
(2)*

*Dusk Poerf*

**PROPOSAL PAGE FOR OPTION TO EXTEND**  
**TWO (2) YEARS BIDDER**  
**MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$ .0489	\$12273.90
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$ .0159	\$3990.90
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$ .023	\$7383.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$ .0489	\$3080.70
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$ .0489	\$317.85
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$27046.35

EXCEPTIONS  
(IF NONE, PLEASE NOTE)

TouchPoint proposes to utilize our standard  
#10 large window envelopes and our standard  
#9 window business return envelopes for  
this project.

Samples are enclosed with this bid

James J. Hall

*Data Integrator*

(2)

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
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ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	.06	\$15,060.00
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	.018	\$4,518.00
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	.02	\$6,420.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	.06	\$3,780.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.06	\$390.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	.218	\$30,168.00

# 60,336.00  
(B)

# Data Integrators

## PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS

### BIDDER MUST COMPLETE

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3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	.02	\$6,420.00
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			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	.218	\$30,168.00

InfoSend

(3)

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

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ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.451	\$113,201.00
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.015	\$3,765.00
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.017	\$5,457.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.456	\$28,728.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.456	\$2,964.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$308,230.00

BID2021-06 PRINTING AND MAILING SERVICES FOR REGULAR, FINAL AND CORRECTED BILLING

*Info Send*

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1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.4522	\$113,502.20
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.01527	\$3,832.77
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.0173	\$5,553.30
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.4573	\$28,809.90
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.4573	\$2,972.45
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$309,341.24</b>

BID2021-06 PRINTING AND MAILING SERVICES FOR REGULAR, FINAL AND CORRECTED BILLING

# Cost Proposal

## Client Volume Assumptions

### Customers Billed Monthly

-Approximately 26,700 per month

### Number of Batches Monthly

4 batches – data is sent on a weekly basis

-Shutoff Notices (quantity is approximately 200-2000 per week)

-Final Billing (quantity is less than 100 per week)

-Quarterly Billing (quantity is approximately 4,500 to 6,500 per week)

## InfoSend Data Processing, Print and Mail Pricing

### Document Production Summary

<b>Billing Statement</b> One Page with Return Envelope on White 8.5 x 11	<b>\$0.097 per document</b>
<b>Shut Office Notice</b> One Page with Return Envelope on Pink 8.5 x 11	<b>\$0.102 per document</b>

Finished mail pieces are delivered to the USPS **within one (1) business day**. If samples (proofs) are requested then the mailing will be completed within one day of sample approval. File upload deadline for next-day mailing is 3:00PM local time at the production facility designated for your account. If samples are required then they must be approved by 5:30PM local time for the file to be mailed by the next business day.

*The below provides the components of the summary price given above. All pricing is based on "Client Volume Assumptions" listed below and excludes applicable sales tax.*

### Data Processing

Setup Fee - Express PDF Input Files	\$0.00 - Waived
Setup Fee – Data Only Input Files	\$0.00 - Waived
Document Re-Design Fee	\$0.00 - Waived
<b>Data Processing Fee (per document)</b>	<b>\$0.005</b>

### Printing and Mailing Service

<b>Billing Statement Print Fee per Page with 3/1 Ink</b> <b>Shut Off Notice Print Fee per Page with 1/1 Ink</b>	<b>\$0.045</b> <b>\$0.044</b>
<b>USPS Postage</b>	<b>Pass-through</b> A postage deposit will be required prior to starting service.
Print Color Options (colors per side)	\$0.044 for up to 2/2 printing \$0.045 for up to 3/3 printing \$0.048 for up to 4/1 printing \$0.053 for 4/4 printing
Flood Coat fee – digitally print full background color to simulate a color sheet	\$0.006 per sheet
Inline Insert Print Fee	Same as Above
Batch Fee (per mailing batch under 200 mail pieces)	\$5.00
Excess Pages Handwork Surcharge (per mail piece)	\$0.35
Address Updates	\$0.30 NCOA \$0.30 ACS

## Materials

Standard Paper Stock (per sheet)	\$0.015
Standard Outgoing #10 Envelope	\$0.017
Standard Return #9 Envelope	\$0.015
Outgoing Flat Envelope – used for mail pieces with excess pages	\$0.17

## Insert Services

InfoSend Produced	Quoted based on specification
Envelope Messaging (Snipes)	Quoted based on specification
Electronic Inserts	\$0.011
Inserting Fee	\$0.007 per insert

## Optional Document Services

Enhanced Print Quality	\$0.01
Print Image Archiving (Per Document Image), with included USPS mail tracking	\$0.01 - For 12 Months of Retention \$0.015 - For 18 Months of Retention \$0.020 - For 24 Months of Retention \$0.025 - For 36 Months of Retention
Print Image Archive API Monthly Support Fee	\$100.00
Final Doc Transfer (FDT)	\$0.009 per image InfoSend Batch File \$0.015 per image Custom File Format
Professional Services Rate (per hour)	\$150
Returned Mail Handling	\$0.35 per reported returned mail piece
Remit Tracking	\$100 monthly support fee

Cathedral Corp.

