

REQUEST FOR PROPOSALS FOR PRINTING AND MAILING OF TREASURY PROPERTY TAX BILLING AND ASSESSING NOTICES & STATEMENTS RFP-RH-26-028 PROPOSAL SUMMARY	Kent Communications, Inc. 3901 East Paris SE Grand Rapids, MI 49512	Lineage Mailing Services LLC dba Lineage Connect 1700 Boardway Blvd Kansas City, MO 64108	The Master's Touch, LLC 206 W. Julie Drive, Suite 104 Tempe, AZ 85283	Wolverine Solutions Group 1601 Clay St. Detroit, MI 48211-1913
Established / Years in Business	1975 / 51 years	Lineage Connect: 2013; Lineage Organization: 100+ years	1994 / 32 years	1978 / 48 years
Type of Organization	Corporation	Individual LLC	LLC	Corporation
Full Time Employees	54	57	63	200
Part Time Employees	6	0	1	0
Years providing printing and mailing services	Mailing 51 years & Printing 25 years	100 years	32	35
Years providing printing and mailing services for property tax billing:	25 years	100 years	32 years	35 years
Municipalities Treasurer property tax billings provided for:	Over 400 municipalities. Extensive list provided in proposal.	Jackson County MO; Clay County MO; Platte County MO; Narragansett RI	700+ government agencies & municipalities in 30 states. Treasurer clients include (but not limited to) City of Rochester Hills (MI), Ramsay County (MN), Maricopa County (AZ)	City of Detroit Dept. of Treasury; Oakland County Dept. of treasury; Town of Truro Office of Collector
Years specifically providing Assessor printing & mailing services:	25 years	100 years	32 years	35 years
Municipalities Assessor printing & mailing services provided for:	Over 400 municipalities. Extensive list provided in proposal.	Jackson County MO; Clay County MO; Platte County MO; Narragansett RI	700+ government agencies & municipalities in 30 states. Assessor clients include (but not limited to) City of Rochester Hills (MI), Maricopa County (AZ), Bernalillo County (NM)	City of Detroit Office of the Assessor; Jefferson County Department of the County Assessor
Single point of contact for contract:	provided	provided	provided	provided
Can accept Adobe Acrobat (pdf) file?	Yes	Yes	Yes	Yes
Via Internet	Yes	Yes	Yes	Yes
Size limitations?	No	No	No	No
Comments:	Secure FTP site for uploading files.		Recommend using secure FTP portal	
Can accept A PMD file?	Yes	Yes	Yes	Yes
Via Internet	Yes	Yes	Yes	Yes
Size limitations?	No	No	No	No
Comments:	Secure FTP site for uploading files.			
Can you accept FTP via the Internet?	Yes	Yes	Yes	Yes
Comments:				will set up a secure SFTP portal for sending data securely back & forth & at rest
Acknowledge all files must be delivered at City through FTP site or email?	Yes	Yes	Yes	Yes
Work plan & methodology:	All services performed in house. #9 Return Envelopes with printing side window will take 4 weeks for processing. Method/Process: Test file processing approx 2 weeks prior to mailing. Live PDF file sent to KCI, 7-10 days prior to mailing (or sooner), Address list postal certifies, proof sent/ count verified & approved by customer, Bills/statements printed, count verified & sent to USPS staging area. Precautions taken for quality control.	Will transition the City to secure printing & mailing operations through flexible client-driven implementation completed in 7-15 days, can be extended to accommodate parallel testing, phased rollouts, staff training as needed. Prioritizes data security, operational continuity, zero disruption to resident communications. Begin w/discovery & CIS data mapping, deploy dedicated SFTP environment	Kickoff Meeting to establish expectations, finalize schedule, collect physical mail samples. Initial testing & setup - transmitted data is processed to validate