



# COMMISSION ORDER

STATE OF MISSOURI }  
County of Franklin } ss.

Tuesday, September 06, 2022  
Bid Award

## IN THE MATTER OF AWARDING THE BID FOR PROCESSING ANNUAL TAX STATEMENTS AND RECEIPTS TO PACWEST DIRECT

**WHEREAS**, a Public Notice to Bidders asking for sealed bids for Processing Annual Tax Statements and Receipts was published in the Washington Missourian July 15, 2022 edition for receipt by August 25, 2022; and

**WHEREAS**, four (4) bids were received from Input Technology, Inc.; PacWest Direct; The Master's Touch, LLC; and Midwest Direct; and

**WHEREAS**, after due deliberation and consideration, it is the recommendation of the Franklin County Purchasing Department that the contract for Processing Annual Tax Statements and Receipts be awarded to the lowest and most responsive bidder, PacWest Direct; and

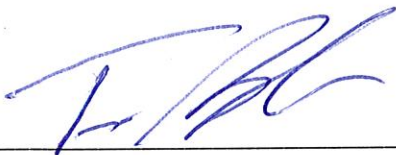
**WHEREAS**, the Franklin County Commission hereby finds and determines it is in the best interest of Franklin County to award the bid for Processing Annual Tax Statements and Receipts to PacWest Direct for the cost of \$30,637.50, excluding postage.

**IT IS THEREFORE ORDERED** by the Franklin County Commission that the contract for Processing Annual Tax Statements and Receipts is hereby awarded to PacWest Direct and that the Presiding Commissioner, Tim Brinker, is authorized to execute any and all documents as may be necessary or desirable to carry out and comply with the intent of this Order, for and on behalf of the County of Franklin, Missouri.

**IT IS FURTHER ORDERED** that a copy of this Order be provided to PacWest Direct; Doug Trentmann, Collector of Revenue; Shakara Bray, Purchasing Director; Lynne Maloney, Accounts Payable; and to Angela Gibson, Auditor.

I hereby certify that there is a balance otherwise unencumbered to the credit of the appropriation to which this order is chargeable and a cash balance otherwise unencumbered in the treasury to the credit of the fund which payment is to be made, each sufficient to meet this obligation.

Auditor Angela Gibson 9/9/22

  
\_\_\_\_\_  
Presiding Commissioner

  
\_\_\_\_\_  
Commissioner of 1<sup>st</sup> District

  
\_\_\_\_\_  
Commissioner of 2<sup>nd</sup> District



**FRANKLIN COUNTY**  
PURCHASING DEPARTMENT

August 31, 2022

Tim Brinker, Presiding Commissioner  
Todd Boland, 1<sup>st</sup> District Commissioner  
Dave Hinson, 2<sup>nd</sup> District Commissioner

RE: 2022-29 Processing Annual Tax Statements and Receipts

Dear Commissioners:

On July 15, 2022 the Purchasing Department posted the publication for the Processing Annual Tax Statements and Receipts. On August 25, 2022 four bids were received; Input Technology, Inc., PacWest Direct, The Master's Touch, LLC, and Midwest Direct.

The lowest and most responsive bid is PacWest Direct. It is the recommendation of the Purchasing Department along with review by the Collector, in the best interest of the County, to award the contract to Pac West Direct. The estimate of the project is \$30,637.50 excluding postage. However, this cost is a variable depending upon quantities needed.

