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BID SPECIFICATIONS FOR 2011 TRIENNIAL PROPERTY VALUATION UPDATE MAILING PRODUCT

I. COMPONENTS AND SIZE

	Overall Size	Finished Size
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 1,000th 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 arc 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

QTY	192,000.00(approximately)
1. Unit cost for the mailer, all inclusive, except for postage mailer	
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)	
Total Project Cost(lines 2 + 3 + 5)	

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