accuracy, statement layouts configured, identifying tracking barcodes received. Preproduction & proofs - digital proofs provided, upon approval 50-100 samples are overnighted to City for testing/scanning. Print production - statements printed on "on-demand" roll feed press & automated inserting equipment	Week 1: project initiation, kickoff meetings, requirements gathering, analyzing data structures & files types, & configuring secure SFTP sites. Week 1-2: focus on data mapping, designing transformation scripts, setting up document templates, & embedding 2D barcode logic & insert rules. Week 3: test files to simulate data, produce physical print & insert samples for City Approval, & conduct USPS validation tests for Intelligent Main

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Work plan & methodology (continued):	Uses latest in portal technology to cleanse addresses, sort address file, & send mailing file to USPS. Estimated postage due before mailing, if not received in advance a 5% surcharge on postage will be listed on final invoice. Disaster/Equipment Failure: Servers backed up off-site, backup vendors in case of disaster/equipment breakdown. Security measure in place for confidentiality & protection.	w/encryption in transit & rest, configure CASS-certified address validation, integrate USPS intelligent mail barcode tracking for visibility. Lineage designs compliant, readable documents & variable messaging workflows, rigorous quality assurance, test mail runs, scanline verification, & final production go-live tailored to City's schedule & confidence level. City will be assigned dedicated account manager as single point of contact.	utilizes Optical Mark Recognition & 2D barcodes to directly match statements w/return envelopes. Presort data processing through CASS certification & 48-month NCOA lookback software to maximize postal discounts & reduce return mail. Completed mail is delivered via vendor's trucks to USPS Sectional Center Facility. Same day delivery confirmation & postal documentation provided to City. Within 72 hours of mailing, report summarizing counts, quantities, etc. is provided.	Barcode readability & CASS forwarding logic. Weeks 3-4: executing production w/heightened quality control staffing on print/insert lines, w/daily alignment calls, training City staff on portal tools, moving to full-steady-state operations.
List of client references:	City of Westland, City of Dearborn, City of Farmington Hills	County of Jackson County, Missouri; Mazuma Credit Union, KS; State of Kansas; City of Lee's Summit, Missouri; City of Liberty, Missouri	Marion County, IN; Ramsay County, MN; Will County, IL	City of Detroit, Treasury Department; Oakland County, Treasury Department; Client Financial Services
Detail will be provided on invoice to City:	Breakdown of items w/counts, including printed items (forms, envelopes, brochures), setup fees, processing cost, shipping, postage, dollar amount of postage used & postage received along w/pieces that did not qualify for discount incl foreign, bad address w/count. Invoice will be mailed w/USPS postal documents.	Standard information: Customer information, date of service, invoice date, project, quantities, descriptions, unit price, extended price, materials, actual postage, comments section, subtotal, tax (when applicable), total, postage, balance due. Lineage is able to customize & include/ remove details per customer request.	Breakdown of all prices & postage costs. Sample invoice included w/proposal.	Invoice will include line items on RFP at the cost listed on RFP. Invoice will be made out to whom is designated in RFP.