Respectfully,

Shakara Bray  
Purchasing Agent, Franklin County

Tab Sheet 2022-29 Processing of Annual Tax Statements and Receipts

Company Bidding	Midwest Direct 2222 West 110th St. Cleveland, OH	Input Technology, Inc. 4425 Hunt Ave. St.Louis, Mo 63110	The Pre-Sort Center of Stockton DBA: PacWest Direct 496 S Uruapan Way, Dinuba CA. 93618	The Masters Touch, LLC 1405 N Ash Street, Spokane, WA.	EJ Rice Company PO Box 1398 Springfield, MO. 65801
<b>Printing to reflect cost per 1,000/ total</b>					
Real Estate Tax Statements 75,000	\$ 5,750.15	\$ 2,228.00	\$ 4,125	\$ 35.00/M	No bid
Personal Property Tax Statements 50,000	\$ 3,895.90	\$ 1,486.00	\$ 2,750	\$ 35.00/M	No bid
Mechant Tax Statements 2,000	\$ 324.50	\$ 59.00	\$ 110.00	\$ 35.00/M	No bid
Delinquent Tax Statements 18,000	\$ 1,702.86	\$ 535.00	\$ 1,260.00	\$ 38.00/M	No bid
Single page tri-fold inserts 15,000	\$ 829.85	\$ 848.00	\$ 900.00	\$ 38.00/M	No bid
Paid Tax Receipts 90,000	\$ 1,604.40	\$ 1,536.00	\$ 3,780.00	\$ 15.00/M	No bid
Blank Paid Tax Receipts 50,000	\$ 1,099.00	\$ 959.00	\$ 700.00	\$ 15.00/M	No bid
Duplicate Statement blanks 50,000	\$ 2,396.00	\$ 1,439.00	\$ 1,250.00	\$ 17.00/M	No bid
Return envelopes 110,000	\$ 5,372.40	\$ 4,334.00	\$ 4,042.50	\$ 22.00/M	No bid
Statement Mailing Envelopes 110,000	\$ 6,187.50	\$ 4,814.00	\$ 5,071.00	\$ 25.00/M	No bid
Paid Receipt mailing envelopes 90,000	\$ 5,062.50	\$ 3,938.00	\$ 4,149.00	\$ 25.00/M	No bid
Data Processing	\$ 3,300.00	\$ 3,750/\$1,642	\$ 2,500.00	\$ 3.00/M	No bid
Multi-statement matching, inserting, processing	\$ 705.00	\$ 3,454/\$2,670	Included	\$ 39.00/M	No bid
Additional Fees/ explanation	N/A	N/A	N/A	None	No bid
<b>Total Proposed Pricing</b>	<b>\$39,985.06</b>	<b>\$33,692</b>	<b>30637.50</b>		No bid



**FRANKLIN COUNTY  
PURCHASING DEPARTMENT  
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 2022-29

TITLE: Processing Annual Tax Statements and Receipts

Solicitation Schedule & Deadlines:

July 15, 2022	Solicitation Release/Advertising Date
July 29, 2022 4:30PM	Deadline for Submitting Questions
August 3, 2022 4:30PM	Deadline to post Addendum
August 25, 2022 2:00PM	Deadline to Submit Response
August 25, 2022 2:30PM	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

August 25, 2022 2:00PM

Shakara Bray, Purchasing Agent

Meagan Cowsert, Assistant Purchasing Agent

Phone: 636-584-6274 Email: [purchasing@franklinmo.net](mailto:purchasing@franklinmo.net)

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: The Pre-sort Center of Stockton DBA: PacWest Direct

## SUBMISSION CHECKLIST

I have reviewed the bid schedule and deadlines, located on the solicitation cover page

I have read ALL Terms and Conditions and Bid documents closely

(Located at [www.franklinmo.org](http://www.franklinmo.org))

**THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE**

### USE THESE FORMS ONLY

Solicitation Cover page

Contractual Terms and Conditions Acknowledgement

Pricing Form completed and signed

I have one original and two copies that are labeled accordingly

I have included contact information

Envelope is sealed and label attached

Affidavit for Work Authorization is completed and Notarized

Documentation of USPS and MDP certifications included

Proposed printing and mailing schedule included

## SCOPE OF WORK

Vendor to print and mail all tax statements, paid tax receipts and envelopes according to the information outlined below.

1. Printing requirements (approximate):
  - a.) Real Estate Tax Statements – 75,000
  - b.) Personal Property Tax Statements – 50,000
  - c.) Merchant Tax Statements – 2,000
  - d.) Delinquent Tax Statements, real estate and personal property – 18,000
  - e.) Single page tri-fold inserts – 15,000
  - f.) Paid Tax Receipts – 90,000
  - g.) Blank Paid Tax Receipts – 50,000
  - h.) Duplicate Statement blanks – 50,000
  - i.) Return Envelopes – 110,000
  - j.) Statement Mailing Envelopes – 110,000
  - k.) Paid Receipt Mailing Envelopes – 90,000
2. Specifications for printed items:
  - a.) Real Estate Tax Statements: 8 ½" x 11", 3-color over 1 color, printed on both sides, with 1 horizontal perforation, #60 white paper.
  - b.) Personal Property Tax Statements: 8 ½" x 11", 3-color over 1 color, printed on both sides, with 1 horizontal perforation, #60 white paper.
  - c.) Merchant Tax Statements: 8 ½" x 7", 3-color over 1-color, printed on both sides, with 1 horizontal perforation, #60 white paper.
  - d.) Delinquent Tax Statements: 8 ½" x 11", 2-color, printed on both sides, with 1 horizontal perforation, #70 white paper
  - e.) Single page tri-fold inserts: 8 ½" x 11", #70 color paper, 1-color print
  - f.) Paid Tax Receipts: 8 ½" x 3 ½", 3-color print, #60 white paper
  - g.) Blank Paid Tax Receipts: 8 ½" x 3 ½", 3-color print, #60 white paper

