

1 RESOLUTION NO. 2011-123

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3 SPONSOR Mr. Pry

4  
5 DATE April 4, 2011 COMMITTEE Finance

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7 **A Resolution authorizing the County Executive to advertise for bids for the 2011 printing**  
8 **and mailing of Triennial Update Property Notices, for an estimated total cost of**  
9 **\$150,000.00, for the County Fiscal Officer, and declaring an emergency.**

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11 WHEREAS, the County of Summit desires to authorize the County Executive to  
12 advertise for bids for the 2011 printing and mailing of Triennial Update Property Notices, for the  
13 County Fiscal Officer, for an estimated cost not to exceed \$150,000.00; and

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15 WHEREAS, a copy of the bid specifications are attached hereunto and are on file in the  
16 office of the Clerk of Council; and

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18 WHEREAS, this Council has determined by reviewing all pertinent information that it is  
19 necessary and in the best interest of the County of Summit to authorize County Executive to  
20 advertise for bids for the 2011 printing and mailing of Triennial Update Property Notices, for an  
21 estimated cost not to exceed \$150,000.00;

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23 NOW, THEREFORE, BE IT RESOLVED by the Council of the County of Summit, State  
24 of Ohio, that;

25 SECTION 1

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27 The County Executive is authorized to advertise for bids for the 2011 printing and  
28 mailing of Triennial Update Property Notices, for the County Fiscal Officer, for an estimated  
29 total cost not to exceed \$150,000.00.

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31 SECTION 2

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33 This Resolution is hereby declared an emergency in the interest if the health, safety, and  
34 welfare of the citizens of the County of Summit, and for the further reason to immediately  
35 expedite the bidding for the 2011 printing and mailing of Triennial Update Property Notices, for  
36 the County Fiscal Officer.

37 SECTION 3

38 Provided this Resolution receives the affirmative vote of eight members, it shall take  
39 effect immediately upon its adoption and approval by the Executive; otherwise, it shall take  
40 effect and be in force at the earliest time provided by law.

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42 SECTION 4

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44 It is found and determined that all formal actions of this Council concerning and relating  
45 to the adoption of this Resolution were adopted in an open meeting of this Council, and that all  
46 deliberations of this Council and of any of its committees that resulted in such formal action,  
47 were in meetings open to the public, in compliance with all legal requirements, including Section  
48 121.22 of the Ohio Revised Code.  
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PAGE TWO

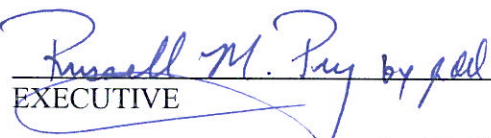
INTRODUCED March 21, 2011

ADOPTED April 4, 2011

  
CLERK OF COUNCIL

  
PRESIDENT OF COUNCIL

APPROVED April 5, 2011

  
EXECUTIVE

ENACTED EFFECTIVE April 5, 2011

Voice Vote: 11-0 YES: Comunale, Crawford, Feeman, Kostandaras  
Kurt, Prentice, Rodgers, Roemer, Schmidt, Shapiro, Smith

# 11-123

## BID SPECIFICATIONS FOR 2011 TRIENNIAL PROPERTY VALUATION UPDATE MAILING PRODUCT

### I. COMPONENTS AND SIZE

	<b>Overall Size</b>	<b>Finished Size</b>
Front	11" x 6 1/8"	11" x 6 1/8" Personalized Mailer
Part 2	11" x 6 1/8"	11x61/8" Greeting
Part 3	11" x 5 3/8"	11" x 5 3/8" Personalized Property Info.
Part 4	11" x 5 3/8"	11" x 5 3/8" Q & A
Part 5	11" x 6 1/8"	11" x 6 1/8" Survey Perforated Top and Side
Back	11" x 6 1/8"	11" x 6 1/8" Seal Perforated Top and Side

### II. LITHOGRAPHIC PRINTING

Front	Three Colors
Part 2	Black & White
Part 3	Black & White
Part 4	Black & White
Part 5	Black & White
Back Seal	Two Color

**(Please Note: Lithographic copy will be different on all parts, both face and back. Prospective vendor is to have the capability to print via lithography in both high gloss and matte finish.)**

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## III PAPER

Front	60# White Vellum
Part 2	60# White Vellum
Part 3	60# White Vellum
Part 4	60# White Vellum
Part 5	60# Return Mailer perforated top and side
Back	60# Return Mailer perforated top and side

## IV. CONSTRUCTION

All three (3) parts shall be glued in a common ¼" top binding area, along the 11" width. Recipient shall open the mailing document by tearing off a ½" perforated stub on the bottom, opposite the ¼" top stub. Recipient will then page through a presentation of information relating to their property. Recipient will write and return inside page 4, which will be a survey.