Time needed to provide for Treasury:				
All forms:	#9 Right window Envelopes - 4 weeks for processing. All others - 10 business days.	From approval of proof up to 3 business days to complete & mail, USPS First Class delivery to Rochester Hills in 2-3 business days.	flexible, but prefer 5-7 business days	5-10 Days for Envelopes (pre-ordered in advance for the year)
Print & Mail Tax Bills:	10 business days	From approval of proof up to 3 business days to complete & mail, USPS First Class delivery to Rochester Hills in 2-3 business days.	flexible, but prefer 5-7 business days	5 Days for Tax Bills
Deliver to Rochester Hills all extra surplus forms, envelopes, etc.:	Shipping 1-2 days	From approval of proof up to 3 business days to complete & mail, USPS First Class delivery to Rochester Hills in 2-3 business days.	flexible, but prefer 5-7 business days	Delivery of extra supplies 72 hours after mailing has completed
Comments:	Need to process a test file before receiving live files to resolve any issues ahead of time. Will process & mail as quick as possible.		Will work w/City to establish optimal printing & mailing schedule. Can work w/ any deadline required.	Delivery of extra supplies 72 hours after mailing has completed
Time needed to provide for Assessing:				
All forms:	7 business days	From approval of proof up to 3 business days to complete & mail, USPS First Class delivery to Rochester Hills in 2-3 business days.	flexible, but prefer 5-7 business days	5-10 Days for Envelopes (pre-ordered in advance for the year)
Print & Mail Notices:	7 business days	From approval of proof up to 3 business days to complete & mail, USPS First Class delivery to Rochester Hills in 2-3 business days.	flexible, but prefer 5-7 business days	5 Days for Assessors Mailings
Deliver to Rochester Hills Assessor all forms and reports:	Shipping 1-2 days	From approval of proof up to 3 business days to complete & mail, USPS First Class delivery to Rochester Hills in 2-3 business days.	flexible, but prefer 5-7 business days	72 hours after mailing is completed
Initial Acknowledgement that City of Rochester will be invoiced directly for payment:	initialed	initialed	initialed	initialed
Comments:	Typical personal property assessments take 3-5 days, real assessments take 7 days. KCI will always try to mails asap if needed.		Will work w/City to establish optimal printing & mailing schedule. Can work w/ any deadline required.	

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Detail how printing & mailing operations of firm address the needs of the City:	Ability to print, fold, insert, mail over 250,000 statements per day. 50,000 sq ft modern facility incl latest in printing & mailing equipment.	Strict quality assurance & security protocols. All staff background-checked, trained in compliance requirements, proactive oversight, rapid issue resolution. 50% of business serves municipal clients, deep expertise in government document workflows, compliance needs, tight delivery schedules. Designated Mail Unit for the USPS leveraging substantial daily mail volume to secure lowest possible postage rates. USPS picks up directly from facility. Documents protected by SOC 2 Type II compliance, cybersecurity protocols, comprehensive disaster recovery plan backed by redundancy across secondary location.	Flexible turnaround - west coast location allows City to transmit data files & approve proofs later in the day to allow for overnight production. Reduce supply chain risks by manufacturing envelopes in house, can also group multiple statements heading to same address into single common envelope. On-staff graphic design services. Maintain three production facilities that are mirror images & can each output 450,000 double-sided sheets per 8-hr shift, total print capacity is 70,000 sheets per hour, 10 intelligent mail inserters can process over 100,000 mail pieces/hr. 2 facilities run at low capacity to easily absorb City's production.	Deliver all outbound mail via own fleet trucks directly to USPS Metroplex facility in Pontiac for faster, predictable local delivery. No reliance on third-party subcontractors to keep core functions & quality control in-house. All operations, project managers, technical leads, & client service teams in entire Michigan based. Infrastructure dynamically allocates workflows so smaller municipal jobs receive exact same quality control, automated processing speeds, & turnaround times as largest regional clients.
Describe experience in type of service requested for other customers or communities:	In-house digital printing, envelopes printing, data processing, programming, inserting & mail sorting, produce over 5,000,000 pieces of mail per month. In 2026 KCI mailed over 3.2 million assessments & 1.6 million 2025 winter tax bills for over 400 different cities/townships/counties.	Lineage Connect is member of the Lineage family of companies & a leading mailing partner specializing in comprehensive mail outsourcing & in-house mail equipment & processing throughout US. Strategic acquisitions (Strahm Automation & Mailing) processes 40mil mail pieces annually for customers nationwide. Offers start to finish solution encompassing account management, data processing, mail production, mail sorting, mail distribution.	32 years of experience printing & mailing statements for municipal & government entities & makes up 85% of total annual workload. Provide these services to over 700 public sector clients across 30 states & in each time zone. Processes are tailored to handle accounts ranging in size from a few thousand to well over 1mil tax statements/ assessment notices in single printing run.	48 years of continuous experience delivering transactional communications for highly regulated industries like government & utilities, specifically providing core printing & mailing services for 35 years. Specialization in handling multi-cycle mailings, state mandated form templates, & strict statutory deadlines. Experience processing jobs that range in size from hundreds of thousands of records to fewer than 10,000 statements. Also wholly own their subsidiary Printing Systems for election printing.
