

RESOLUTION 2024-8

**RESOLUTION AUTHORIZING THE AWARD OF A CONTRACT
WITH AN ESTIMATED COST BETWEEN \$6,600.00 AND \$44,000.00
WITHOUT PUBLIC ADVERTISING FOR BIDS**

WHEREAS, the "Local Public Contracts Law" provides that except for contracts which require the performance of professional services, all contracts or agreements which do not require public advertising for bids and the estimated cost or price is between \$6,600.00 and \$44,000.00, two (2) or more competitive quotations as to cost or price, whenever practicable, shall be solicited by the contracting agent, and the contract or agreement shall be made with and awarded to the lowest responsible bidder; and

WHEREAS, The Bordentown Sewerage Authority has solicited from the following bidders the respective quotations as to price:

| <u>BIDDER</u> | <u>PRICE</u> |
|--------------------------------------|--------------|
| Harris Local Government Print & Mail | \$24,910.00 |
| Barton & Cooney | \$28,120.00 |

for the following goods or services:

Printing and mailing of customer account billing notices for calendar year 2024. Twelve monthly mailings comprising an estimated 7,250 notices per quarter.

WHEREAS, a Certificate of Availability of Funds has been provided by the designated certifying finance officer and is attached hereto.


NOW, THEREFORE, BE IT RESOLVED, this 16th day of January 2024, that contracts, be and the same are hereby awarded to:

Harris Local Government

in an amount not to exceed \$24,910.00 for the goods or services described above.

THE BORDENTOWN SEWERAGE AUTHORITY

Attest:


Aneka Miller, Secretary

By: 
M. Ellen Gulbinsky, Chairwoman

I have reviewed this Resolution and the Certificate of Availability of Funds and am satisfied that an appropriate Certificate of Availability has been provided.


Anthony T. Drollas, Jr., Esquire
General Counsel

CERTIFICATE OF AVAILABILITY OF FUNDS

I, Elizabeth J. Kwelty, Administrative Manager and Certifying Finance Officer of The Bordentown Sewerage Authority, do hereby certify, pursuant to the rules of the Department of Community Affairs, Division of Local Government Services (N.J.A.C. 5:34-5.1 et seq.), that there are available adequate funds for the following proposed contract:

CONTRACT: Printing and mailing of customer account billing notices for calendar year 2024. Twelve monthly mailings comprising an estimated 7,250 notices per quarter.

CONTRACTOR: Harris Local Government

CONTRACT AMOUNT: \$24,910.00

BUDGETARY LINE ITEM: 01-001-610G
01-001-610H

I certify that the same funds have not been certified as available for more than one pending contract.

01/16/2024
Date


Elizabeth J. Kwelty
Certifying Finance Officer

Special situations (check all that apply):

- A.) The Authority is operating under a temporary budget and:
- 1. the full cost of the contract is certified against the temporary budget;
or
 - 2. only the pro rata amount of the contract is charged against the temporary budget and the contract contains a clause making its continuation past the date subject to a further appropriation of sufficient funds.
- B.) This contract is an open-ended contract for goods at a unit price up to a maximum amount and:
- 1. the full maximum amount permitted by the contract is being certified;
or
 - 2. the amount of the purchase shall be certified at the time that such goods are ordered by attaching the certificate of availability to the file copy of the purchase order.
- C.) This 12-month contract does not coincide with the fiscal year and:
- 1. the full cost of the contract is hereby certified against the budget of the year in which the contract is awarded; or
 - 2. the amounts for which liability is to be incurred is hereby certified against the two respective budgets at this time.
- D.) This is a multi-year contract and:
- 1. this contract is for construction and related services and the full amount of the contract is hereby certified to the current budget; or
 - 2. this is not a construction contract, and the availability of funds will be certified to the respective budgets at the time that the goods or services are ordered.

01/16/2024
Date



Elizabeth J. Kwelty
Certifying Finance Officer

THE BORDENTOWN SEWERAGE AUTHORITY QUOTATION RECORD FORM

PROJECT: Print and Mail Services for account receivable billing – monthly mailings

ITEM OR SERVICE: Quarterly bills, late notices, and shut off notices printed and mailed by the Vendor. The Authority will supply a data file, and the cost of postage is paid by the vendor and reimbursed by the Authority.

