



Purchasing Department
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September 14, 2021

Attn: All Bidders

Subject: RFP-22-09-26 Mailing Services

This letter is to inform you that the above RFP was approved on our September 14, 2021 regularly scheduled Governing Board meeting for the 2021-2022 fiscal year to Advanced Print Management.

This will be the first fiscal year of this agreement with the option to renew annually for up to 4 years.

Thank you for your participation.

Sincerely,

A handwritten signature in blue ink, appearing to read "Joel Martinez", with a stylized flourish at the end.

Joel Martinez
Purchasing Supervisor

C: Yolanda Gradillas
Bid: RFP 22-09-26

the addition of an On-line service solution Fluence has the capabilities to log in and run tests on our equipment and software to isolate any issues. Software issues are easily diagnosed and fixed by Fluence to get us back up and running. If there are parts that are not on-hand they are ordered and shipped overnight so that repairs can be made within 12-24 hours.

If our barcode system goes down and mail cannot be submitted same day clients are contacted immediately and given the option of next day service or hand sorting of mail pieces which results in flat rate presort first class discounts absent an IMB.

In the instance of our sorter being down all other mail, flats, certified, boxes and parcels can still be metered and logged. We have two Pitney Bowes connect-plus 3000 metering systems so that if one fails, we have a back-up system.

Please include with your proposal the following services for the contract years – 2016-2017, 2017-2018, 2018-2019, 2019-2020, 2020-2021 (if unable to provide exact pricing for subsequent years, indicate a percentage which the prices will not exceed):

ANSWER: Our prices being offered for this RFP are as follows. (M shall indicate per 1000 pieces)

First Class Pre-Sort Services (Indicate your bid in per 1,000 lots):

Letter Metering: \$20.00/M

Envelope Sealing: \$5.00/M

OCR Bar-Coding/Encoding: \$20.00/M

Flat metering: \$20.00/M

Certified Mail: \$ 0.75 Per Piece

Registered Mail: \$0.01 Per Piece

International Mail: \$ 0.02 Per Piece

SHEET STANDARD MAIL;

Inkjet: \$25.00/M

Hand Sort: \$35.00/M

Letter Metering: \$20.00/M

Envelope Sealing: \$5.00/M

Indicate with your proposal if your company is equipped for electronic file transfer.

ANSWER: Advanced print management can transfer data using various methods such as WinZip, Drop Box, Secure FTP, your own Email system or your preferred method to send and receive secure data.

FLAT SIZE MAIL:

Inkjet: \$25.00/M

Hand Sort: \$35.00/M

Flat Metering (including meter tapes): \$20.00/M

LETTER SHOP SERVICES;

Machine Insert – First piece: \$25.00/M

Machine Insert – Additional pieces: \$15.00/M

Machine folding: \$15.00/M

Hand folding: \$5.00/M

Burst & slitting – continuous feed forms: \$5.00/M

Machine label affixing: \$15.00/M

Letter shop services are very important as the school district mails out the progress reports and report cards using these services. Turnaround time is very important for these reports. Vendor must guarantee next day turn around time for these services with their proposal.

*Answer: Advanced Print Management can print, process and deliver to the USPS BMAU for acceptance all Standard/Bulk and all Presort First Class, such as Letters to Parents, COVID information letters, Class Schedules, Registration Packets, Progress Reports, Report Cards and Warning letters to name just a few. All requested jobs mail on a **Next Day Turn-around**. If there are ever any issues with materials, production or data Advanced Print Management communicates those issues to the proper department immediately. APM will always offer suggestions to solve any issues and keep all Standard/Bulk mail and First Class Presort mail being processed on a next day schedule.*

Attach to the RFP any other services that you provide along with the costs

ANSWER: Please see ADDENDUM B, for a complete listing of additional services and costs.

PROPOSAL FORMAT

The original and one (1) electronic copy of the proposal shall be submitted on CD-Rom or flash drive. Offerors shall submit sufficient information with their proposals that will allow the District to accurately evaluate the capabilities and effectiveness of the submitting firm. The following format and information shall be submitted by each offeror:

1. Background information: Offeror shall provide detailed information on the type of business, length of time doing business, and location of business, number of employees, training programs for employees, etc

ANSWER: Advanced Print Management opened our doors in 1989 as Innovative Mailing Services, we are a local, second generation Design, Print and Mailing service. In 2010 Advanced Print Management was created by the original owners, Mary and Rumaldo Moreno's son Andrew Moreno to accommodate the changing landscape of the mailing industry. In 2016 Innovative Mailing merged with Advanced Print Management to form one solid complete family-owned company. In 2018 Advanced Print Management purchased