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DATE: May 4, 2011  
TO: Honorable Mayor and City Councilmembers  
FROM: Financial Services Department  
SUBJECT: **TWO-YEAR PROFESSIONAL SERVICES AGREEMENT WITH U.S. MAILING HOUSE FOR PRINTING AND DIRECT MAILING SERVICES**

**SYNOPSIS**

Staff recommends that the City Council approve a two-year professional services agreement with U.S. Mailing House of Oceanside to provide printing and direct mailing services for public hearings and other direct-mail services for the City, to be funded by fees collected by the City from applicants whose projects require public noticing; and authorization for the City Manager to execute the agreement.

**BACKGROUND**

The City has various departments that need to meet public noticing requirements by preparing information and/or inserts for direct mailing to its citizens and other agencies located within a designated area. The City currently operates under a decentralized purchasing system and each department handles its own printing and direct mailing requirements. In an attempt to create efficiencies in obtaining quotes for printing and direct mailing services, a RFQ was prepared.

On October 14, 2009, the Request for Qualifications (RFQ) was prepared and sent to 25 printing and mailing vendors detailing the scope of work that would be used to demonstrate the vendor's ability to provide the desired services. Of the 25 RFQs that were distributed, 7 vendors contacted the City and expressed interest.

On January 11, 2010, a Request for Proposal was sent to the 7 vendors with a submittal deadline of February 1, 2010. Five vendors submitted proposals. While reviewing the proposals, it became apparent that the pricing based on the scope of work was across the board and difficult to analyze. It was determined that a sample printing and mailing scope of work would be sent to vendors for a pricing quote. During this time, a review committee made up of staff from Planning and the City Clerk's office was assembled to review the RFPs and sample quotes.

**ANALYSIS**

As the City is desirous of having a "one stop shop" for its public noticing requirement, an RFP was released and responded to by 5 vendors. In an effort to rate the vendors in a consistent manner, a sample quote for printing and mailing was submitted. The sample

quotes were returned and analyzed for comparison pricing. Of the 5 sample quotes received (Attachment A), the 3 vendors who submitted the lowest bids were invited to interview with the review committee.

On April 23, 2010, and April 28, 2010, the review committee interviewed the 3 vendors who submitted the lowest bids: Action Mail, Vision Marketing and U.S. Mailing House and rated the vendors on which firm would provide the service that best matched the needs of the City. The U.S. Mailing House was chosen as the most responsive vendor to provide the services required.

**COMMISSION OR COMMITTEE REPORT**

Does not apply.

**FISCAL IMPACT**

City policy requires that all costs associated with the advance and expanded noticing requirements shall be borne by the applicant. City departments collect the mailing fees from the applicants and use those funds to pay the vendor. Therefore, actual out-of-pocket expenditures by the City are nil.

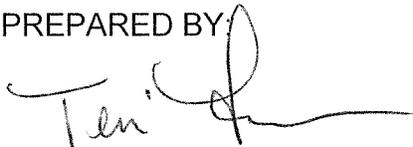
**CITY ATTORNEY'S ANALYSIS**

The referenced documents have been reviewed by the City Attorney and approved as to form.

**RECOMMENDATION**

Staff recommends that the City Council approve a two-year professional services agreement with U.S. Mailing House of Oceanside to provide printing and direct mailing services for public hearings and other direct-mail services for the City, to be funded by fees collected by the City from applicants whose projects require public noticing; and authorization for the City Manager to execute the agreement.

PREPARED BY:



Teri Ferro  
Financial Services Director

SUBMITTED BY:



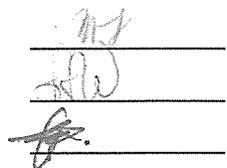
Peter A. Weiss  
City Manager

REVIEWED BY:

Michelle Skaggs Lawrence, Deputy City Manager

Barbara Riegel Wayne, City Clerk

George Buell, Development Services Director



ATTACHMENT A

Sample Quote Comparison Worksheet  
 Prepared by Judith Atwood  
 February 10, 2010

Printing Company	Pricing 1000 units		Postage .34/piece		Pricing 1500 units		Postage .34/piece		Pricing 2000 units		Postage .34/piece		TOTAL
Vision Marketing	241.76		340.00		302.74		510.00		390.30		680.00		1,070.30
US Mailing House	200.00		340.00		255.00		510.00		300.00		680.00		980.00
Advanced Mailing Svcs	374.00		340.00		421.00		510.00		468.00		680.00		1,148.00
Action Mail * Escandido	119.00		340.00		178.50		510.00		238.00		680.00		918.00
NetGram San Marcos	254.00		340.00		351.00		510.00		448.00		680.00		1,128.00

