

BID2023-51 PRINTING AND MAILING SERVICES FOR REGULAR, FINAL AND CORRECTED BILLING FOR THE DEPARTMENT OF WATER AND SEWER, TRENTON WATER BILLING OFFICE - BID OPENING DATE AUGUST 11, 2023 AT 11:00AM					
NUMBER OF RESPONDENTS:	1	2	3	4	5
NAME OF BIDDER	PREMIUM PRODUCTIONS, INC	CATHEDRAL CORPORATION	TAILORED BUSINESS SYSTEMS (TBS) DBA HARRIS LOCAL GOVERNMENT -PRINT MAIL	DATA INTEGRATORS, INC	BARTON COONEY, LLC
ADDRESS	6 LINCOLN AVE	632 ELLSWORTH RD	2017 E. MAIN STREET	1190 INTERNATIONAL	300 RICHARDS RUN
CITY, STATE, ZIP	PLESAANTVILLE, NY,10570	ROME, NY,13441	EASLEY, SC, 29687	FREDERICKSBURG, VA, 22406	BURLINGTON, NJ, 08016
CONTACT NAME	THOMAS JOHNSON	DANA FLOYD, VP	DEBRA CRONIN	ROBERT L. DENTON	SALLY DEMICHELE
TELEPHONE	914-769-2305	800-514-0591	228-271-3617	540-752-9740	609-747-9300 X130
FAX	914-769-2393	315-838-1043	NA	540-752-9794	609-747-9700
E-MAIL	<a href="mailto:GSA@PREMIUM123.COM">GSA@PREMIUM123.COM</a>	<a href="mailto:DFLOYD@CATHEDRALCORPORATION.COM">DFLOYD@CATHEDRALCORPORATION.COM</a>	N/A	<a href="mailto:BDENTON@DATAINTEGRATORS.COM">BDENTON@DATAINTEGRATORS.COM</a>	<a href="mailto:RFP@BARTONCOONEY.COM">RFP@BARTONCOONEY.COM</a>
STATEMENT OF OWNERSHIP DISCLOSURE- MANDATORY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA #1, #2 & #3 - MANDATORY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE OF CONTRACTOR	REQUIRED FROM AWARDED PROPOSER	INCLUDED	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER
EIC FROM CONTRACTOR	CERT#61606 EXP 8/15/26	REQUIRED	REQUIRED	REQUIRED	CERT#12870 EXP 10/15/26
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
STATE AND FEDERAL DEBARMENT CERTIFICATION	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER
SIXTY (60) DAY EXTENSION COMPLIANCE	YES	YES	YES	YES	YES
COMPLIANCE WITH EMERGENCY SERVICES	YES	YES	YES	YES	YES
TOTAL AMOUNT (FIRST 2 YEARS) (SEE ATTACHED BREAK-DOWN OF PRICING)	PLUS POSTAGE \$125,490	\$392,521.00	\$411,220.00	\$526,404.00	\$687,894.55
OPTION TO EXTEND (2 YEARS)	PLUS POSTAGE \$138,605.00	\$398,332.70	\$399,090.00	\$530,867.50	\$756,658.35
REFERENCES	INCLUDED	INCLUDED	INCLUDED	INCLUDED	INCLUDED
EXCEPTIONS	YES SEE ATTACHED	NONE	NONE	NONE	NONE
FATAL FLAW	NONE	NONE	NONE	NONE	NONE

# Premium Productions, 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 Water & Sewer, 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 FOR A TOTAL OF TWO (2) 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	.29¢ Plus postage SEE Exception	\$ 72,790 <sup>00</sup>
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 Unit price to include the billing forms, service and postage. See Note	.05¢ Only Envelopes Printed	\$ 12,550 <sup>00</sup>
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. Unit price to include the billing forms, service and postage. See Note	.05¢ Only Envelopes Printed	\$ 16,050 <sup>00</sup>
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.	.30¢ Plus postage SEE Exception	\$ 18,900 <sup>00</sup>
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.80¢ Plus postage SEE Exception	\$ 5,200 <sup>00</sup>
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$ 125,490 <sup>00</sup>

Plus Postage

# Premium Productions, Inc

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ITEM#	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
I.	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	.32¢ Plus postage See Exception	\$ 80,320 <sup>00</sup>
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 Unit price to include the billing forms, service and postage. See Note	.055¢ only Envelopes PRINTED	\$ 13,805 <sup>00</sup>
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. Unit price to include the billing forms, service and postage. See Note	.055¢ only Envelopes PRINTED	\$ 17,655 <sup>00</sup>
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.	.335 Plus postage See Exception	\$ 21,105 <sup>00</sup>
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	.88 Plus postage See Exception	\$ 5,720 <sup>00</sup>
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>		\$ 138,605 <sup>00</sup>