If not awarded to lowest price, explanation: _____

1. Vendor: Harris Print and Mail Price: \$ 24,910.00

Special Terms: _____

Solicited By: Email Fax Phone In Person Internet

2. Vendor: Barton & Cooney Price: \$ 28,120.00

Special Terms: _____

Solicited By: Email Fax Phone In Person Internet

3. Vendor: _____ Price: _____

Special Terms: _____

Solicited By: _____ Email Fax Phone In Person Internet

4. Vendor: _____ Price: _____

Special Terms: _____

Solicited By: _____ Email Fax Phone In Person Internet

AWARDED TO: _____ PRICE: _____

TERMS: _____ SPECIAL COMMENTS: _____

PURCHASE ORDER # _____

SOLICITATION PERFORMED BY: Elizabeth Kwelty

Elizabeth Kwelty
(SIGNATURE)

DATE: 12/14/2023

Requested Quote for:
 4 quarterly billings of approximately 5,600 (one page, one sided, color)
 4 quarterly late notices of approximately 1100 (one page, one sided, color)
 4 quarterly shut off notices of approximately 550 (one page, one sided, color)

Harris Print & Mail

2017 E Main Street, Eastley, SC 29640

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTAL |
|---|------------|----------|----------|------------|----------|----------|------------|----------|-----------|------------|----------|----------|-------------|
| Estimated Pieces | 5,600 | 1,100 | 550 | 5,600 | 1,100 | 550 | 5,600 | 1,100 | 550 | 5,600 | 1,100 | 550 | \$1,500.00 |
| One Time Set Up | \$1,500.00 | | | | | | | | | | | | \$4,350.00 |
| Cost Per one color page and outgoing envelope \$0.15 per bill | \$840.00 | \$165.00 | \$82.50 | \$840.00 | \$165.00 | \$82.50 | \$840.00 | \$165.00 | \$82.50 | \$840.00 | \$165.00 | \$82.50 | \$2,240.00 |
| One Page Color Insert \$0.10 per page | \$560.00 | | | \$560.00 | | | \$560.00 | | | \$560.00 | | | \$0.00 |
| #10 Envelope per mailing (Included) | | | | | | | | | | | | | \$0.00 |
| Return Envelope per mailing | | | | | | | | | | | | | \$0.00 |
| Folding Inserting and Mailing (Included) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Postage estimate 0.58/piece-(Estimate, Actual passed along at cost) | \$3,248.00 | \$638.00 | \$319.00 | \$3,248.00 | \$638.00 | \$319.00 | \$3,248.00 | \$638.00 | \$319.00 | \$3,248.00 | \$638.00 | \$319.00 | \$16,870.00 |
| | \$6,148.00 | \$803.00 | \$401.50 | \$4,648.00 | \$803.00 | \$401.50 | \$4,648.00 | \$803.00 | \$401.50 | \$4,648.00 | \$803.00 | \$401.50 | \$24,910.00 |

not using



Date: 10/02/2023
 Quote #: DC-BORD-10022023-B
 Effective To: 10/30/2023
 Prepared By: Deb

Proposal Pricing

This Agreement between the Bordentown Sewerage Authority, Bordentown, NJ ("Purchaser") and Tailored Business Systems dba Harris Local Government – Print & Mail, (Harris) 2017 East Main Street, Easley, SC 29640, confirms the purchase of the following print and mail fulfillment and related services (the "Services")