- h.) Duplicate Statement blanks (Exhibit H): 8 ½" x 3 ½", 3-color print, #70 canary yellow paper
- i.) Return Envelopes (Exhibit I): #9 regular envelope, 24# white wove, 1-color print, both sides
- j.) Statement Mailing Envelopes (Exhibit J): #10 standard letter, 1 left window envelope, 24# white wove with inside security tint, 1-color print
- k.) Paid Receipt Mailing Envelopes (Exhibit K): #10 standard letter, 1 left window envelope, 24# white wove with inside security tint, 1-color print

3. Mailing schedule and deadlines:

Franklin County Collector's office will provide specific mailing dates and approve all schedules for production of statements and receipts prior to start of project. Proofs must be provided and approved prior to mailing. Data files may be provided up to ten (10) business days prior to vendor's start of print production.

(approximate dates and quantities, subject to change)

Upon completion of S.F.T.P. – test files can be submitted for data processing tests

October – delinquent files received by vendor

October (second to third week) – current tax statement files received

November 1<sup>st</sup> mail drop – ALL Real Estate, Personal Property and Merchant Tax Statements

Weekly paid receipt drop, starting third week of November, file received Monday, receipts go out same week Friday

March 1st – delinquent files received

March 15<sup>th</sup> mail drop – second round of delinquents, Single page tri-fold inserts added for real estate delinquents only

Blank documents on an as needed basis quantities per 1,000

## SPECIFIC REQUIREMENTS

1. Data will be processed to format all variable information required to print tax statement forms and receipts as directed.
2. All documents will be prepared and layout used as directed by the Franklin County Collector's Office. Proofs to be provided to and approved by Franklin County Collectors office prior to mailing. Vendor to ensure proper proof approval are those mailed. Errors in mailings that differ from the approval proof will result in a discount of printing costs, starting at 10% reduction. Severe errors will result in reprinting and/or mailing at the Vendor's expense. Severity of errors at the discretion of Franklin County.
3. Vendor must be capable of receiving data files electronically utilizing S.F.T.P. Communications Protocol.
4. Vendor must have capacity to receive large volume files, as large as 80,000 records with a record length of 2000 bytes.
5. Vendor must have the ability to interpret data from the files utilizing .xls coded format and provide verification totals.
6. Vendor must have the ability to generate and print standard and two-dimensional bar codes that contain account identification on each tax statement. Physical proof samples are required to ensure bar code readability and data is correct. Samples to be provided to and approved by Franklin County Collector prior to printing.
7. Definite name/address match required for multi-statement and/or receipt envelope inserting process.
8. Vendor to incorporate bar code controls to insure the accuracy and integrity of the inserting process.
9. No overruns will be paid for by Franklin County. Vendor to bill for items actually used, and reporting per item printed required to be submitted with invoice.
10. Vendor must be a Certified USPS Mail Service Provider – Full Service and have a certified Mail Design Professional on staff. Documentation of most current USPS certification and MDP certification is required with response.
11. Vendor to utilize all current USPS requirements to obtain best pricing on postage as possible:
  - a.) CASS
  - c.) IMb barcode



b.) NCOA processing

d.) USPS Full Service Requirements

12. Vendor to have a USPS mailing permit. All mail to be delivered by vendor to a designated Post Office.
13. All mail must be PAVE presorted to mail at the Full Service IMb lowest Rates as opposed to Basic Service Imb lowest rates and in accordance with all USPS requirements for securing automation rate postage. All postage discounts must be passed along to the County as a straight pass through without any markup.
14. Payment for postage will be provided based on itemized report of postage by classification invoices.
15. Vendor must not outsource any process, including “data processing” functions required to assemble the data in the proper format for printing.
16. Vendor must have, within their company, a disaster recovery site for backup.
17. Vendor to include a proposed printing and mailing schedule with response.
18. Payment to be made, other than postage, upon project milestones. Invoice should include reporting with required breakdowns. Project milestones are as follows:
  - After (November) current tax statement mailings.
  - After all paid receipts have been mailed-weekly.
  - After delinquent bills mailed (February).
  - All additional printing upon completion.
19. Liquidated damages for mailings after November 1<sup>st</sup> deadline due to vendor error are \$100 per day for the first seven days, then \$500 per day for everyday thereafter.