Clients currently servicing with this type of services:	Over 1200 customers. Print &/or Mailing projects – Ballot Envs, Voter ID Cards, Absentee Ballot Applications, Statements, Invoices, Tax Bills, Assessments, Utility Bills, Personal Property Statements, Postcards, Booklets, Flyers, Direct Mailers, Appeals, NCR forms, Political Mailers, 1099G forms, Variable Postcard, Letter Mailers, Special Assessments, Water Quality Reports, Folders, Letterhead, etc..	Customer base is 50% municipalities. Experienced with critical documents, cost saving measures, highly secure data, must-mail deadlines. Growing each year & added \$2mil in equipment last year and invested \$1mil this year. Services over 30 regional municipal clients throughout nation include Macomb Twp.	Public sector projects include tax bill printing & mailing services for Rochester Hills (MI), Maricopa County (AZ), & Marion County (IN). Assessor clients include Rochester Hills (MI), Maricopa County (AZ), & Bernalillo County (NM). Impossible to provide comprehensive list w/over 700 clients.	12
Comparable successfully completed public sector projects:	Charlevoix County; Chesterfield Township; City of Farmington Hills; City of Kalamazoo; City of Kentwood; City of Kentwood; City of Saginaw; Emmet County; Saginaw County; Shelby Charter Township; Shiawassee County; WCA Assessing	Jackson County, MO; Clay County, MO; Town of Narrangansett, RI; all of which are on-going projects	Rochester Hills MI; Maricopa County, AZ; Marion County IN; Ramsey County, MN; Will County, IL; Bernalillo County, NM	Produces up to 400,000 Summer/Winter Property Tax Bills Annually for the City of Detroit & supplies the paper, #9 & #10 Envelopes. Set up proofs, provide to client for review & incorporate any revisions & prints final bills w/perforation. Consolidates multiple tax bills for same recipient into single large envelope.
Provide an equipment list:	provided	provided	provided	Provided
Documented procedures/methodologies for providing services:	Disaster/Equipment Failure: Servers are backed up off-site, backup vendors in case of disaster or equipment breakdown. Security measure in place for confidentiality & protection.	Rigorous multi-stage quality control protocols throughout entire production cycle include quality signoffs at multiple checkpoints, barcode tracking & 2D Glyph serialization, triple-checked meter readings, timestamped signatures, detailed documentation at each production stage, damage reports/reprint request logs. Redundant, secure backup equipment and a geographically separate secondary facility to seamlessly assume full production capacity in any contingency. Disaster plan is avail upon request for City to review.	Utilize CASS & 48-month NCOA software to maximize automation discounts. 2D barcodes on every statement scanned in real time by automated inserters using optimal mark recognition to prevent missing or mismatched pages. Data checks before production w/in 72 hours of mailing for fully auditable record. Min of two identical machines for every stage of production to guarantee immediate hardware redundancy. Operate three mirror-image production facilities across US that replicate all data daily; a job can be securely rerouted to alternate	Process all municipal address records through enterprise-grade, USPS-certified BCC Mail Manager Software to execute CASS certification, NCOALink address resolution & carrier route presort optimization. Workflow software utilizes grouping logic to bundle separate tax bills into a single common envelope for postage savings. High-density 2D barcode for tracking & automated document matching. Verification systems to read barcodes, log page counts, reconcile totals, & full job balancing to be sure data records are accounted for before mailing. Secure production

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Documented procedures/methodologies for providing services: (continued)					state via IP address instantly. Maintain a 60-day buffer of paper stock & make own envelopes to protect against supply chain failures. Mail transported to USPS Sectional Center Facility via own trucks to speed up delivery & use intelligent mail barcode to track.		facilities in multiple locations in Southeast Michigan. Maintain multiple identical lines of continuous inkjet web presses allowing for a shift of capacity if needed. Continuous file replication utilizes cloud-based backups to guarantee recovery time objective of less than 4 hours & recovery point objective of less than 15 min in a total facility disaster. Completed mailing as transported using own fleet directly to USPS Pontiac Metroplex processing, USPS seamless acceptance allows presorted mail directly onto USPS w/out manual on-site verification, & Wolverine Connect client portal integrates w/intelligent mail barcode to display real-time tracking (extra cost).	
