

BID TABULATION SHEET

Department: Tax

Bid Name: RFP 2010-1104

Bid Date: 11/04/2010

Item #	Job Types Place a Check Mark for Addendum	American Solutions For Business	BMS Direct SEE ADDITIONAL INFO →	Cash Cycle Solutions	Forms Plus Services, Inc.	Mail Management Inc.	Professional Mail Service Inc. (PMSI)	BMS DIRECT ADD-OHS: INITIAL JOB SET UP (1X)	BMS DIRECT ADD-OHS: JOB SET UP / DELIVERY (EA)
			✓ N/R X	N/R X					
1.	Annual Tax Billing	.1619 EA	.1394 EA	.1250 EA				250.-	85.-
2.	Additional tax bill pages for multiple sort mailings	.1175 "	.06 "	.0400 "					
3.	Individual Listing	.1836 "	.2515 "	.1250 "				250.-	85.-
4.	Individual Listing Instruction Sheet	.0483 "	.0401 "	.0350 "					
5.	Individual Tax Relief Cover Letters	.1455 "	.1309 "	.0375 "				250.-	85.-
6.	Business Listing	.2385 "	.175 "	.1250 "				250.-	85.-
* 7.	Business Listing Supplemental Pages *	.0835 "	.0401 "	.0350 "					
8.	Business Listing Instruction Sheet	.0671 "	.0451 "	.0400 "					
9.	DMV - Vehicle Tax Billing	.1675 "	.1716 "	.01250 "				250.-	85.-
10.	Reappraisal	.1470 "	.151 "	.01320 "				250.-	85.-
11.	Reappraisal Pamphlet	.02958 "	.06 "	.0415 "					
12.	Reappraisal Preparation Checklist	.0215 "	.03 "	.0350 "					
13.	Annual Delinquent Letter	.1395 "	.1302 "	.1025 "				250.-	85.-
14.	Debt Set-Off Letter	.1451 "	.1302 "	.1025 "				250.-	85.-
15.	Vehicle Delinquent Letter	.1383 "	.1302 "	.1025 "				250.-	85.-
16.	Windshield Decals for Solid Waste	86. ⁹⁵ K	.055 "	.2520 "					
17.	White Printed Single window mailing envelope	SEE ATTACHED	.019 "	.0275 "					
18.	White Printed Non-window return envelope	DITTO	.017 "	.0290 "					

* 7.

\$200
FORMAT
CHANGE

Item #	Job Types	American Solutions For Business	BMS Direct	Cash Cycle Solutions	Forms Plus Services, Inc.	Mail Management Inc.	Professional Mail Service Inc. (PMSI)	Southern Imaging
			V N/R X	N/R X				

19.	White Printed Flat Pack Single Window Envelope for Multiple Form Mailing	.25 EA	.022 EA	.3750 EA				
20.	Address Verification PAVE/CASS (note any minimum volumes)	.01875 "	N/C	.0050 "				
21.	Address Verification NCOA (note any minimum volumes)	.00625 "	.0025 "	.0050 " W/\$35 MIN				
22.	Insertion fees - Letter, Legal size, Pamphlet & Windshield Stickers (per piece)	.0315 - .0350 "	.00695 "	.0050 EA				
23.	Handling Fees - Multiple Pages	.00875 "	.05 "	.0500 "				
24.	Online Document Samples/Proofing	N/C	N/C	N/C				
25.	Initial Form Set Up - Existing Forms (per hour)	150. - HR	85. - HR	75. - HR				
* 26.	New Form Setup (per hour) (note any minimums)	150. - HR W/\$75 MIN	85. - " *	75. - HR W/\$75 MIN				
27.	Form Design Changes (per hour)(note any minimums)	150. - HR W/\$50 MIN	85. - "	75. - HR NO MIN				
28.	Programming/Coding Changes (per hour) (note any minimums)	150. - HR	85. - "	75. - HR				
29.	Lockbox Scan Line Testing (Successful/Unsuccessful Results)	N/C	N/C	75. - HR				
30.	Low Volume Count Charge	75. MIN	85. - "	50. < 3K				
31.	Electronic Reporting	N/C	N/A	N/C				
32.	File Transfers	N/C	N/C	N/C				
33.	File Tracking	N/C	N/C	N/C				

Apparent Low Bidder:

CASH CYCLE SOLUTIONS

Date:

04 NOV 2010

DEBORAH ALLARD

Lincoln County Witness

John [Signature]

Lincoln County Purchasing Agent

Bid AWARDED to :

AMERICAN SOLUTIONS FOR BUSINESS



LINCOLN COUNTY
Office of the Tax Administrator

MEMORANDUM

TO: John Isenhour, Purchasing Agent
FROM: Madge Huffman, Tax Administrator *Madge*
DATE: November 10, 2010
SUBJECT: Proposals for Comprehensive Document
Production & Distribution Services

As per your direction we have compared the proposals of cost received from American Solutions for Business and Cash Cycle Solutions. This comparison is attached for review.

During our comparisons, we noted that three major errors appeared to have been made on the proposal from Cash Cycle Solutions. These items were discussed with Owen Spears, National Sales Executive, who partnered with Chris Whitfield, CEO, in presenting their proposal.

Per my phone conversation today, Mr. Spears agreed that the cost proposed on the following was incorrect and he could not support that price:

- #5 Individual Tax Relief Cover Letters
- #9 DMV – Vehicle Tax Billing
- #10 Reappraisal Form

However, American Solutions for Business has provided excellent service with competitive cost during the last 15 years for the Lincoln County Tax Department.

