

EXECUTIVE SUMMARY FORM

Contract Name: Assessment Mailings Contract No.: Pinal County Contract No. PC-122018

**Statement of Purpose and Need (3-5 Sentences)**  
Gila County wishes to utilize a cooperative contract that Pinal County has with The Master's Touch. The Master's Touch will process the postage for all mailings coming from the Assessor's Office.

Contract End Date: 04-22-16 to 06-30-17

Renewal Option:  Yes  No

Maximum Dollar Limit: \$25,000.00

Contract Information

Firm Name: The Master's Touch, LLC Contact Person: Jim Cote'

Address: 1405 N. Ash Street Phone No: 509-326-7475

City: Spokane State: WA Fax: \_\_\_\_\_ Email: masters@themastertouch.com

Fund: Gen Fund/Assessor/Communications Postage/Freight Expense

Type of Funds:  Restricted

Fund Code: 1005.221.4230.30

Grant  
 General Fund  
 Other

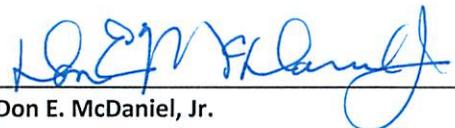
Date Sent for Legal Review: n/a

Date Returned: \_\_\_\_\_

**Special Notes:**  
Gila County is part of the Strategic Alliance for Volume Expenditures Purchasing Cooperative for cooperative purchasing. Many Arizona counties and cities are members of the S.A.V.E. co-op. By utilizing the Pinal County contract with The Master's Touch, it will save the county in both time and money for a rate that already been established in the State of Arizona bidding process.

Authorization to use a Cooperative Purchasing Agreement with Pinal County, through the Strategic Alliance for Volume Expenditures Co-op, Contract No. 122018, for Statewide Environmental Consulting Services for Printing & Mailing of Valuation Notices approved this 13<sup>th</sup> day of April, 2016.

GILA COUNTY MANAGER

  
\_\_\_\_\_  
Don E. McDaniel, Jr.



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LAFAYETTE IN 47902-0471  
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Proposal for:

## Gila County Assessor, Arizona Assessment Mailing

### **#1 NOV Letter – 23,236 parcels - Included in this mailing:**

8 ½ x 11 printed black static back on 20# white – **1.8 cents each**

#10 window envelope printed one color face on 24# ww– **3.2 cents ea**

9 x 12 window envelope for packets of 5+ statements – **22 cents ea.**

### **Statement Printing and Mail processing:**

CASS Certify, perform NCOA, and presort customer address list. Laser print statement information to face only of 8 ½ x 11 notice of value. Fold and insert statement into #10 window envelope. Seal and presort for best automation discount postage. When two or more tax notices mail to the identical name and address, enclose all statements in one envelope. Quality check and deliver to the USPS bulk mail facility.

**Mailing Services = 8.7 cents each per parcel + Automation Postage\***

### **#2 Personal Property mailing – 1,782 parcels – Included in this mailing:**

All items same as in #1 above

**Mailing Services = 10.4 cents each per parcel + Automation Postage\***

### **#3 Residential Postcard mailing – 12,056 parcels – Included in mailing:**

Same processing as statement mailing

Postcard printed black two sides and lasered with variable data

**Mailing Services = 9.3 cents each per parcel + Automation Postage\***

### **#4 Agriculture Postcard mailing – 496 parcels – Included in mailing:**

Same processing as statement mailing

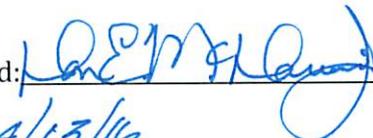
Postcard printed black two sides and lasered with variable data

**Mailing Services = 55 cents each per parcel + Automation Postage\***

- Automation postage is 38.1 to 43.5 cents each for letter size and from 25.1 to 27.8 cents each for postcards
- **We will combine up** to 5 parcels (printed on letter size form) with identical name and address and insert into a single #10 window envelope. A 9 x 12 envelope will be used for any mail packages exceeding the 5 parcel limit.
- Setup fee – waived
- One pdf file with a copy of all statements printed will be provided at **no extra charge.**

**ALL TERMS AND CONDITIONS OF PINAL COUNTY CONTRACT NO. PC-122018 APPLY.**

Jim Cote'  
President  
April 12, 2016

Accepted:   
Date: 4/13/16