\* Previously contacted City to indicate savings by using their company per May 12, 2009 email

## CITY OF OCEANSIDE

### PROFESSIONAL SERVICES AGREEMENT

#### PROJECT: PRINTING AND DIRECT MAILING SERVICES

THIS AGREEMENT, dated May 4, 2011, for identification purposes, is made and entered into by and between the CITY OF OCEANSIDE, a municipal corporation, hereinafter designated as "CITY", and U.S. Mailing House, hereinafter designated as "CONSULTANT."

#### NOW THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. **SCOPE OF WORK.** The project is more particularly described as follows:

Provide printing and direct mail services for Public Hearings and other direct mail services for the City of Oceanside. The services include, but are not limited to, the following for each mailing:

- a) Creation of a mailing database based on the specifications supplied for each noticing requirement. The database must include the complete mailing address with suite and apartment numbers for both the property owner(s) of record and the occupant(s).
- b) Run data through National Change of Address Database and update customer address list with move data.
- c) Add Zip Plus 4 & Barcodes to data, Removing Duplicates from List, Sorting, Bundling, Sacking or Traying, Preparation of Paperwork, and Delivery to the Post Office.
- d) Provide #10 outer envelopes, or other size as required, printed with black ink only and include the City of Oceanside logo.
- e) Printing and folding of artwork or other inserts provided by the CITY for mailing. Art work sizes vary per project and range from letter size paper to ledger size. In some cases, the material may be printed in color.
- f) Mailing services for pre-sort standard/first-class postage. Actual postage requirement will be determined based on each mailing's timeline.
- g) Postal documentation and delivery.
- h) Method(s) of recording undelivered/returned mail.

## Printing and Direct Mailing Services

For each mailing, the CITY will provide the consultant with the following:

- a) Database specifications.
- b) Artwork for printing and envelopes.
- c) Timeline when mailing must be delivered.

Schedule of Rates (Attachment 1) shall be in effect for the full term of the agreement, exclusive of postage.

2. **INDEPENDENT CONTRACTOR.** CONSULTANT'S relationship to the CITY shall be that of an independent contractor. CONSULTANT shall have no authority, express or implied, to act on behalf of the CITY as an agent, or to bind the CITY to any obligation whatsoever, unless specifically authorized in writing by the CITY. CONSULTANT shall be solely responsible for the performance of any of its employees, agents, or subcontractors under this Agreement. CONSULTANT shall report to the CITY any and all employees, agents, and consultants performing work in connection with this project, and all shall be subject to the approval of the CITY.
3. **WORKERS' COMPENSATION.** Pursuant to Labor Code section 1861, the CONSULTANT hereby certifies that the CONSULTANT is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Workers' Compensation or to undertake self-insurance in accordance with the provisions of that Code, and the CONSULTANT will comply with such provisions, and provide certification of such compliance as a part of this Agreement.
4. **LIABILITY INSURANCE.**
  - 4.1. CONSULTANT shall, throughout the duration of this Agreement maintain comprehensive general liability and property damage insurance, or commercial general liability insurance, covering all operations of CONSULTANT, its agents and employees, performed in connection with this Agreement including but not limited to premises and automobile.
  - 4.2. CONSULTANT shall maintain liability insurance in the following minimum limits:

Comprehensive General Liability Insurance  
(bodily injury and property damage)

Combined Single Limit Per Occurrence	\$ 1,000,000
General Aggregate	\$ 2,000,000*

## Printing and Direct Mailing Services

### Commercial General Liability Insurance (bodily injury and property damage)

General limit per occurrence	\$ 1,000,000
General limit project specific aggregate	\$ 2,000,000

<u>Automobile Liability Insurance</u>	\$ 1,000,000
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\*General aggregate per year, or part thereof, with respect to losses or other acts or omissions of CONSULTANT under this Agreement.

