

Quote Tab  
Citywide Mailing Services  
SFQ-RH-23-060

Mail-Tek, Inc  
24792 Crestview Ct  
Farmington Hills, MI 48335  
Richard DePizzo  
248.536.5575

Extend Your Reach  
4908 Contec Drive  
Lansing, MI 48910  
George Adam  
517.887.7545

How do you accept mailing lists from the City?	Electronically. \$50 set up fee	Secure SFTP File Transer
Do you have mailing lists on file that can be utilized by the City? Y/N	Yes	Yes
If yes, provide information & costs:	No charge for previously mapped out occupant list for curret njobs. New occupant lists - \$10/M with \$100 minimum; New deographic lists \$35/M with \$100 minimum.	Quoted based on parameters by typically \$60/M
Bulk mailing cost per 500	\$50 minimum charge	\$60 minimum charge
Bulk mailing cost per 1,000	\$25.00 per 1,000 - letter size \$35.00 per 1,000 - flat sze	\$25 per 1,000 / minimum \$60
Insertion rate per envelope	.025 #10 only other stylers will be quoted	\$0.025 w/ \$60 minimum
Fee to delivery to the Post Office -	\$35.00 / Southfield PO \$50.00 / Metroplex PO \$75.00 / Rochester PO	\$33.00 / Lansing, MI
Provide location of Post Office	See above	See above
Will you pick up printed materials from an outside printer? Y/N	Yes	Yes
If yes, provide cost & pickup mileage maximum:	\$35 up to 25 mile radius	3rd party carrier at prevailing rate at time of pickup
Cost for checking for duplicates:	\$35.00	\$0.00 if NCOA service is used
Cost for return of extras to the City:	\$35.00 delivery or UPS freight & handling costs	3rd party carrier at prevailing rate at time of pickup
Cost per thousand for folding (single)	\$15.00	\$20.00 (self mailers extra)
Cost per thousand for folding (double)	\$15.00	\$20.00 (self mailers extra)
Cost per thousand for applying sealing wafers:	\$20.00 / M for applying sealing wafers 1" tabs only with \$50.00 minimum charge	\$20.00 per tab / M
Please identify other fees (if any):	EDDM - \$15.00/M Manual operations per quote 1 1/2" tabbing - \$50.00 /M with \$100 minimum	NCOA/CASS and postal barcode required for all mailing at discounted sorted postage rates billed at \$25.00 per list. Includes de-duping.
What is your standard turnaround time from receipt of printed material?	2-3 Days	3 Business Days
Acknowledge that quoted prices are guaranteed for the entire first year.	Yes	Yes
Preferred payment method (Check, ACH, Credit Card)	Check / ACH All postage is due up front	ACH
Will you allow the City to pay for the post office postage using a City MasterCard? If no, please explain.	Yes, but 3% fee	Yes but 4% fee
Will you prepay the postage at the post office and then be reimbursed by the City? If no, please explain.	No, postage must be paid to get mail out.	No. All postage must be prepaid before mailing
What is your process for "rush mailing"?	Let us know in advance will get out next working day if applicble - rush charges may apply	1 day turn after receipt of materal + postage funds at 10% rush fee
Do you also provide printing services?	Yes	Yes
Additional comments; include any cost savings measure and/or other value added services:	Can schedule dop shipments to different post offices to aquire postage savings.	Extend Your Reach is a "Mail Anywhere" with USPS for cheapest postar rates. 41 years in servcie
References-provide 3 -include governmental:	Provided	Provided
Any subcontractors? Y/N	No	No. All postage must be prepaid before mailing
If yes, list names, service provided, rates/costs:		
Provided a completed W-9	Yes	No
Meet City's insurance requirements: Y/N	Yes	Yes