| Item | Description | Quantity | Unit Price | Extended Price |
|---|---|----------|------------|--------------------|
| <i>Managed Print Services:</i> | | | | |
| 1. | Quarterly Utility Bill (2024) a. Prints one side, color ink on 8.5 x 11 white perf paper b. Double Window Outgoing Envelope | 5,600 | \$ 0.15 | \$ 840.00 |
| 2. | USPS postage (Approx - Actual will be passed along at cost) | 5,600 | \$ 0.49 | \$ 2,744.00 |
| 3. | Insert - 8.5 x 11 prints color, one sided on plain white paper | 5,600 | \$ 0.10 | \$ 560.00 |
| 4. | Quarterly Late Notices (2024) a. Prints one side, color ink on 8.5 x 11 white perf paper b. Double Window Outgoing Envelope | 1,100 | \$ 0.15 | \$ 165.00 |
| 5. | USPS postage (Approx - Actual will be passed along at cost) | 1,100 | \$ 0.49 | \$ 539.00 |
| 6. | Quarterly Final Notices (2024) a. Prints one side, color ink on 8.5 x 11 white perf paper b. Double Window Outgoing Envelope | 550 | \$ 0.15 | \$ 82.50 |
| 7. | USPS postage (Approx - Actual will be passed along at cost*) | 550 | \$ 0.49 | \$ 269.50 |
| TOTAL PRICE (Quarterly for 2024) | | | | \$ 5,200.00 |

*Mailings under 500 pieces will mail at higher postage rate

Price is subject to change. The USPS reserves the right to raise prices twice per year in January and July. For more information, please refer to the USPS website.

The total quantity above is approximate, customers will be invoiced for the actual amount of bills printed and mailed.

Client is entitled to an initial four (4) hours of set-up time for template and data mapping, inclusive of three (3) rounds of edits on the template. Additionally, up to two (2) template changes per calendar year will be provided at no additional charge. Any additional template changes, data mapping, or edits beyond these provisions will incur additional fees, to be specified in a separate schedule.

Requested Quote for:
 4 quarterly billings of approximately 5,600 (one page, one sided, color)
 4 quarterly late notices of approximately 1100 (one page, one sided, color)
 4 quarterly shut off notices of approximately 550 (one page, one sided, color)

Barton & Cooney
300 Richards Run, Burlington NJ 08016

| | January | February | March | April | May | June | July | August | September | October | November | December | TOTAL |
|-----------------------------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|------------|-------------|
| Estimated Pieces | 5,600 | 1,100 | 550 | 5,600 | 1,100 | 550 | 5,600 | 1,100 | 550 | 5,600 | 1,100 | 550 | |
| One Time Set Up | \$1,000.00 | | | | | | | | | | | | \$1,000.00 |
| Data Cost per Mailing | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$150.00 | \$1,800.00 |
| Cost to print bills per mailing | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$250.00 | \$3,000.00 |
| One Page insert per mailing | \$250.00 | | | \$250.00 | | | \$250.00 | | | \$250.00 | | | \$1,000.00 |
| #10 Outgoing Envelope per mailing | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$75.00 | \$900.00 |
| Return Envelope per mailing | | | | | | | | | | | | | \$0.00 |
| Folding Inserting and Mailing | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$300.00 | \$3,600.00 |
| Postage estimate 0.58/piece | \$3,248.00 | \$638.00 | \$319.00 | \$3,248.00 | \$638.00 | \$319.00 | \$3,248.00 | \$638.00 | \$319.00 | \$3,248.00 | \$638.00 | \$319.00 | \$16,820.00 |
| | \$5,273.00 | \$1,413.00 | \$1,094.00 | \$4,273.00 | \$1,413.00 | \$1,094.00 | \$4,273.00 | \$1,413.00 | \$1,094.00 | \$4,273.00 | \$1,413.00 | \$1,094.00 | \$28,120.00 |

From: Pat Doyle, Barton & Cooney
Sent: Thursday, October 5, 2023 9:20 AM
To: Elizabeth Kwelty <ekwelty@bordentownsa.org>
Subject: FW: request for quote

Morning Elizabeth.

Prices are per mailing.

| | |
|---|-----------------------|
| Initial Program S/U | \$1000.00/Flat fee |
| Data Processing for each mailing | \$150.00/Flat fee |
| Printing bills with color 8.5 X 11 | \$250.000/per mailing |
| Printing of inserts as needed in color 8.5 X 11 | \$250.00/per mailing |
| Printing and supplying #10 Window envelope | \$75.00/M |
| Printing #9 BRE | \$65.00/M |
| Folding, Inserting and mailing | \$300.00/per mailing |
| Postage estimate | \$0.58/piece |