- 4.3** If coverage is provided through a Commercial General Liability Insurance policy, a minimum of 50% of each of the aggregate limits shall remain available at all times. If over 50% of any aggregate limit has been paid or reserved, the CITY may require additional coverage to be purchased by the CONSULTANT to restore the required limits. The CONSULTANT shall also notify the CITY promptly of all losses or claims over \$25,000 resulting from work performed under this contract, or any loss or claim against the CONSULTANT resulting from any of the CONSULTANT'S work.
- 4.4** All insurance companies affording coverage to the CONSULTANT for the purposes of this Section shall add the City of Oceanside as "additional insured" under the designated insurance policy for all work performed under this agreement. Insurance coverage provided to the City as additional insured shall be primary insurance and other insurance maintained by the City of Oceanside, its officers, agents, and employees shall be excess only and not contributing with insurance provided pursuant to this Section.
- 4.5** All insurance companies affording coverage to the CONSULTANT pursuant to this agreement shall be insurance organizations admitted by the Insurance Commissioner of the State of California to transact business of insurance in the state or be rated as A-X or higher by A.M. Best.
- 4.6** All insurance companies affording coverage shall provide thirty (30) days written notice to the CITY should the policy be cancelled before the expiration date. For the purposes of this notice requirement, any material change in the policy prior to the expiration shall be considered a cancellation.
- 4.7** CONSULTANT shall provide evidence of compliance with the insurance requirements listed above by providing a Certificate of Insurance and applicable endorsements, in a form satisfactory to the City Attorney, concurrently with the submittal of this Agreement.

## Printing and Direct Mailing Services

4.8 CONSULTANT shall provide a substitute Certificate of Insurance no later than thirty (30) days prior to the policy expiration date. Failure by the CONSULTANT to provide such a substitution and extend the policy expiration date shall be considered a default by CONSULTANT and may subject the CONSULTANT to a suspension or termination of work under the Agreement.

4.9 Maintenance of insurance by the CONSULTANT as specified in this Agreement shall in no way be interpreted as relieving the CONSULTANT of any responsibility whatsoever and the CONSULTANT may carry, at its own expense, such additional insurance as it deems necessary.

5. **PROFESSIONAL ERRORS AND OMISSIONS INSURANCE.** Throughout the duration of this Agreement and four (4) years thereafter, the CONSULTANT shall maintain professional errors and omissions insurance for work performed in connection with this Agreement in the minimum amount of One Million Dollars (\$1,000,000.00).

CONSULTANT shall provide evidence of compliance with these insurance requirements by providing a Certificate of Insurance.

6. **CONSULTANT'S INDEMNIFICATION OF CITY.** To the greatest extent allowed by law, CONSULTANT shall indemnify and hold harmless the CITY and its officers, agents and employees against all claims for damages to persons or property arising out of the negligent acts, errors or omissions or wrongful acts or conduct of the CONSULTANT, or its employees, agents, subcontractors, or others in connection with the execution of the work covered by this Agreement, except for those claims arising from the willful misconduct, sole negligence or active negligence of the CITY, its officers, agents, or employees. CONSULTANT'S indemnification shall include any and all costs, expenses, attorneys' fees, expert fees and liability assessed against or incurred by the CITY, its officers, agents, or employees in defending against such claims or lawsuits, whether the same proceed to judgment or not. Further, CONSULTANT at its own expense shall, upon written request by the CITY, defend any such suit or action brought against the CITY, its officers, agents, or employees resulting or arising from the conduct, tortious acts or omissions of the CONSULTANT.

CONSULTANT'S indemnification of CITY shall not be limited by any prior or subsequent declaration by the CONSULTANT.

7. **COMPENSATION.** CONSULTANT'S compensation for all work performed in accordance with this Agreement will be on an "as requested and as needed" basis at the Schedule of Rates, Attachment 1.

## Printing and Direct Mailing Services

No work shall be performed by CONSULTANT without specific instructions from the CITY. CONSULTANT shall obtain approval by the CITY prior to performing any work that results in expenses to CITY.

8. **TIMING REQUIREMENTS/TERM.** Time is of the essence in the performance of work under this Agreement and the timing requirements shall be strictly adhered to unless otherwise modified in writing. All work shall be completed in every detail to the satisfaction of the CITY within time specified in instructions for each mailing per the Scope of Work, Section 1.

The term of this agreement is for two (2) years, commencing on May 4, 2011.

9. **ENTIRE AGREEMENT.** This Agreement comprises the entire integrated understanding between CITY and CONSULTANT concerning the work to be performed for this project and supersedes all prior negotiations, representations, or agreements.
10. **INTERPRETATION OF THE AGREEMENT.** The interpretation, validity and enforcement of the Agreement shall be governed by and construed under the laws of the State of California. The Agreement does not limit any other rights or remedies available to CITY.