## V. VARIABLE IMAGING

Front	Inkjet/8 lines black
Part 2	Inkjet
Part 3	Inkjet
Part 4	Inkjet
Part 5	Inkjet
Back	Inkjet

**Additional Notes On Imaging:** Ink Jet technology must employ 125 DPI or better. On the face of the mail piece, Delivery Point Destination Bar Code (ZIP + 6) to be imaged in appropriate area in the bottom right. Carrier route postal presorting will also be required, along with the appropriate carrier route personalization. Imaging technology on the back of **Part 3**, and the face of **Part 6** must be 300 DPI or better, and capable of creating full graphics and electronic forms, including rules, boxes, columns, etc., in addition to various text fonts. **Capability to image these parts in other colors is also required should this become necessary.**

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## VI. GRAPHICS

Prospective vendors must provide all creative work, including conceptual graphic design, color selection, logos/artwork, text, typesetting, and final "hard art" or negatives. Cost of these services is to be included in the bid package.

## VII. DATA PROCESSING

Extensive data processing capabilities will be required, including extensive look-up tables, splits, sorting in addition to carrier route sorting, and addition of ZIP +4 and destination bar code. Records will be split into many groups by vendor, for staggered mailings. Within each group, vendor will provide carrier route and ZIP + 4 presorting, along with appropriate personalization.

## VIII. MANUFACTURING PROCESS

The entire mailing package, consisting of three separate pages with six sides, must be imaged and constructed completely "on-line", in a one-step process. Guarantee of a 100% match between personalized components must be given. Personalization in a separate process from the collating function will not be considered, nor will mechanical or hand-stuffing/matching processes.

## IX. QUALITY CONTROL

Printing, data processing, imaging, manufacturing, and placement of final mailing packages into the U.S. Postal System must be accomplished in one building. Appropriate Summit County personnel to ensure proper security measures and quality control may inspect manufacturing location.

To provide evidence of proper matching of all personalized components, every 1,000<sup>th</sup> mailer shall be printed with a test pattern, which shall be opened, inspected, and saved. Due to the critical nature of the mailing, a PERT chart showing time scheduling shall be required from any bidding company.

A full-time Coordinator must be designated at the manufacturing site to ensure that procedures are properly implemented.

## X. BACKUP

Vendor shall be required to provide evidence, along with the response to this bid, of adequate back-up procedures or plan in the event of disaster or other occurrences requiring recovery of county data.

**XI. COORDINATION OF SERVICES**

Vendor is to provide timely, local service to Summit County, and be generally available within a 24-hour notice during the implementation

**XII. REFERENCES**

**Bidders are to provide a satisfactory list of other mailing projects**, which are similar and utilize on-line manufacturing and imaging. A required sample of work to be submitted is to include a combination of Ink Jet and ion deposition imaging on the same mail piece. Samples of multi-color imaging are also required. Names, titles, and phone numbers of these clients will be required in order to verify such work, as well as to judge the satisfaction level of the particular client.

**XIII. POSTAGE**

Vendor shall provide an official United States Postal Service (USPS) Form 3602 to Summit County immediately upon mailing, thereby showing evidence of the actual date mailed, as well as the success of postal presorting. Summit County shall receive the full monetary benefit of any presorting discount achieved. Since it is impossible to determine actual postage costs prior to mailing, the vendor is to include an estimate of these postage costs in response to this bid. The vendor for the purpose of mailing shall establish a postage fund, and it will be funded by Summit County prior to mailing. This transaction will be separate from the normal invoicing process for this project.

**XIV. MAILER Quantity ( 3-part) ( 6 sides form) Self-Contained Mailer**

<b>QTY</b>	192,000.00(approximately)
1. Unit cost for the mailer, all inclusive, <b>except for postage mailer</b>	
2. Cost for printing (line 1 x Qty) =	
3. Ten (10) percentage overage charge (10% of line 2)=	
4. Cost of first class postage bulk rate for each mailer=	
5. Total postage cost (line 4 x Qty)	
<b>Total Project Cost(lines 2 + 3 + 5)</b>	

**(Your bid bond check, or security bond will be based upon this amount)**