Plus postage

EXCEPTIONS  
(IF NONE, PLEASE NOTE)

- \* WE ARE unable to METER postage, we'd need to use our indicia.
- \* Pricing/Quotes don't include postage.  
CURRENT 5-Digit PRE-SORTED FIRST CLASS RATE IS .418  
NOTE - POSTAGE INCREASED frequently
- \* IF additional 8.5x11 INSERTS ARE REQUESTED for Item #1, PLEASE Add .07¢ PER INSERT
- \* Requesting Early Payment for #2 & 3 envelopes/  
printing
- \* NOT Requesting Early postage Payment, if we can Request NET 10 Day Terms for weekly Mail drops.



# Cathedral Corp

## **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 Water & Sewer, 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 FOR A TOTAL OF TWO (2) 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	\$ 0.5608 each	\$ 140,752.00
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 Unit price to include the billing forms, service and postage. See Note	\$ 0.0280 each	\$ 7,028.00
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. Unit price to include the billing forms, service and postage. See Note	\$ 0.030 each	\$ 9,630.00
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.	\$ 0.5590 each	\$ 35,217.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$ 0.5590 each	\$ 3,633.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>(\$ 196,260.50 /yr)</b>	<b>\$ 392,521.00 **</b>

**\*\*Note that postage prices will fluctuate as the above is estimated and based on current postage rates for USPS first-class presort automated mail. Postage will be billed at actual cost as a pass through item to you, and not embedded as above in/with service fees. We have estimated and built in a postal rate of \$0.495 per piece into the above quoted prices for bills & notices. Any address(es) not meeting USPS address qualifications would be billed at a higher rate.**

# Cathedral Corp

## **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 Water & Sewer, 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 (2) YEARS.**

ITEM#	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
I.	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	\$ 0.5647 each	\$ 141,727.95
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 Unit price to include the billing forms, service and postage. See Note	\$ 0.0308 each	\$ 7,730.80
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. Unit price to include the billing forms, service and postage. See Note	\$ 0.0330 each	\$ 10,593.00
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.	\$ 0.5628 each	\$ 35,456.40
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$ 0.5628 each	\$ 3,658.20
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>(\$ 199,166.35 /yr)</b>	<b>\$ 398,332.70 **</b>

**\*\*Note that postage prices will fluctuate as the above is estimated and based on current postage rates for USPS first-class presort automated mail. Postage will be billed at actual cost as a pass through item to you, and not embedded as above in/with service fees. We have estimated and built in a postal rate of \$0.495 per piece into the above quoted prices for bills & notices. Any address(es) not meeting USPS address qualifications would be billed at a higher rate.**

# Tailor Business Systems (TBS) & BA Harris Local Government - Print Mail

## PROPOSAL PAGE FOR OPTION TO EXTEND 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	Price for bills printing 2 sides, color ink .09 each*	\$22,590.00
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 Unit price to include the billing forms, service and postage. See Note	#9 Envelope .035 each	\$8,785.00
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. Unit price to include the billing forms, service and postage. See Note	#10 envelope .04 each	\$12,840.00
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.	Price for notices printing 2 sides black ink on pink paper. .06 each*	\$3780.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	Price for notices printing 1 side black ink on pink paper. .05 each*	\$325.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>\$411,220 total for 2 years, postage included</b>	<b>\$205,610 per year postage included</b>

\*Postage is passed along at cost. Current Postage is approx. .49 per piece x 321,000 = \$157,290 (included in Grand Totals.)

Up to three (3) bills/notices are inserted into each envelope for customers who receive more than one bill/notice which will reduce overall postage cost. If customer has 12 or more bills they will be mailed as a Flat in a 9 x 12 envelope.