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**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
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ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.463	\$116,213.00
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.10388	\$3,483.88
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.018	\$5,778.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.461	\$29,043
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.461	\$2,996.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<i>8 315 028.76</i> <i>SB</i>	\$157,514.38

\*Please note that postage price may fluctuate as the above is estimated and based on current postage rates for first-class 5 digit automated presort mail. Any addresses not meeting USPS address qualifications would be entered at a higher rate. Postage is not fixed and will be billed at actual cost as a pass through item.

*Collected  
Conf*

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

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2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.01471	\$3,692.91
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.01908	\$6,124.68
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.462	\$29,106.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.462	\$3,003.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$158,315.29</b>

\*Please note that postage price may fluctuate as the above is estimated and based on current postage rates for first-class 5 digit automated presort mail. Any addresses not meeting USPS address qualifications would be entered at a higher rate. Postage is not fixed and will be billed at actual cost as a pass through item.

**EXCEPTIONS  
(IF NONE, PLEASE NOTE)**

Cathedral Corporation maintains a separate postage account which shall be used for the deposit and handling of postage funds with respect to work performed under the agreement. This account shall be kept totally separate from Cathedral's general operating checking account. Cathedral will be responsible for maintaining a log of all postage money deposited with Cathedral or used by Cathedral for mailings and will forward such postage reports to the City on a monthly basis.

At the outset of work under the agreement, postage monies covering the first month's or production job's postage costs, as estimated by Cathedral and the City will be provided by the City in advance to Cathedral's postage account.

Under no circumstances shall Cathedral be obliged to advance postage costs.

Original  
Impressions

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**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**

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1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service, and postage. <b>See Note below</b>	\$0.4628	\$116,162.80
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected, and final bills and installment notices/billing <b>See Note below</b>	\$0.0273	\$6,853.00
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills <b>See Note</b>	\$0.0301	\$9,687.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.459	\$28,917.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service, and postage. <b>(New Rate 2021)</b>	\$0.588	\$3,822.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<i>1330,883.60</i>	<b>\$165,441.80</b>

**NOTE: Pricing are subject to change if paper market pricing changes and USPS raises postal rates. Notice will be sent if any changes.**

**All envelopes (#9 & # 10) Will be produced and billed at once.**

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
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			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$165,441.80</b>

**Water bills printed and mailed for weekly, regular, final, and corrected with up to four (4) inserts. Unit price to include the billing forms, service, and postage. This pricing DOES NOT include the costs of the inserts that will be quoted separately when required. Pricing reflects insertion of up to 3 additional sheets-Pricing reflect new Postage Rates Effective 1/24/21**

**All envelopes (#9 & # 10) Will be produced and billed at once.**

## EXCEPTIONS

## **NOTE TO PRICING:**

**Water bills printed and mailed for weekly, regular, final, and corrected with up to four (4) inserts. Unit price to include the billing forms, service, and postage. This pricing DOES NOT include the costs of the inserts that will be quoted separately when required. Pricing reflects insertion of up to 3 additional sheets. Pricing reflects new Postage Rates Effective 1/24/21**

Souce Link

6

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**

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1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$.48 per piece	\$121,518.62
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$.01535 per piece	\$3,852.39
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$.01865 per piece	\$5,985.10
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$.49 per piece	\$31,428.64
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$.48 per piece	\$3,176.55
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<i>+\$31,922.60</i>	\$165,961.30/year for 2 years

\*\*\*\*Postage assumed @ \$.39/pc (Subject to change with USPS rate increase)\*\*\*\*

*SOURCE: SINK*

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
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2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$ .01569 per piece	\$3,940.15
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$ .01920 per piece	\$6,164.65
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$ .50 per piece	\$31,634.39
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$ .49 per piece	\$3,195.79
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<i>\$334,324.90</i>	\$167,162.45/year for 2 years

\*\*\*\*Postage assumed @ \$.4017/pc (Subject to change with USPS rate increase)\*\*\*\*

Level One

X 77

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
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Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.0585 /bill * \$0.395 / mail ** \$0.039 / insert ***	\$14,683.50 \$99,145.00 \$9,789.00
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.013 /each	\$3,263.00
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.0165 /each	\$5,296.50
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.0585 /bill * \$0.395 / mail ** \$0.039 / insert ***	\$3,685.50 \$24,885.00 \$2,457.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.0585 /notice \$0.395 / mail **	\$380.25 \$2,567.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$332,304.50</b>

\* Pricing includes a returned PDF image.

\*\* Postage estimate based on lowest possible 2021 USPS rates (Including full service discount) for all records that qualify. Postage costs are subject to USPS rate increases.

\*\*\* Single insert pricing is based on 8.5" x 11", black ink both sides, 60# offset and letter folded.