The CONSULTANT shall be responsible for complying with all local, state, and federal laws whether or not said laws are expressly stated or referred to herein.

Should any provision herein be found or deemed to be invalid, the Agreement shall be construed as not containing such provision, and all other provisions, which are otherwise lawful, shall remain in full force and effect, and to this end the provisions of this Agreement are severable.

11. **AGREEMENT MODIFICATION.** This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by the parties hereto.
12. **SIGNATURES.** The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity and authority to enter into and to execute this Agreement on behalf of the respective legal entities of the CONSULTANT and the CITY.

**Printing and Direct Mailing Services**

IN WITNESS WHEREOF, the parties hereto for themselves, their heirs, executors, administrators, successors, and assigns do hereby agree to the full performance of the covenants herein contained and have caused this Professional Services Agreement to be executed by setting hereunto their signatures on the dates set forth below.

U.S. MAILING HOUSE  
By: *David L. ... President + CEO*  
Name/Title

By: *Caroline M. ... Secretary*  
Name/Title

203369614  
Employer ID No.

CITY OF OCEANSIDE  
By: \_\_\_\_\_  
Peter Weiss, City Manager

APPROVED AS TO FORM:  
*Barbara Hamilton*  
Barbara Hamilton, Assistant City Attorney

**NOTARY ACKNOWLEDGMENTS OF CONSULTANT MUST BE ATTACHED.**

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of San Diego }

On April 25, 2011 before me, Dana McMullen, Notary Public,  
Date Here Insert Name and Title of the Officer

personally appeared Daniel Louis Meyer  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Dana McMullen  
Signature of Notary Public

Place Notary Seal Above

**OPTIONAL**

Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.

**Description of Attached Document**

Title or Type of Document: Professional Srvc. Agreement

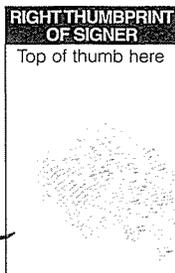
Document Date: 5/4/11 Number of Pages: 6

Signer(s) Other Than Named Above: Peter Weiss, Caroline Meyer

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Daniel Louis Meyer

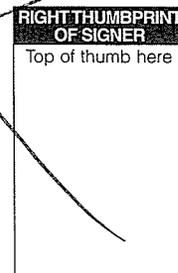
- Individual
- Corporate Officer — Title(s): CEO
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_



Signer Is Representing: US mailing House

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_



Signer Is Representing: \_\_\_\_\_

**CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT**

State of California

County of San Diego }

On April 26, 2011 before me, Dana McMullen, Notary Public  
Date Here Insert Name and Title of the Officer

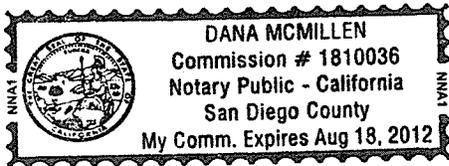
personally appeared Caroline Meyer  
Name(s) of Signer(s)

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) ~~is/are~~ subscribed to the within instrument and acknowledged to me that ~~he/she/they~~ executed the same in ~~his/her/their~~ authorized capacity(ies), and that by ~~his/her/their~~ signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature Dana McMullen  
Signature of Notary Public



Place Notary Seal Above

**OPTIONAL**

*Though the information below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent removal and reattachment of this form to another document.*

**Description of Attached Document**

Title or Type of Document: Professional Service Agreement

Document Date: 5/4/11 Number of Pages: 6

Signer(s) Other Than Named Above: Daniel Meyer, Peter Weiss, Barbara Hamilton

**Capacity(ies) Claimed by Signer(s)**

Signer's Name: Caroline Meyer

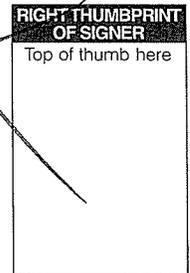
- Individual
- Corporate Officer — Title(s): VP, Secretary
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_



Signer Is Representing: U.S. Mailing House

Signer's Name: \_\_\_\_\_

- Individual
- Corporate Officer — Title(s): \_\_\_\_\_
- Partner —  Limited  General
- Attorney in Fact
- Trustee
- Guardian or Conservator
- Other: \_\_\_\_\_



Signer Is Representing: \_\_\_\_\_

**City of Oceanside Request for Proposal  
Printing and Direct Mail Services  
Submittal Due Date: February 1, 2010 - 3.00 pm**



**Notice of City of Oceanside Public Hearing on  
Water and Wastewater Rate Increases  
and Drought Rate Structure**  
February 4, 2009 at 6:00 p.m.