*The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.*

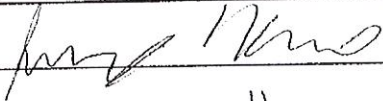
## PRICING FORM

### 2022-29 Tax Statements and Paid Tax Receipts

#### REQUIRED PRICING (vendor printing envelopes)

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the RFP. All invoices must reflect discounts applied to final order.

#### Printing to reflect cost per 1,000/total

Real Estate Tax Statements – 75,000	<u>\$55.00 /</u>	<u>\$4,125.00</u>
Personal Property Tax Statements – 50,000	<u>\$55.00 /</u>	<u>\$2,750.00</u>
Merchant Tax Statements – 2,000	<u>\$55.00 /</u>	<u>\$110.00</u>
Delinquent Tax Statements – 18,000	<u>\$70.00 /</u>	<u>\$1,260.00</u>
Single page tri-fold inserts – 15,000	<u>\$60.00 /</u>	<u>\$900.00</u>
Paid Tax Receipts – 90,000	<u>\$42.00 /</u>	<u>\$3,780.00</u>
Blank Paid Tax Receipts – 50,000	<u>\$14.00 /</u>	<u>\$700.00</u>
Duplicate Statement blanks – 50,000	<u>\$25.00 /</u>	<u>\$1,250.00</u>
Return Envelopes – 110,000	<u>\$36.75 /</u>	<u>\$4,042.50</u>
Statement Mailing Envelopes – 110,000	<u>\$46.10 /</u>	<u>\$5,071.00</u>
Paid Receipt Mailing Envelopes – 90,000	<u>\$46.10 /</u>	<u>\$4,149.00</u>
Data Processing:	<u>\$2,500.00</u>	
Multi-statement matching, inserting, processing:	<u>Included</u>	
Additional fees/explanation:	<u>N/A</u>	
Total Proposed Pricing:	<u>\$30,637.50</u>	
Estimate of postage:	<u>\$.455 per piece</u>	
Company Name	<u>Pac West Direct</u>	
Authorized Signature	<u></u>	
Printed name and title	<u>Jeremy Heroux - Regional Manager</u>	

# PRICING FORM

## 2022-29 Tax Statements and Paid Tax Receipts

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

### REQUIRED PRICING (vendor printing envelopes)

Printing to reflect cost per 1,000/total

Real Estate Tax Statements – 75,000	<u>\$55.00</u>	/	<u>\$4,125.00</u>
Personal Property Tax Statements – 50,000	<u>\$55.00</u>	/	<u>\$2,750.00</u>
Merchant Tax Statements – 2,000	<u>\$55.00</u>	/	<u>\$110.00</u>
Delinquent Tax Statements – 18,000	<u>\$70.00</u>	/	<u>\$1,260.00</u>
Single page tri-fold inserts – 15,000	<u>\$60.00</u>	/	<u>\$900.00</u>
Paid Tax Receipts – 90,000	<u>\$42.00</u>	/	<u>\$3,780.00</u>
Blank Paid Tax Receipts – 50,000	<u>\$14.00</u>	/	<u>\$700.00</u>
Duplicate Statement blanks – 50,000	<u>\$25.00</u>	/	<u>\$1,250.00</u>
Return Envelopes – 110,000	<u>\$36.75</u>	/	<u>\$4,042.50</u>
Statement Mailing Envelopes – 110,000	<u>\$46.10</u>	/	<u>\$5,071.00</u>
Paid Receipt Mailing Envelopes – 90,000	<u>\$46.10</u>	/	<u>\$4,149.00</u>
Data Processing:	<u>\$2,500.00</u>		

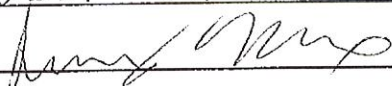
Multi-statement matching, inserting, processing: Included

Additional fees/explanation: N/A

Total Proposed Pricing: \$30,637.50

Estimate of postage: \$.455 per piece

Company Name PacWest Direct

Authorized Signature 

Printed name and title Jeremy Heroux - Regional Manager

*Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary. Previous experience/contracts with Franklin County will be considered as references.*