Cost Proposal	Cost	Unit	Cost	Unit	Cost	Unit	Cost	Unit
1. 30,000 (15,000 Summer & 15,000 Winter) – Print 2-Sided Tax Bill on 8 1/2” x 11”; 70lb White Paper; Full Color (both sides); Perforation on stub	\$290.00	M	\$70.00	M	\$47.00	M	\$60.00	M
2. 30,000 – Pantone PMS 448 Brown, 1-side on #10 Window Mailer Envelope, Camera ready, you supply, your presorted first-class postage permit	\$54.00	M	\$45.00	M	\$41.00	M	\$42.00	M
3. 4,000 – Pantone PMS 448 Brown, 1-side on #10 Window Mailer Envelope, Camera ready, you supply – Delivered/Mailed to City Treasury for internal use	\$54.00 plus shipping	M	\$60.00	M	\$41.00	M	\$42.00	M
4. 34,000 – Black, 1-sided on #9 Return Window Stock with Message in Window	\$60.00	M	\$83.51	M	\$37.00	M	\$68.00	M
5. 27,500 out - Print 8 1/2” x 3 7/8” Insert – PDF file	\$35.00	M	\$31.00	M	\$18.00	M	\$19.00	M
6. 15,000 out – Print 8 1/2” x 11” insert – PDF file	\$76.00	M	\$65.00	M	\$45.00	M	\$56.00	M
7. 13,500 – Tri-fold and insert Summer Non-Escrow Tax Bill with 3- inserts	\$0.00	M	\$43.00	M	\$53.00	M	\$29.00	M
8. 1,000 – Combining: 2+ statements mail to the exact same name & address, the default is to enclose from 2-8 statements in commercial size envelopes up to a maximum of three (3) envelopes. Only the 1st envelope will include any collateral materials (inserts, reply envelopes, etc.).	\$900 Lot Fee	M	\$300.00	M	included	M	\$600.00	M
9. 1,450 – Tri-fold and insert Summer Automatic Bill Payment Tax Bill with 1-insert	\$0.00	M	\$40.00	M	\$53.00	M	\$25.50	M
10. 13,500 – Tri-fold and insert Winter Non-Escrow Tax Bill with 2- inserts	\$0.00	M	\$40.00	M	\$53.00	M	\$27.00	M
11. 1,000 – Combining: 2+ statements mail to the exact same name & address, the default is to enclose from 2-8 statements in commercial size envelopes up to a maximum of three (3) envelopes. Only the 1st envelope will include any collateral materials (inserts, reply envelopes, etc.).	\$900 Lot Fee	M	\$300.00	M	included	M	\$600.00	M
12. 1,450 – Tri-fold and insert Winter Automatic Bill Payment Tax Bill	\$0.00	M	\$40.00	M	\$53.00	M	\$24.00	M
13. 4,000 – Delinquent Tax Assignment Notices – 2 Runs	\$195.00	M	\$99.00	M	\$59.00	M	\$24.00	M
14. 4,000 – #10 Window Mailer, 1-sided – you supply	\$100.00	M	\$45.00	M	\$59.00	M	\$42.00	M
15. 29,500 records – CASS certify Tax Bill mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$0.00	Lot	\$145.00	Lot	\$85.00	Lot	\$300.00	Lot

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16. 4-times per year – Delivery of Tax Bills/Delinquent Notices to Post Office	\$0.00	Trip	included	Trip	\$45.00	Trip	\$50.00	Trip
17. 34,000 – First Class Postage (Cost will be calculated at the postal rate at time of mailing)								
18. 30,000 - Intelligent Mail Barcode (IMB) Tracking on Envelopes	\$0.002 plus setup	EA	\$0.005	EA	\$0.003	EA	included	EA
	\$2.00 plus \$110.00 setup fee per mailing	M	\$5.00	M	\$3.00	M	included	M
ASSESSMENT NOTICES / REAL PARCELS								
Data File Handling – Frequency: once a year	\$145.00	YR	\$300.00	YR	\$250.00	YR	\$300.00	YR
