

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

PROCUREMENT DIVISION

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

NOTICE OF CONTRACT AWARD

1. DATE: December 13, 2017
2. COMMODITY NAME: Printing and Mailing Services of Bills, Declarations and Notices
3. CONTRACT NUMBER: 34-17smc
4. SUPERCEDES: 34-12smc
5. CONTRACT PERIOD: December 7, 2016 through December 7, 2017
1st Renewal: December 8, 2017 through December 7, 2019
6. RENEWAL OPTIONS: Four (4) one-year renewal options
7. CONTRACTOR: BMS Direct Incorporated
VN: 644186
37 Millrace Drive
Lynchburg, VA 24502
Attn: Mr. Vernon Berry, VP Sales & Marketing
PH 434-455-7739 FX 434-239-2717
E-mail: vernon.berry@bmsdirectinc.com
7. TERMS: Net 45 days
8. DELIVERY: F.O.B. Destination (included in price)
9. FOR FURTHER INFORMATION CONTACT: Tomeka Price, VCA
Senior Buyer
PH (540) 422-8353
10. NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

INSTRUCTIONS

1. Orders: All FCG&PS Using Departments must order services listed by issuing FCG&PS Purchase Orders per FCG&PS Procurement Procedures Manual. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352. A Blanket Purchase Order may be utilized, with internal release numbers, for user convenience.
2. The applicable contract number, vendor number, estimated total dollar amount (can be done as a “Not to exceed” estimated figure), contact person with phone number, and billing/delivery address must be shown on each purchase order for Finance & Contractor use.
3. Inspection on delivery and approval of contractor’s invoice is the responsibility of the receiving using department. The Contractor shall issue credit due for unsatisfactory/poor product with user representatives.
4. Any complaint as to quality of goods or services, faulty or delinquent delivery, or violation of contract provisions by contractor shall be reported to FCG&PS Procurement for handling with the Contractor. All complaints must be submitted in writing and can be forwarded to Procurement via fax or courier.
5. Pricing: Unit prices for each service provided under this contract are listed on the next page. All pricing includes freight and all charges that may be incurred in fulfilling the terms of this contract.
6. Renewals: As stated on the face of this notice, four (4) renewal terms remain on this contract. The contract will be renewed based on input requested from the using departments, approximately sixty days in advance of the expiration date of the current term.
7. Price Adjustments: Changes to prices may be negotiated during the contract renewal period. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.



PROPOSAL PRICING SHEET, RFP 34-17smc, Printing and Mailing Services, Bills, Declarations and Notices

Initial design charge, per side, \$ NC for existing forms / \$110.00 for new forms

Major form revision charge \$ 85.00/hour (Redesign to include programming changes.)

Minor form revision charge \$ N/C (Date changes and sentence modification not requiring significant programming changes.)

Initial file set-up charge \$ N/A (if applicable)

CONTRACTOR SERVICES (NOT TO INCLUDE POSTAGE)

DEFINITION OF A PACKET: PACKET TO INCLUDE A #10 WINDOW ENVELOPE WITH FORM AND A STANDARD #9 RETURN WINDOW ENVELOPE - STUFFED AND READY FOR MAILING PER THE SPECIFICATIONS IN SECTION THREE OF THIS RFP.

\$ 40.00 Set-up charge for each live file sent with less than 500 records

\$ 35.00 Set up charge for custom printing on the envelope

Cost per Bill, Declaration and Notice packet

\$ 0.115 Per packet (simplex 8 1/2 x 11, standard envelopes and services) With secure billing envelopes \$ 0.115

\$ 0.125 Per packet (duplex, 8 1/2 x 11 standard envelopes and services) With secure billing envelopes \$ 0.125

\$ 0.120 Per packet (simplex, 8 1/2 x 14, standard envelopes and services) With secure billing envelopes \$ 0.120

\$ 0.130 Per packet (duplex, 8 1/2 x 14, standard envelopes and services) With secure billing envelopes \$ 0.130

\$ N/C Special Pulls/Unqualified

SPECIAL SERVICES

\$ 2.00 Per 1000 records or \$ 30.00 flat fee minimum for NCOA services

\$ 30.00 Fee, if any, per project for delivery to Post Office

\$ 0.057 Per duplicate notice/bill/declaration

\$ 0.057 Additional per multi Bills, Declarations and Notices

\$ 0.220 Per 10 x 13 window envelope (Multies)

\$ 0.007 Insertion charge per insert, other than normal documents and payment envelopes.

\$ 0.041 Per Insert (simplex 8 1/2 x 11) \$ 0.061 Per Insert (duplex 8 1/2 x 11)

\$ 0.021 Per Insert (simplex 1/3- 8 1/2 x 11) \$ 0.031 Per Insert (duplex 1/3-8 1/2 x 11)

POST CARD PRINTING AND MAILING

\$ 195.00 Set up Charge for Post card

\$ 190.00 Per 1,000 post card stock (duplex 6"x 9") addressed and ready for mailing per specification section in Sec 3.

OTHER OPTIONAL SERVICES (ATTACH ADDITIONAL PAGES IF REQUIRED)

STANDARD JOB SETUP APPLIED TO EACH PROJECT: \$50.00

DELIVERY TO THE USPS: \$30.00

FOLDING INSERTS, IF REQUIRED: \$0.005 / EACH

CUSTOM PRINTING ON ENVELOPES: \$15.00 / 1000

INDEXED PDF FILE: \$65.00

Clarification, 12/6/16: When multiple batches of print jobs are taken to the USPS at the same time, the total Delivery to USPS charge will not exceed \$30.00.