

Purchasing Summary

EVENT # 3273	TITLE: Printing, Insertion, and Mailing	COST: \$58,150.00
TYPE OF PROCUREMENT: RFP	ANNUAL CONTRACT <input checked="" type="checkbox"/> ANNUAL MAINTENANCE AGREEMENT <input type="checkbox"/>	ONE TIME PURCHASE <input type="checkbox"/>

CONTRACT TERM (IF APPLICABLE)
November 7, 2019 through December 31, 2020

M/WBE (IF APPLICABLE)
While no specific MWBE goal was set for this RFP because of the estimated contract value, a maximum of 10 points could be awarded to firms submitting MWBE participation. The recommended firm submitted participation of 20% MBE using Secure Holdings.

MATRIX (IF APPLICABLE)

Proposers	Qualifications & Experience 25 points	Technical Capabilities 30 points	Fees 25 points	References 10 points	MWBE Participation 10 points	Total 100 points
Sure Bill	25	29	25	10	10	99
Questmark	23	28	24	9	0	84
A.B. Data	23	30	21	9	0	83
Cash Cycle Solutions	23	29	23	8	0	83
Pinnacle Data Systems	23	28	23	7	0	81
Billtrust	23	29	23	6	0	81
DataProse	21	27	23	8	0	79
Dove Mailing	23	28	19	8	0	78
Moonlight	18	27	18	8	0	71
Diversified Companies	19	21	16	9	0	65
Carolina Technology	16	25	15	4	0	60
Commercial Mail Service	15	19	12	3	0	49

NOTES

Recommend approval to renew an annual contract for printing, insertion, and mailing services with Sure Bill in the amount of \$58,150.00. This contract provides for the printing, insertion, and mailing of City bills, notices, and other mailings to the public. Through the outsourcing of this function, the City ensures compliance with USPS specifications to qualify for postal discounts and receipt of the lowest possible postal rates. Additionally, this contract allows for efficient and timely mailings on behalf of the City. This contract primarily includes mailings related to utility billing, property taxes, business taxes, and alcohol, but may be used for other City announcements.

This contracted amount includes funds paid by the City for printing and insertion of mailings. Postage expenses are charged to the City at cost, and are paid from a postage account maintained by SureBill on behalf of the City.

The method used for this procurement was the request for proposal, which evaluates criteria in addition to costs. The evaluation criteria included qualifications and experience, technical capabilities, references, MWBE participation, and fees.

This is the fourth of four renewal options available. Council originally approved this contract on June 11, 2015.

Proposals were originally received November 5, 2013. The proposers were:

B.P.	Sure Bill (Duluth, GA) ^(D)	\$ 58,150.00
	QuestMark Information Management, Inc. ^(D)	\$ 61,122.00
	DataProse ^(D)	\$ 63,178.00
	Cash Cycle Solutions ^(D)	\$ 63,413.80
	Pinnacle Data Systems ^(D)	\$ 64,256.00
	Billtrust ^(D)	\$ 64,256.00
	A.B. Data, Ltd. ^(D)	\$ 69,187.72
	Dove Mailing, Inc. ^(D)	\$ 74,838.00
	Moonlight Business Process Outsourcing ^(D)	\$ 79,081.40
	Diversified Companies, LLC ^(D)	\$ 89,560.80
	Carolina Technology Associates, LLC ^(D)	\$ 94,228.04
	Commercial Mail Service ^(D)	\$117,511.80

A pre-proposal conference was not conducted as this is an annual contract renewal. (D) indicates non-local non-minority owned business. Recommend approval.

Total Sent: 70

Total Received: 12

MWBE Received: 0

Vendor Federally debarred/suspended: No