

**ATTACHMENT "B"**  
**RFP NO. S-1280**  
**(Data Processing, Printing, and Mailing Services)**  
**PROPOSAL PRICING-Page 1 of 4**

Proposal must include ALL costs and fees associated with providing the services. **Any fees, costs or charges that are not identified in this proposal will NOT be considered or paid by the CITY.**

**Please DO NOT change/alter this page in any way! This page must be submitted with your proposal. This revised version of Attachment "B" must be included with your proposal or the City may deem your proposal as non-responsive.**

Provide a cost proposal for print and mail development, implementation, and ongoing maintenance. This section adheres to the provided table form. Identify all costs to be billed to the project, including out-of-pocket expenses such as travel and office support.

<b>Initial and Ongoing Professional Services Fees</b>		
<b>One-Time Implementation Fee</b> Includes all phases of the project prior to the production phase: initial programming, testing, and implementation.	\$Waived	One-Time Fee
<b>Professional Services Charges</b> For requested programming changes after initial implementation.	\$130.00	Per Hour

<b>Cost of Materials</b>		
<b>Statement Paper Stock Cost</b> 8.5x11", 24 pound paper stock with a micro-perforation and backer.	\$0.0163	Per Sheet
<b>Certificate Paper Stock Cost</b> 8.5x11", card stock with a micro-perforation.	\$0.0597	Per Sheet
<b>Outgoing Envelope Cost</b> Double Window white #10 envelope with security tint	\$0.0184	Per Envelope
<b>Return Envelope Cost</b> Single window #9 blue bar envelope with security tint	\$0.0174	Per Envelope
<b>Return Envelope Cost</b> Single window #9 green bar envelope with security tint for Business License renewals	\$0.0174	Per Envelope
<b>Flat Envelope Cost</b> Applies only multi-page bills that do not fit in the standard double window #10 envelopes.	\$0.1736	Per Envelope

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<b>Service Fees</b>		
<p><b>One Page Bill Service Fee</b></p> <p>Includes file transmission, data processing, simplex black or black with color bill printing, mail preparation (folding, inserting a 1-page bill and the return envelope into an outgoing envelope), and delivery to the USPS.</p>	\$0.0608	Per One Page Bill
<p><b>Marketing Insert Fee</b></p> <p>Charge for inserting client-provided marketing insert. For example: Newsletter.</p>	\$0.01	Per Additional Page
<p><b>One Page Certificate Service Fee</b></p> <p>Includes file transmission, data processing, color certificate printing, mail preparation (folding, inserting a 1-page certificate into an outgoing envelope), and delivery to the USPS.</p>	\$0.0955	Per One Page Bill
<p><b>Insert Fee</b></p> <p>Charge for inserting other various inserts. For example: Informational letters regarding new legislation.</p>	\$0.01	Per Additional Page
<p><b>Mail Processing</b></p> <p>Includes mail preparation (folding, inserting a 1-page bill and the return envelope into an outgoing envelope).</p>	\$Included	Per Mail Piece
<p><b>Move Update Service Fees</b></p> <p>NCOALink or ACS Service</p>	\$0.2713	Per Reported Change
<p><b>House Holding</b></p> <p>This surcharge only applies to multiple page bills that have too many pages to be inserted into the #10 envelope by machine. This surcharge covers the necessary manual labor.</p>	\$0.1628	Per Mail Piece
<p><b>3<sup>rd</sup> Party Courier Service</b></p> <p>This cost only applies while the City uses its own indicia and prints statements for processing.</p>	\$Actual Cost	Per Delivery Pass Through Actual Cost
<p><b>Archive Fee</b></p> <p>Images must be stored in PDF format for 12 months.</p>	\$0.0109 per PDF (optional)	Per Additional Insert
<p><b>Printing and Inserting of City Works insert</b></p> <p>Paper: White 80# gloss</p>	\$TBD	Per Insert

<p>Colors: 4/4, printed on both sides</p> <p>Flat size: 8.5" x 11"</p> <p>Tri-fold size: 8.5" x 3.66"</p> <p>Approx. Qty: 16,000 or 32,000</p> <p>Frequency: Monthly or bi-monthly</p> <p style="text-align: center;"><b>Miscellaneous Information</b></p> <p>Piece is inserted into City water bills</p> <p>Designed in-house; files emailed as pdf to contractor</p> <p>100-300 quantity returned to City</p>		
<p><b>In house design services</b></p> <p>Provide in house design services for any redesign of business license renewals, business license tax certificates, and utility bills.</p>	\$103.00	

**Contractor must be able to provide all services requested. PARTIAL PRICING PROPOSALS WILL NOT BE ACCEPTED! ALL LINES ON THIS FORM MUST BE COMPLETED OR THE CITY RESERVES THE RIGHT TO DEEM YOUR PROPOSAL AS NON-RESPONSIVE.**

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**ADDITIONAL COSTS ASSOCIATED WITH PROVIDING SERVICES:**

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**Please provide a cost break down of how additional costs are calculated, if applicable. You may attached additional pages if needed.**

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The undersigned hereby certifies that this Proposal is genuine and is not sham or collusive, or made in the interest or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation to refrain from bidding, and that the undersigned has not in any manner sought, by collusion, to secure for himself an advantage over any other bidder.

Please check your calculations before submitting your Proposal; the City of Garden Grove will not be responsible for Proposer miscalculations and may deem your proposal as non-responsive

BY: \_\_\_\_\_  
(Signature) Telephone Number \_\_\_\_\_

\_\_\_\_\_  
(Type or Print Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Email Address)