Submit protests to:  
City of Oceanside  
Office of the City Clerk  
300 N. Coast Hwy  
Oceanside, CA 92054  
FAX: 760-967-3922

**Notice of Public Hearing**

In compliance with Article XIII D of the California State Constitution and the Proposition 218 Omnibus Implementation Act, notice is hereby given to all affected Oceanside property owners (including tenants responsible for the payment of water and wastewater fees) that the Oceanside City Council will hold a public hearing regarding proposed water and wastewater rate increases.

**Public Hearing Information**

The public hearing regarding the proposed water and wastewater rate increases and drought rate structure will be held on February 4, 2009 at 6:00 p.m. in the City Council Chambers located at 300 N. Coast Hwy., Oceanside, CA 92054. At the public hearing the City Council will hear and consider oral testimony and written materials submitted regarding the proposed rate increases and drought rate structure. Written protests may be submitted to the Office of the City Clerk at the address above or in the City Council Chambers on the day of the public hearing so long as they are received prior to the close of the public hearing. Any written protest must include your name, signature and a description of the property (address and/or Assessor Parcel Number). At the close of the public hearing, the City Council will consider and may approve the rate increases and drought rate structure. Oral comments at the public hearing will not qualify as formal protests unless accompanied by a written protest. If, by the close of the public hearing, written protests against the rate increases are not presented by a majority of property owners, the City Council will be authorized to adopt an ordinance to increase the water and wastewater fee rates and the drought rate structure. If adopted, the rate increases will become effective thirty (30) days following the second reading of the ordinance and drought rates will be effective upon declaration of a water shortage emergency.

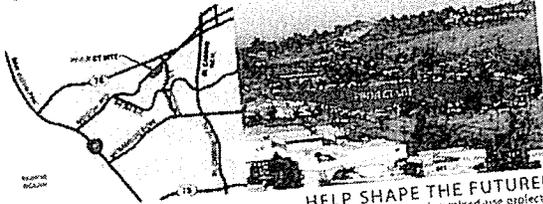
**Proposed 2009 Water and Wastewater Rate Increases**

The City of Oceanside's water and wastewater rates are evaluated periodically to maintain an adequate fee structure to recover costs. Rates are developed based on cost-of-service principles. Under this method, rates are set to reflect the actual cost of providing service and the contribution of each user to the cost of providing service. Rates are set to reflect the rising costs of wholesale water, operation and maintenance of the water and wastewater systems, and the cost of providing service to the City of Oceanside. Rates are set to reflect the rising costs of wholesale water, operation and maintenance of the water and wastewater systems, and the cost of providing service to the City of Oceanside.

VISION & STRATEGIC PLAN



**community workshop**  
Monday, September 14, 2009, 6:00 pm - 7:30 pm  
Best Western Marty



**HELP SHAPE THE FUTURE!**  
Join us in discussing the alternatives for this exciting new affordable housing mixed-use project

**workshop no. 2**  
Monday, July 20, 2009  
6:00 pm - 7:30 pm



**OCEANSIDE  
PLANNING DIVISION**

300 North Coast Hwy  
Oceanside, CA 92054-2885  
Telephone: (760) 435-3520

Presented by:

U.S. Mailing House, Inc.  
4133 Avenida de la Plata  
Oceanside, CA 92056

Paul Palencsar  
Senior Account Executive  
paul@usmailinghouse.com  
760.940.9455 x106

Dan Meyer  
dan@usmailinghouse.com  
760.940.9455 x101

www.USMailingHouse.com

# U.S. MAILING HOUSE

Mailing, Printing and Design Services

January 29, 2010

Judith Atwood  
Financial Analyst  
City of Oceanside, Financial Services Department  
300 N. Coast Highway  
Oceanside, CA 92054

Dear Mrs. Atwood,

Thank you for the opportunity to submit this proposal to you for printing and direct mail services for Public Notice Hearings and other direct mail services for the City of Oceanside. As The City's current print and mail provider, U.S. Mailing House currently meets all the requirements detailed in your request for proposal. All work done for the City of Oceanside as described in your RFP and work completed over the past 10 years is conducted in our facility and no components are sub-contracted to any other organization.