We respectively recommend that Lincoln County sign a three-year service contract with American Solutions for Business.

MH:blw

**Proposals for Comprehensive Document Production & Distribution Services
for Lincoln County Tax Department**

1. Annual billing:

American Solutions for Business

Approx. 50,000 notices

Total charge \$.1619

Average Postage \$.262

Cash Cycle Solutions

Approx. 50,000 notices

\$.1250

\$.0158 for insert fee

\$.003 Lock Box Scan line

\$.015 New form set-up

\$.1588 Total

Insert Fee

38,000 notices @ \$.005

12,000 notices (multi-sort) \$.05

Lockbox Scan Line \$75.00 per (successful/unsuccessful results)

New Form Setup \$75.00 minimum \$750 (10 hrs)

No estimate of postage

3. Individual Listing Abstract:

American Solutions

Approx. 9,000 notices

Total charge \$.1836

Average Postage \$.347

Cash Cycle Solutions

Approx. 9,000 notices

\$.1250

\$.005 Insert Fee

\$.015 New form Setup (\$750) minimum

\$.145 Total

No estimate of postage

4. Listing Instruction Sheet:

American Solutions

\$.0483

Cash Cycle Solutions

\$.0350

\$.005

\$.0600 New form Setup (750) minimum

Total \$.10

5. Tax Relief Brochure:

American Solutions

27,000 mailed (total charge) \$.1455

9,000 inserted into listing form

Print/fold \$.05

Insert fee \$.00625

Total \$.05625

Estimate of postage \$.347

Cash Cycle Solutions

27,000 mailed \$.0375

9,000 inserted into listing forms

\$.005 Insert fee

\$.0208 New form Setup (\$750) minimum

\$.0633 Total

Observation---may not include mailing of 27,000

No estimate of postage

6. Business Listing:

American Solutions
4,500 Total charge \$.2385
Includes cost of duplexing
4,500 office copies
Estimate of postage \$.347

Cash Cycle Solutions
\$.1250
\$.06 New form Setup (\$750) minimum
\$.005 Insert Fee
\$.19 Total
No estimate of postage

7. Business Listing Supplemental Sheet. *These sheet are printed and inserted only when pre-printed data exceeded print lines on the form---(five different formats for supplemental sheets)*

American Solutions
Approximately 1,000 \$.0835
Format change \$200

Cash Cycle Solutions
Approximately 1,000 \$.0350
Estimate of 16 hr. to program \$1,200
\$.005 Inset Fee

8. Business Listing Instruction Sheets

American Solutions
Approximately 4,500
Print/fold \$.0671
Insert fee \$.00625
Total \$.07335

Cash Cycle Solutions
Approximately 4,500
Print/fold \$.0400
Insert fee \$.005
New form setup min.\$750 \$.1666
Total \$.2116

9. DMV-Vehicle Billing

American Solutions
Approximately 7,500 monthly
Total charge \$.1675

Estimate of postage \$.308

Cash Cycle Solutions
Approximately 7,500 monthly
Print/fold \$.01250
Insert fee \$.005
Lockbox Scan Line \$150
New form setup min.\$750

Observation---may be in error

10. Reappraisal Notice:

American Solutions
Approximately 50,000
Total charge \$.1470

Estimate of postage \$.262

Cash Cycle Solutions
Approximately 50,000
Print/fold \$.01320
Insert fee \$.005
New form setup min\$.015
Total \$.0332

Observation---may be in error

11. Reappraisal Pamphlet

American Solutions
 Approximately 50,000
 Print/fold \$.02958
 Insert Fee \$.00625
 Total \$.3583

Cash Cycle Solutions
 Approximately 50,000
 Print/fold \$.0415
 Insert fee \$.005
 New form setup min \$.015
 Total \$.0615

12. Reappraisal Preparation Checklist:

American Solutions
 Approximately 50,000
 Print/fold \$.0215
 Insert fee \$.00625
 Total \$.02775

Cash Cycle Solutions
 Approximately 50,000
 Print/fold \$.0350
 Insert fee \$.005
 New form setup min. \$.015
 Total \$.055

13. Annual Delinquent Letter

American Solutions
 Approximately 9,200
 Total charge \$.1395

 Estimate of postage \$.347

Cash Cycle Solutions
 Approximately 9,200
 Print/fold \$.1025
 Insert fee \$.005
 New form setup min. \$.0815
 Total \$.1890

14. Debt Set-Off Letter

American Solutions
 Approximately 4,800
 Total charge \$.1454

 Estimate of postage \$.347

Cash Cycle Solutions
 Approximately 4,800
 Print/fold \$.1025
 Insert fee \$.005
 New form setup min \$.1562

15. Vehicle Delinquent Letter:

American Solutions
 Approximately 14,000
 Total charge \$.1383

 Estimate of postage \$.347

Cash Cycle Solutions
 Approximately 14,000
 Print/fold \$.1025
 Insert fee \$.005
 New form setup min. \$.0535
 Total \$.161

Windshield Decals for Solid Waste. *Must be inserted into Annual Tax Bills based on the number of AV Fees on front side of tax notice.*

American Solutions
 Approximately 38,000
 Cost per thousand \$86.95

Cash Cycle Solutions
 Approximately 38,000
 Cost per thousand \$252.00
 New form setup min \$750
 Programming for insertion \$750 (10hrs)