



**SOL TP23-1005
Printing and Mailing Services**

Attachment B: Contractor’s Fee Submission Form

The proposed fees are all-inclusive of all related costs that the successful proposer will incur to provide the noted services. The Proposer is responsible for providing firm, fixed costs as specified below. In addition, the proposer must provide a fixed, firm cost for additional services.

If Contractor is awarded the contract for this solicitation, this Fee Submission Form may be used as Exhibit B to the Contract. The completion of the form is no guarantee of a contract or the award of any services.

TPS is not tax exempt. Include taxes within the fees provided below.

VENDORS MAY PROVIDE QUOTES FOR JUST THE PRINTING OPTION, THE MAILING OPTION, OR BOTH OPTIONS.

First Class Letters Firm Fixed Fees per unit					
Weight (ounces) Not Over	Full Rate	Metering Fee	Sort Fee	Fold (flat to single fold or trifold)	Stuff Fee
1					
2					
3					
4					

First Class FLATS Firm Fixed Fees					
Weight (ounces) Not Over	Full Rate	Metering Fee	Sort Fee	Fold	Stuff fee
1					
2					
3					
4					



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5					
6					
7					

Printing Firm Fixed Fees per unit	
Description/Size	Printing fee (each)
8 ½ x 11 black and white with perforated stub at bottom	\$ _____
8 ½ x 11 color	\$ _____
8 ½ x 11 black and white	\$ _____
Printing From and To addresses on envelopes 9.5" x 4" (cost per envelope)	\$ _____
Printing From and To addresses on envelopes 13" x 10" (cost per envelope)	\$ _____
Printing business cards (# ___ per box)	\$ _____
Printing color flyers (8.5" x 11" – cost per color page)	\$ _____

Specific Projects VENDOR MAY QUOTE PRINTING, MAILING OR BOTH SERVICES Firm Fixed Fees per unit	
Description/Size	Firm Fixed Fee
RENT STATEMENTS	
PRINTER: print approximately 1300 rent statements on a monthly basis. Requires printing from a PDF on paper (with a stub that is to be returned).	Fee per statement \$ _____
PRINTER (if capable): print address on envelopes (blank envelopes supplied by TPS), fold and insert the rent statement and a return envelope (supplied by TPS) in the envelope, then seal, and pre-sort.	Fee per statement \$ _____



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MAILER: fold and insert the rent statement in a return envelope (supplied by TPS), then seal, and pre-sort.	Fee per statement \$ _____
MAILER: mail approximately 1300 rent statements monthly. This will require picking up the sealed, sorted envelopes from TPS or the Print Shop (if completed by the Printer); and metering and delivery to Post Office.	Fee per statement \$ _____
BOTH PRINTING AND MAILING approximately 1300 rent statements on a monthly basis, which require printing from a PDF on paper (with a stub that is to be returned), apply address information on envelope (blank envelopes supplied by TPS), folding, inserting the rent statement and a return envelope (supplied by TPS), sealing, metering and pre-sorting.	Fee per statement (printing and mailing) \$ _____
10-DAY NOTICES	
PRINTER: print approximately 500 30-day notices (8.5" x 11" paper)	Fee per notice: \$ _____
PRINTER: apply TO and FROM information on envelopes (standard size)	Price per envelope: \$ _____
PRINTER OR MAILER: folding, inserting in envelopes and sealing envelopes.	Fee per notice: \$ _____
PRINTER OR MAILER: standard envelope price (note: TPS may provide envelopes)	Price per envelope: \$ _____
MAILER: mail approximately 500 30-day notices, which require picking up the notices from TPS or Printer, metering, and delivering to Post Office.	Fee per notice: \$ _____
Printing and Mailing approximately 500 30-day notices, which require folding, inserting, metering and pre-sorting, and delivery to Post Office.	Fee per notice: \$ _____
MAILING CHECKS	
MAILER: Mail approximately 350 weekly A/P checks	Fee per check: \$ _____

Other Miscellaneous Fees:

Pick Up Fee from TPS: \$ _____

Delivery to nearest US Postal Facility \$ _____

Specify US Postal Facility you intend to utilize: _____



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Available on weekends? YES / NO (circle one)

Additional Services

Provide a firm fixed hourly rate for related services

Name/Position	Firm Fixed Hourly Rate
	\$ _____
	\$ _____
	\$ _____
	\$ _____

Please add other relevant printing and/or mailing fees as a separate sheet.

Notes and Exclusions:

DISCOUNT OFFERED FOR EARLY PAYMENT: _____ % if invoice paid within _____ days of properly submitted invoice as stated in the QSP.

PROPOSER'S STATEMENT

The undersigned proposer hereby states that by completing and submitting this Form and all other documents within this submittal, he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and that if TPS discovers that any information entered herein to be false, such shall entitle TPS to not consider or make award or to cancel any award with the undersigned party. Pursuant to all RFP Document including attachments, this Fee Submission Form, and pursuant to all documents submitted, the undersigned proposes to supply TPS with the services and/or products described herein for the fee(s) submitted pertaining to this RFP.

Date: _____, 2023

Company: _____

Address: _____

City, State, Zip _____



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Phone(s): _____

Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____

Phone: _____ Email: _____

By: _____
(Signature of Offerer)

By: _____ Title: _____
(Print Name)

Fed Tax ID: _____