

Pricing Schedule

Date: Original proposal dated 9/17/2013 - Updated version offered 3/9/2021
 To: Jorge Perez, City of San Luis
 From: Kristina Pinto
 Subject: Utility Bills - 6,700 per month



Job Summary

Information Outsource will simplex print the City's Utility Bills on pre-printed forms. Documents will be inserted into our standard #10 double-window envelopes along with our standard #9 single-window remittance envelope. Envelopes will be pre-sorted, metered and delivered to the U.S. Post Office.

Cost Summary

Item	Cost	Description
Paper	\$ 0.032	20# pre-printed white stock with horizontal perforation. Based on a 6 month qty.
#10 Envelope	\$ 0.023	Standard #10 double-window envelope
#9 Envelope	\$ 0.020	Standard #9 single-window envelope
Pre-Processing	\$ 0.005	Conversion to IO database
First Page Service	\$ 0.092	Formatting data, postal sorting, postal reports, laser image first page (simplex), fold, insert, seal, meter, tray and deliver to USPS
Sub-Total Per Envelope	\$ 0.172	
Postage	\$ 0.410	Postage is only an estimate. Actual postage will be applied and ranges from \$.398 - \$.51, depending on the make-up of your data file
Grand Total Per Envelope	\$ 0.582	

Additional Services

Materials	Cost per piece
Standard blank stock, white 20# bond with no perforation	\$ 0.010
9" x 12" stock double-window envelope (7 - 54 page documents)	\$ 0.080
10" x 13" stock envelope (55 - 219 page documents)	\$ 0.090
Letter size shipping carton (220+ page documents)	\$ 2.500

Archival

CD Archival - Compact Disk, stock	\$ 15.000
.DBF archival - per record	\$ 0.010
.PDF archival - per image	\$ 0.020

Handling

NCOA Link	\$ 0.010
Additional page - image, simplex, fold & insert	\$ 0.060
Static inserts - insertion fee	\$ 0.010
Selective inserts & business reply envelopes - insertion fee (\$25 minimum per insert type)	\$ 0.015
"Pulled documents" - not mailed to customer	\$ 0.050

Electronic Bill Presentment & Payment

Document upload	upon request
Email notification	upon request

Manual Mail Prep Charges

Manual mail prep per envelope charge: 7-54 pages	\$ 0.250
Manual mail prep per envelope charge: 55 + pages	\$ 0.750

Programming

Per Hour Charge:	\$ 100.000
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A programming estimate will be provided after test data has been reviewed.

A Minimum processing fee of \$75.00 will be added to your invoice if the Service Cost and additional costs fall below \$75.00. (Cost variance will be applied)

Signed By: _____
 Company: _____
 Date: _____

Signed By: _____
 Information Outsource
 Date: _____

Standard Printing Company/Information Outsource
 Phone: 800-735-9515

Pricing secured for 90 days.

Thank you for your business!