**52,230 = MAILING TIMEFRAME AND PAID RECEIPT REQUIREMENTS**

## CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.



Vendor/Contractor Signature

8-20-2022

Date

Jeremy Heroux - Regional Manager

Vendor/Contractor Name and Title

**AFFIDAVIT OF WORK AUTHORIZATION**

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now Jeremy Heroux (Name of Business Entity Authorized Representative)  
as Regional Manager (Position/Title)

first being duly sworn on my oath, affirm PacWest Direct (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to RFB: 2022-29 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that PacWest Direct (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to RFB: 2022-29 (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

*In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)*

[Signature] \_\_\_\_\_ Printed Name Jeremy Heroux  
Authorized Representative's Signature

Regional Manager \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

Subscribed and sworn to before me this \_\_\_\_\_ of 23<sup>rd</sup> August 2022 . I am  
Day Month, Year

commissioned as a notary public within the County of Meana \_\_\_\_\_, State of Ohio \_\_\_\_\_ and my commission expires on Date \_\_\_\_\_

[Signature] \_\_\_\_\_ Date 8-23-2022  
Signature of Notary



**MACKENZIE SMITH  
NOTARY PUBLIC - OHIO  
MY COMMISSION EXPIRES  
03-07-27**

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that PacWest Direct (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Jeremy Heroux  
Authorized Business Entity  
Representative's Name  
(Please Print)

[Signature]  
Authorized Business Entity  
Representative's Signature

Pac West Direct  
Business Entity Name

8-20-2022  
Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program  
(Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218  
Email: [e-verify@dhs.gov](mailto:e-verify@dhs.gov)) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

**VENDOR INFORMATION**

Company Name Pac West Direct

Mailing Address 496 S. Urvapan Way  
Dinuba, CA 93618

Phone number 216-288-7715

Contact Name Jeremy Heroux

Contact Name Title Regional Manager

Email Address Jeremy@integravote.com



## REFERENCES

Government/Company Name: Jefferson County Assessor's Office  
Address: 729 Maple St. Hillsboro, MO 63050  
Contact Person: Angela Pope, Personal Property Division Supervisor  
Phone: (636) 797-5547  
Email: [apope@jeffcomo.org](mailto:apope@jeffcomo.org)

Scope of Work: Individual and Business Personal Property mailers.

Government/Company Name: Kanawha County Assessor's Office  
Address: 409 Virginia Street E, Charleston, WV 25301  
Contact Person: Christin Young Personal Property Senior Manager  
Phone: (304) 357-0270  
Email: [ChristinYoung@kanawha.us](mailto:ChristinYoung@kanawha.us)

Scope of Work: Individual and Business Personal Property mailers.

Government/Company Name: Kern County Treasurer-Tax Collector  
Address: 1115 Truxton Ave, 3<sup>rd</sup> Floor\_Bakersfield, CA 93301  
Contact Person: Jordan Kaufman  
Phone: (661)\_868-3454  
Email: [jkaufman@co.kern.ca.us](mailto:jkaufman@co.kern.ca.us)

Scope of Work: Secured and unsecured tax bills, delinquent tax notices. 396K annual volume.

Government/Company Name: San Joaquin County Treasurer-Tax Collector  
Address: 44 N San Joaquin St., STE 150 Stockton, CA 95202  
Contact Person: Phonxay Keokham  
Phone: (209) 468-2172  
Email: [pkeokham@sjgov.org](mailto:pkeokham@sjgov.org)

Scope of Work: Printing and mailing a variety of tax bills and notices throughout the year  
230K annual volume

Government/Company Name: Stanislaus County Treasurer-Tax Collector's Office  
Address: 1010 10TH Street, STE 2500 Modesto, CA 95354  
Contact Person: Janet Davenport  
Phone: (209) 525-4424  
Email: [DAVENPORTJ@stancounty.com](mailto:DAVENPORTJ@stancounty.com)

Scope of Work: Printing and mailing a variety of tax bills and notices throughout the year  
165K annual volume

## Process Overview

### Executive Summary

Pre-sort Center of Stockton, Inc. (PWD), headquartered in Dinuba, California, with an additional location in Berea, Ohio, provides the following documents in evidence of both our capabilities and our desire to be your print and mailing services vendor. Our company currently provides print service to over 100 government clients across the country, and has a premier reputation built on both our technologic solutions and our keen attention to detail.