Paper, 50 lb, 8 1/2” X 11”; 2-sided with Backer	\$0.00	M	\$20.00	M	\$47.00	M	\$12.50	M
Laser Print	\$150.00	M	\$70.00	M	\$48.00	M	\$48.50	M
Required imprinting proofs to Assessor prior to final job (emailed)	\$0.00	JOB	included	JOB	no charge	JOB	included	JOB
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes	-	M	included	M	included	M	included	M
Printing return address printed – black ink, front side	\$0.00	M	\$45.00	M	\$9.00	M	included	M
Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$0.00	JOB	\$125.00	JOB	\$75.00	JOB	\$300.00	JOB
Intelligent Mail Barcode (IMB) Tracking on Envelopes	\$0.002 plus setup	EA	\$0.005	EA	\$0.003	EA	included	EA
	\$2.00 plus \$110.00 setup fee	M	\$5.00	M	\$3.00	M	included	M
Mailing: Deliver to Post Office.	\$0.00	TRIP	included	TRIP	\$45.00	TRIP	\$50.00	TRIP
First Class Postage (Cost will be calculated at the postal rate at time of mailing)								
ASSESSMENT NOTICES / PERSONAL PROPERTY PARCELS								
Data File Handling – Frequency: once a year	\$145.00	YR	\$300.00	YR	\$250.00	YR	\$300.00	YR
Paper, 50 lb	\$0.00	EA	\$0.02150	EA	included	EA	\$0.0125	EA
	\$0.00	M	\$21.50	M	included	M	\$12.50	M
Laser Print	\$0.15	EA	\$0.070	EA	\$0.048	EA	\$0.0600	EA
	\$150.00	M	\$70.00	M	\$48.00	M	\$60.00	M
Required imprinting proofs to Assessor prior to final job	\$0.00	EA	included	EA	no charge	EA	included	EA
	\$0.00	M	included	M	no charge	M	included	M
Presorted Postage Permit information (postal indicia) printed in black ink, front side of envelopes	\$0.00	EA	included	EA	included	EA	included	EA
	\$0.00	M	included	M	included	M	included	M
Printing return address printed – black ink, front side	\$0.00	EA	\$0.045	EA	\$0.009	EA	included	EA
	\$0.00	M	\$45.00	M	\$9.00	M	included	M
Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$0.00	JOB	\$125.00	JOB	\$75.00	JOB	\$300.00	JOB
Intelligent Mail Barcode (IMB) Tracking on Envelopes	\$0.002 plus setup	EA	\$0.005	EA	\$0.003	EA	included	EA
	\$2.00 plus \$110.00 setup fee	M	\$5.00	M	\$3.00	M	included	M
Mailing: Deliver to Post Office.	\$0.00	TRIP	included	TRIP	\$45.00	TRIP	\$50.00	TRIP
First Class Postage (Cost will be calculated at the postal rate at time of mailing)								
PERSONAL PROP STATEMENTS & FORM 576 W/ BACKER								
Data File Processing and Programming – Frequency: once a year	\$145.00	YR	\$300.00	YR	\$250.00	YR	\$300.00	YR
Offset print 2-sided, 11” x 17” sheets, duplex black & white Form 5076 8 ½” x 11” on Yellow Paper	\$0.450	EA	NA	EA	\$0.080	EA	\$0.1600	EA
	\$450.00	M	NA	M	\$59.00	M	\$160.00	M
Laser Forms with taxpayer name and address	\$0.000	EA	\$0.320	EA	\$0.048	EA	included	EA
	\$0.00	M	\$320.00	M	\$48.00	M	included	M

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Fold forms and insert with instructions	\$0.000	EA	\$0.030	EA	\$0.048	EA	\$0.25000	EA
	\$0.00	M	\$30.00	M	\$48.00	M	\$250.00	M
Required: State Tax Commission approval of printed form	\$0.00	JOB	\$100.00	JOB	\$50.00	JOB	included	JOB
Required imprinting proofs to Assessor prior to final job	\$0.00	JOB	included	JOB	no charge	JOB	included	JOB
