

SCOPE OF WORK FOR PRINTING AND MAILING FIRST CLASS NOTICES

Escambia County is in need of printing and mailing services for a mailout consisting of a 1 page double-sided First Class Notice.

Anticipated number of notices: between 1,250 and 1,500.

Anticipated mailing date: August 7, 2020.

Escambia County will provide the First Class Notice template and a database of data that includes name/address/property/cost data.

Description of Vendor Services:

Merge the data from the County provided database onto an 8.5" x 11" double-sided First Class Notice template document. Data to be merged includes name/address/property/cost data, and will be in the form of an excel or text file, thumb drive, FTP, or other mutually agreed upon transmission method.

Provide minimum of 150 digital sample notices for review.

Print notices, fold and insert into envelopes, add postage, mail.

Paper - 8.5" x 11" standard paper stock

Ink - black

Envelopes - #10 double or single window. May have one window with printed return address or two windows to allow for return and destination addresses.

*Database of data to be merged will be provided to vendor between July 27, 2020 and July 31, 2020.

*Mailing date is anticipated to be **August 7, 2020**.

Pricing:

Cost per piece:

Database Prep, Merge, and Print notices
Fold and Insert notices into envelope
#10 Double or single Window Envelope (or similar)
First Class Postage

Total Per Piece Price = \$X.xx