*Five One*

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.0585 /bill * \$0.395 / mail ** \$0.039 / insert ***	\$14,683.50 \$99,145.00 \$9,789.00
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.013 /each ****	\$3,263.00
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.0165 /each ****	\$5,296.50
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.0585 /bill * \$0.395 / mail ** \$0.039 / insert ***	\$3,685.50 \$24,885.00 \$2,457.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.0585 /notice \$0.395 / mail **	\$380.25 \$2,567.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$332,304.50</b>

\* Pricing includes a returned PDF image.

\*\* Postage estimate based on lowest possible 2021 USPS rates (Including full service discount) for all records that qualify. Postage costs are subject to USPS rate increases.

\*\*\* Single insert pricing is based on 8.5" x 11", black ink both sides, 60# offset and letter folded.

\*\*\*\* Components subject to paper price index. Price increases to be supported with Paper CPI data.

*System Utilities*

*SL*

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	.51	128,010
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	.015	3,765
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	.02	6,420
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	.51	32,130
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.60	3900
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	Total Year	174,225

*TD*

*X2 174,225  
\$ 348,450*

*Boring  
Utilities*

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO  
(2) YEARS BIDDER MUST  
COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	.525	131,775
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	.015	3765
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	.02	6420
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	.525	33,075
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.615	3,997.5
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	179,032.5 (Total Year)	353,257.5 (2 YR GT)

Concept Printing

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**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.51	\$129,500
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.022	\$5,522
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.022	\$7318.80
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.53	\$33,400
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.55	\$3,600
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$179,340.80

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.53	\$133,385
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	0.022	\$5687.66
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	0.023	\$7538.36
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	0.54	\$34,902
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	0.57	\$3708
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		

*Bartel & Cooley, LLC  
PO*

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	.5505	\$138,175.50
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	.0158	\$3,965.80
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	.0204	\$6,548.40
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	.5505	\$34,681.50
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.5505	\$3,578.25
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$373,898.90</b>

*Bartee & Cossey, LLC*

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	.5505	\$138,175.50
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	.0158	\$3,965.80
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	.0204	\$6,548.40
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	.5505	\$34,681.50
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.5505	\$3,578.25
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$373,898.90

**EXCEPTIONS  
(IF NONE, PLEASE NOTE)**

Postage increases annually so the increase will be a pass through if it takes place

Paper & envelopes may increase as stated by Pulp & Paper

Fort Orange Press Inc.

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**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	Manufacturing \$0.23 Postage \$0.45	\$170,680.00
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.0274	\$6,877.40
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.035	\$11,235.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	Manufacturing \$0.45 Postage \$0.45	\$56,700.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	Manufacturing \$0.45 Postage \$0.45	\$5,850.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$502,684.80

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	Manufacturing \$0.2438 Postage \$0.45	\$174,143.80
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.029	\$7,279.00
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.037	\$11,877.00
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	Manufacturing \$0.477 Postage \$0.45	\$58,401.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	Manufacturing \$0.477 Postage \$0.45	\$6,025.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		<b>\$515,452.60</b>

**PROPOSAL PAGE FOR A PERIOD OF TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. TOTAL AMOUNT FOR TWO YEARS**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.43850	\$110,063.50
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.01252	\$3,142.52
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.01450	\$4,654.50
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.4499	\$28,343.70
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.5090	\$3,308.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$299,025.44

*# 598,050.88*

Sebis Direct, Inc

**PROPOSAL PAGE FOR OPTION TO EXTEND TWO (2) YEARS**  
**BIDDER MUST COMPLETE**

Printing and mailing services as needed by the City of Trenton, Department of Public Works, Water Billing Office for a period of two (2) years with an option to extend two (2) years. General requirements will include the ability to perform the detailed mailings listed below. The undersigned proposes to furnish to the City of Trenton, Department of Water and Sewer, Water Billing Office, 333 Cortland Street, Trenton, New Jersey the following: **BIDDERS MUST PROVIDE UNIT PRICE AND TOTAL AMOUNT PER YEAR. OPTION TO EXTEND TWO (YEARS)**

ITEM #	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
1.	251,000	EA.	Water bills printed and mailed for weekly, regular, final and corrected with up to four (4) inserts. Unit price to include the billing forms, service and postage. See Note	\$0.43850	\$110,063.50
2.	251,000	EA.	No. 9 return envelopes printed in blue ink for the inclusion in mailing of regular, corrected and final bills and installment notices/billing	\$0.01252	\$3,142.52
3.	321,000	EA.	No. 10 window mailing envelopes printed in blue ink for use in the current, regular final and corrected billing, shut-off notices, duplicate shut-off notices, and installment notices/bills	\$0.01450	\$4,654.50
4.	63,000	EA.	Shut-off notices to be printed and mailed for delinquent accounts on a weekly basis. One insert, Unit price to include the notice, service and postage.	\$0.4499	\$28,343.70
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$0.5090	\$3,308.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$299,025.44