PWD has made strategic investments in critical process refinements and state-of-the-art technologies that have been designed to drive the success of your mailings. We own and operate both the state-of-the-art digital presses and insertion equipment and also maintain an auxiliary system of high-capacity copy and packaging equipment. Our equipment research and utilization of digital press work has demonstrated that we currently own and operate the best machinery to assure volume print and accuracy.

PWD has established workflows and mapped processes designed specifically to meet the ever-increasing demands and the unique challenges of the print and mail industry. We will work with your team to personally tailor and plan the applied processes to ensure your successful mailing. From the attention to detail required from all equipment operators to proof and quality-check each print run to our proprietary programming developed to generate accurate proofs to meet your needs.

PWD is proud to be a government printer and believes that the business practices we have "home grown" with our national clients position us to be a great partner for your needs. PWD has an additional full-service production facility in Berea, OH. These facilities are equipped and staffed with government-specific project managers and similar equipment to our Dinuba facility – ensuring that even in an emergency we can fulfill our committed product to you.

PWD has extensive experience in government printing.

What PWD will provide:

- Dedicated Project Manager
- Dedicated Business Contact
- Printing Experts
- 24-7 Customer Service Support
- Custom designed forms
- Verification reports
- Comprehensive data processing
- Knowledgeable staff with extensive experience in printing
- High-speed printing hardware with camera driven technology
- Ongoing Tracking & Reporting

The staff at **PWD** understands the complexities surrounding the printing process and take pride in our record and reputation in this industry. Our experience goes much deeper than just being a printer. The PWD staff has long tenures in the government industry and has a great deal of experience working with different aspects of the process at-large. This depth of experience will ensure our accurate service by building proactive and customized processes and systems designed to deliver 100% accuracy in your order.

## Process Overview

### Company Experience

**Pre-sort Center of Stockton, Inc. (PWD)** is a specialized printing and mailing company. Since its inception, PWD has been providing proven systems and technologies to the government service industry. The personnel of PWD have over 100 years of combined experience and successfully manage the production and fulfillment of over 100 counties. PWD maintains the latest technology and state-of-the-art production equipment to meet your production needs.

During the past decade, the staff of PWD has been at the forefront of some of the most innovative changes in printing and mail technologies. We bring an awareness of the sensitive nature of government printing and have developed our processes to demonstrate concern for integrity while also working with the best technology for the job.

#### ***Some of these innovations include:***

##### **100% Digital Printing Systems**

PWD has developed 100% digital Systems to merge variable data elements to static artwork at the prepress level. These digital Systems eliminate the added expense for plate changes used in off-set printing, while mitigating the risk of having the incorrect back applied to the front of a bill. This PWD digital process allows clients to utilize color print techniques to create unique color combinations on forms for security and easy identification by staff.

##### **Flexibility, Scalability and Responsiveness**

PWD currently has contracts with both large and small customers throughout the United States, including California, Colorado, Florida, Ohio, Pennsylvania, and Utah. We work with each customer to identify and implement the most cost-effective solution.

##### **Attention to Cost & Relationship**

PWD developed several solutions that resulted in significant savings to customers. We determined with the client that both time and money would be saved by inserting like bills into one envelope. This solution was a direct result from continual refinement of quality assurance procedures to ensure 100% accuracy.



## Process Overview

### Process Overview

At PWD we understand the complexities associated with the production process, and that each step along the way brings with its different elements that need to be closely managed, monitored and facilitated. PWD has over 20 years of solid and proven experience as a city and county partner for printing and fulfillment. We believe that success in the government industry requires a true partnership between jurisdictions and its vendors, and PWD is prepared to be a partner in that success.

### Project Management

With all the moving parts, tight timelines and the critical nature of these processes it is essential that Project Management be an all-encompassing aspect of any Production Project. At PWD we understand that and will provide a dedicated Project Lead who will be there continuously throughout the process.

This resource will be available to the client for all aspects of the cycle - from the initial planning and scheduling periods to the post-mailing follow-up. We feel that it is critical that Project Lead be provided with the experience and understanding to proactively assist the client in every way possible and the assigned project lead has the experience to be able to do so effectively.

Behind and along-side of the Project Lead is the PWD Project Team. The Project Team at PWD will make sure that no aspect of the process is overlooked and that no milestone is missed. We firmly believe that we are successful through you and will make sure that this success is realized.