**NOTE: IF PAPER COSTS REMAIN STABLE INCREASES COULD BE LESS OR NOT NEEDED FOR 2 ADDITIONAL YEARS**

**TEMPLATE SET UP FEE = \$250.00 EACH TEMPLATE (ONE TIME FEE)**

# Tailor Business Systems (TBS) DBA Harris Local Government - Print Mail

## **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
I.	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	Price for bills printing 2 sides color ink .08 each *	\$20,080.00
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 Unit price to include the billing forms, service and postage. See Note	#9 Envelope .03 each	\$7,530.00
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. Unit price to include the billing forms, service and postage. See Note	#10 envelope .035 each	\$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.	Price for notices printing 2 sides black ink on pink paper. .05 each *	\$3,150.00
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	Price for notices printing 1 side black ink on pink paper. .04 each *	\$260.00
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>\$399,090 - total for 2 years, postage included</b>	<b>\$199,545/per year Postage included</b>

\*Postage is passed along at cost. Current Postage is approx. .49 per piece x 321,000 = \$157,290 (included in Grand Totals)  
Up to three (3) bills/notices are inserted into each envelope for customers who receive more than one bill/notice which will reduce overall postage cost. If customer has 12 or more bills they will be mailed as a Flat in a 9 x 12 envelope

**TEMPLATE SET UP FEE = \$250.00 EACH TEMPLATE (ONE TIME FEE)**



# Data Integrators, 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 Water & Sewer, 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 FOR A TOTAL OF TWO (2) YEARS.**

ITEM#	QUATITY	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	Postage - .498 Services - .07 Total - .568	\$142,568
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 Unit price to include the billing forms, service and postage. See Note	Postage - .498 Services - .07 No 9 env. - .02 Total - .588	\$147.588
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. Unit price to include the billing forms, service and postage. See Note	Postage - .498 Services: - .07 No 9 env. - .02 No 10 env. - .025 Total - .613	\$196,773
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.	Postage - .498 Services - .07 Total - .568	\$35,784
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	Postage - .498 Services - .07 Total - .568	\$3,692
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>2.905</b>	<b>\$526,404</b>

\*First 2 years

# Data Integrators, Inc

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ITEM#	QUATITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
I.	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	Postage - .498 Services - .075 Total - .573	\$143,823
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 Unit price to include the billing forms, service and postage. See Note	Postage - .498 Services - .075 No 9 env. - .02 Total - .593	\$148.843
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. Unit price to include the billing forms, service and postage. See Note	Postage - .498 Services - .075 No 9 env. - .02 No 10 env. - .025 Total - .618	\$198,378
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.	Postage - .498 Services - .075 Total - .573	\$36,099
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	Postage - .498 Services - .075 Total - .573	\$3,724.50
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>2.93</b>	<b>\$530,867.50</b>

\*Second 2 years

Barton & Cooney

**PROPOSAL PAGE FOR OPTION TO EXTEND 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 *	\$00.7505	\$188,375.50
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 Unit price to include the billing forms, service and postage. See Note *	\$00.7780	\$195,278.00
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. Unit price to include the billing forms, service and postage. See Note *	\$00.7853	\$252,081.30
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.	\$00.7505	\$47,281.50
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$00.7505	\$4,878.25
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	<b>\$03.8148</b>	<b>\$687,894.55</b>

Barton & Cooney

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

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ITEM#	QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL AMOUNT PER YEAR
I.	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 *	\$00.8255	\$207,200.50
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 Unit price to include the billing forms, service and postage. See Note *	\$00.8558	\$214,805.80
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. Unit price to include the billing forms, service and postage. See Note *	\$00.8638	\$277,279.80
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.	\$00.8255	\$52,006.50
5.	6,500	EA.	Duplicate shut-off notices sent to property location: Unit price to include forms, service and postage.	\$00.8255	\$5,365.75
			<b>GRAND TOTAL FOR TWO (2) YEARS</b>	\$04.1962	\$756,658.35



August 10, 2023

To Whom it may Concern:

Postage as we all are aware has increased 2 times per year by the USPS and we believe that this will be true into the option years.

There is no way to forecast in advance what these increases will be.

What we used as a postage figure in our unit costs is at this time just a guess.

As for postage we would like to set up an escrow account funded with a postage amount equal to one quarter of the year with accounting on every invoice identifying what was used and what your balance is.

We would then invoice the City of Trenton for the next quarter.

An area of concern is how this proposal was put together and how we are being asked to price the 5 items.

We priced Items 1 thru 5 in the manner it stated.

Our concern is that starting with Item #2 the No. 9 return envelope we are being told to include the billing forms, service and postage.

This also occurs in Item #3 the No.10 window envelope we are also asked to include the billing forms, service and postage.

Your standard package whether it's a standard water bill, late notice or installment notice I assume they would all have a mailing envelope along with a return envelope.

Pat Doyle

Barton & Cooney