U.S. Mailing House has been printing and providing direct mail services for Public Hearing Notices and other direct mail services for the City's Planning Dept, Economic Development, Water and Utilities, Transportation, Engineering, City Clerk's Office and a few projects for Parks and Recreation Departments over the past ten years. U.S. Mailing House is very familiar with the critical nature and legal requirements for these notices.

The City of Oceanside Departments and U.S. Mailing House have developed and fine tuned a specific process over the past 10 years to ensure The City that all notices and direct mail projects are produced accurately and mailed on time. Timelines are set by the City and U.S. Mailing House has consistently met these timelines as requested by the City for the past 10 years. A high level work flow is as follows:

- A. City representative notifies U.S. Mailing House of a project
- B. Description of project is provided
- C. Timelines are defined
- D. Documents, envelope, and list or list requirements are provided
- E. Proofs are prepared and approved
- F. Project enters production and is completed
- G. City representative is notified of completed project
- H. Invoice & U.S. Post Office receipt submitted to City

While most lists have been provided to U.S. Mailing House by the City representatives (from applicants), U.S. Mailing House is happy to provide resident/occupant/owner lists for each project as required. We perform this service for clients and are pleased to assist The City with this.

U.S. Mailing House's facility is located at 4133 Avenida de la Plata in Oceanside and all employees and equipment are within our 8,000 square foot building. Our key employees that oversee operations and services for the City of Oceanside are as follows:

Daniel Meyer, President & CEO

Paul Palencsar, Senior Account Executive

Robert Boyles, Data Processing & Front End Manager

Laura Rodriguez, Lettershop & VDP Department Manager

Jesus Mendoza, Operations and Distribution Manager

US Mailing House has developed an excellent working relationship with many people in many departments within the City of Oceanside over the past years. We have thoroughly enjoyed this relationship and look forward to taking it to the next level.

We thank you for this opportunity and formally invite the City Personnel to come visit our facility for a tour and to answer any questions that may surface.

Sincerely,

Daniel Meyer  
President and CEO

## **II. METHODS AND STRATEGIC PLAN**

The U. S. Mailing House would plan to keep an inventory of envelopes on hand for those City Departments that will be doing Public Hearing Notices on a regular basis. This has been in place for some time. U.S. Mailing House would also suggest that we re-visit the current workflow process to determine if there are opportunities to improve it.

## **III. QUALIFICATIONS AND EXPERIENCE**

U.S. Mailing House has been providing printing and mailing services to clients for more than 15 years. We mail over 10 million pieces per year and have been processing the City of Oceanside's projects for the past 10+ years.

## **IV. ABILITY AND CURRENT WORKLOAD**

U. S. Mailing House has demonstrated its ability to handle the City of Oceanside's projects. No matter what our current work load, U. S. Mailing house has consistently completed the City of Oceanside's projects on time or ahead of schedule.

## **V. PROJECT PERSONNEL**

Following are the key personnel responsible for all components of completing projects for the City of Oceanside.

Daniel Meyer, President & CEO

Paul Palencsar, Senior Account Executive

Robert Boyles, Data Processing & Front End Manager

Dawn Anderson, Art Director & Prepress Specialist

Laura Rodriguez, Lettershop & VDP Department Manager

Jesus Mendoza, Operations and Distribution Manager

**VI. SCHEDULE OF RATES**

Envelope printing, per 10,000: \$475.00  
*\* U.S. Mailing House to maintain inventory of each envelope type at no charge*

Notice Mailing, fewer than 1,250 pieces \$150.00  
1 Sided Printing: \$ 0.05 each  
2 Sided Printing: \$ 0.10 each  
*\* Note: 50% of Notice Mailings in the past 2 years have been less than 1,250 pieces*

Notice Mailing, over 1,250 pieces  
1 Sided Printing: \$ 0.17 each  
2 Sided Printing: \$ 0.22 each  
*\* Note: 29% of Notice Mailings in the past 2 years were more than 1,250 pieces*

Notice Mailing, over 2,500 pieces  
1 Sided Printing: \$ 0.15 each  
2 Sided Printing: \$ 0.20 each  
*\* Note: 21% of Notice Mailings in the past 2 years were more than 2,500 pieces*

List Costs:  
Resident/Occupant Lists: \$ 0.015 each with minimum of \$125  
Homeowner: \$ 0.05 each with minimum of \$150

**VII. OTHER INFORMATION**

Attached is a copy of U.S. Mailing House's SBE Certificate.