Upon selection, key members of the Project Team (including the Project Lead) will meet with the client to discuss both internal and external aspects of the client needs. We expect that you have internal processes that will drive how and why we handle planning and production in the manner we do, and the more we understand your needs, the better we will be able to proactively assist you to fulfill those needs.

## Process Overview

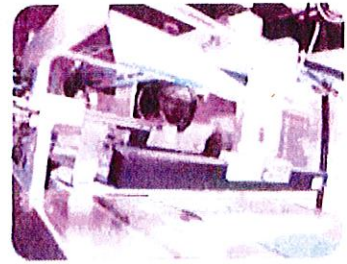
### Mailing Insertion and Preparation

Government mailings are truly one of the few zero error industries in the world today and this level of scrutiny must be matched with an equally scrutinized process. PWD has designed and developed unique digital insertion systems that provides, not only a one-to-one match assuring that every recipient gets the right mail, but also systems that will empower jurisdiction with a ready-access chain-of-custody providing a seamless audit trail while optimizing mailing to qualify for the highest level of USPS postage savings.

PWD made the decision in 2015 that the current insertion process were simply not where they should be. Working closely with machine vendors, onsite staff specialists and both outside and inside software developers, a new system was developed that would enable counties/cities to have the data placement freedom they need, while providing the audit controls and automation needed to handle the short timelines and strict security and accountability constraints that all of us in this industry live within.

The end result was the next generation insertion process. This revolutionary new paradigm in insertion technology includes:

- 1) Full Service inkjetting and insertion
- 2) Full face envelope inkjetting
- 3) Multi-station insertion pockets
- 4) Multi-Level Audit Controls and Data Sign-off
- 5) Redundant Inkjet and Insertion Equipment
- 6) Address and Data verification
- 7) Direct USPS Mail Drop Assistance
- 8) Optional Mail Packet Tracking through USPS





An official website of the United States government

Here's how you know



- [Home](#)
- [Cases](#)
- [Reports](#)
- [Resources](#)
  
- [Lynn Payne](#)

[My Company](#)

## My Company Profile

### Company Information

**Company Name**

Pre-Sort Center of Stockton Inc

**Doing Business As (DBA)**

PacWest Direct

**Company ID**

1731761

**Enrollment Date**

08/26/2021

**Employer ID Number**

680279380

**DUNS Number**

---

**Total Number of Employees**

10 to 19

**NAICS Code**

323

**Sector**

Manufacturing

**Subsector**

Printing and Related Support Activities

[Edit Company Information](#)

## Employer Category

**Employer Category**

None of these categories apply

[Edit Employer Category](#)

## Company Locations

### Physical Address

3806 Coronado Avenue  
Stockton, CA 95204

### Mailing Address

496 S Uruapan Way  
Dinuba, CA 93618

[Edit Company Locations](#)

## Hiring Sites

We have implemented a new policy and require more information for existing and future hiring sites.

### Number of Sites

1

[Edit Hiring Sites](#)

## Company Access and MOU

### My Company is Configured to:

Verify Its Own Employees

### Memorandum of Understanding

[View Current MOU](#)

*Jeremy Heroux*

**PacWest  
Direct**

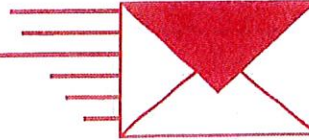
**Printing, Graphic & Mailing Solutions**

496 S. Uruapan Way, Dinuba Ca 93618

Cell: (216) 288-7715

Office: (559) 498-6151 & Fax: (559) 498-6585

Jeremy@Integravate.com



## **Mailing schedule and deadlines:**

Franklin County Collector's office will provide specific mailing dates and approve all schedules for production of statements and receipts prior to start of project. Proofs must be provided and approved prior to mailing. Data files may be provided up to ten (10) business days prior to vendor's start of print production. (approximate dates and quantities, subject to change) Upon completion of S.F.T.P. – test files can be submitted for data processing tests

October – delinquent files received by vendor

October (second to third week) – current tax statement files received

November 1st mail drop – ALL Real Estate, Personal Property and Merchant Tax Statements

Weekly paid receipt drop, starting third week of November, file received Monday, receipts go out same week Friday

March 1st – delinquent files received

March 15th mail drop – second round of delinquents, Single page tri-fold inserts added for real estate delinquents only

Blank documents on an as needed basis quantities per 1,000

Sincerely,

Jeremy Heroux  
Regional Manager  
PacWest Direct