Set-up custom artwork for envelope	\$0.000	EA	\$0.003	EA	no charge	EA	\$85.000	EA
	\$0.00	M	\$3.00	M	no charge	M		M
Offset Print #10 double window envelopes – black and white	\$0.166	EA	\$0.045	EA	\$0.043	EA	\$0.30000	EA
	\$166.00	M	\$45.00	M	\$43.00	M	\$300.00	M
The following notice to be printed on the front of the envelope in black ink:								
(YEAR) Personal Property Statement With Instructions For Preparation and Filing	\$0.000	EA	included	EA	\$0.021	EA	included	EA
	\$0.00	M	included	M	\$21.00	M	included	M
Mailing: CASS certify mailing addresses through Carrier Route for Intelligent Mail Barcode.	\$0.00	JOB	\$125.00	JOB	\$75.00	JOB	\$300.00	JOB
Intelligent Mail Barcode (IMB) Tracking on Envelopes	\$0.002 plus setup	EA	\$0.005	EA	\$0.003	EA	included	EA
	\$2.00 plus \$110.00 setup fee	M	\$5.00	M	\$3.00	M	included	M
Mailing: Deliver to Post Office	\$0.00	TRIP	included	TRIP	\$45.00	TRIP	\$50.00	TRIP
First Class Postage (Cost will be calculated at the postal rate at time of mailing)								
Describe other charges, if any, as follows:	Price increase for Year 4 & 5 - up to 3%		not provided		N/A		Wolverine-Connect is an optional feature invoiced at \$200.00 /month which included 3 users, job status reporting, mail tracking, & reporting. Free vers avail w/less features.	
Initial to acknowledge all mailings comply with USP office regulations	initialed		initialed		initialed		initialed	
Cost saving recommendations:	Print bills on colored stock in black in - \$165/m (vs \$290/m in full color ink) (paper stock color options: pink, blue, green, yellow). #9 Return Envelope - print envelope (no window) - \$46/m & 1 week turnaround (vs \$60/m for window & 4 week turnaround) Personal Property Statements: KCI can mail presort standard vs First Class (saving more postage).		Pricing for personal property on Yellow & 11x17 book - pricing as proposed is to put all in 8.5x11 format w/Yellow first page & following addtl pages. Window business return envelopes w/out custom print inside will save \$40/m. Lineage proposal is for all highspeed, ink print technology.		Proprietary address validation & data-hygiene software lowers amount of undeliverable /returned mail. Services of on-staff graphic designers free of charge to help City optimize statement layouts.		#10 Double Window Envelopes & #9 Single Window Envelopes	
Acknowledge logo and font	Yes		Yes		Yes		Yes	
List any required other formats:					N/A		high resolution PDF	
Accept MasterCard for payment?	No		No		Yes		Yes, 4% fee	
Provided equipment list?	Yes		Yes		Yes		Yes	
Can you meet City's insurance requirements?	Yes		yes		yes		Yes	
Additional information/points not addressed:	SCI requests postage paid prior to mail date to avoid a 5% surcharge		* noted on proposal all paper will be 65# paper		N/A		N/A	
Extend to MITN	Yes		Yes		Yes		Yes	

* There were three additonal proposals received that were deemed non-responsive & did not continue in the evaluation process