

Boone County Purchasing

Liz Palazzolo
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
lpalazzolo@boonecountymo.org

AWARD MEMORANDUM

TO: Melinda Bobbitt, CPPO, CPPB – Director and File

FROM: Liz Palazzolo

RE: RFB 27-23MAY22 – Pre-Printed Envelopes for the Boone County Assessor Evaluation and Award

DATE: 06/30/22

A total of 4 responses that include 2 bids and 2 “No Bids” have been received for Pre-Printed Envelopes for the Boone County Assessor:

- (1) Bear Graphics Inc. of Sioux City, Iowa
- (2) Cenveo Worldwide Limited of Villa Ridge, Missouri
- (3) Blink Marketing, Inc., dba Blink Swag of Cleveland, Ohio (No Bid)
- (4) St. Louis Print Group of St. Louis, Missouri (No Bid)

The two bids were evaluated. Samples were requested of both Bear Graphics and Cenveo and both failed sample testing with their initial samples. Since RFB 27-23MAY22 is a rebid, with the first bid for pre-printed envelopes garnering no bid responses, a special authorization was requested to allow negotiation with the two bidders – see other file memo dated 6/17/22 for further details. Both bidders submitted samples with their Best and Final Offer #1 Responses. The sample from Bear Graphics performed acceptably pursuant to testing conducted by Victoria Walter of the IT Department, see e-mail dated 6/28/22.

Cost Evaluation: The Purchasing Department has conducted the cost evaluation using pricing from the bidders’ Best and Final Offer #1 responses. The spreadsheet follows this memo. Bear Graphics Inc. is the lowest priced bidder.

After review of sample testing and cost with the Boone County Assessor’s Office, the Boone County Assessor has approved the award to Bear Graphics, Inc. of Sioux City, Iowa as the “lowest and best” bid.

/lp

Liz Palazzolo

From: Kenny Mohr
Sent: Tuesday, June 28, 2022 1:59 PM
To: Liz Palazzolo
Cc: Jacquelyn Davidson
Subject: FW: #10 Windowed Envelopes
Attachments: #10 Envelopes - Berr and Cenvéo.pdf

Response from Victoria in IT

From: Victoria Walter <VWalter@boonecountymo.org>
Sent: Tuesday, June 28, 2022 1:56 PM
To: Kenny Mohr <KMohr@boonecountymo.org>
Cc: Aron Gish <AGish@boonecountymo.org>
Subject: RE: #10 Windowed Envelopes

Kenny,

This is just to touch base on our conversation. I received the sample envelopes you sent over and found one that meets the standard envelope specs. The Berr envelopes met all dimensional specs for a standard #10 envelope. The Berr envelopes also worked well with address placement on the sample PPDecs I have.

Please let me know if you have any other questions.

Thanks,



Victoria Walter • Office Administrator
Boone County Government, Missouri
Information Technology Department
801 E Walnut St, Room 220, Columbia MO 65201
tel: 573-886-7204 / fax: 573-886-4322 / email: vwalter@boonecountymo.org
<http://www.showmeboone.com>

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From: Kenny Mohr <KMohr@boonecountymo.org>
Sent: Tuesday, June 28, 2022 12:07 PM
To: Victoria Walter <VWalter@boonecountymo.org>
Cc: Aron Gish <AGish@boonecountymo.org>
Subject: RE: #10 Windowed Envelopes

Victoria,

When you get a chance give me a call (4266) I would like to test these envelopes with some sample declarations.

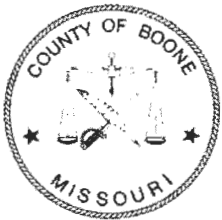
Thanks,
Kenny

From: Victoria Walter <VWalter@boonecountymo.org>
Sent: Tuesday, June 28, 2022 10:19 AM
To: Kenny Mohr <KMohr@boonecountymo.org>
Cc: Aron Gish <AGish@boonecountymo.org>
Subject: RE: #10 Windowed Envelopes

Kenny,

I received your voicemail regarding the samples you are sending. I would be more than happy to look over them.

For moving the address on the document, will you please submit a request to helpdesk? In your request, you can mention the technical staff can get sample envelopes from me if needed.



Victoria Walter • Office Administrator
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From: Victoria Walter
Sent: Tuesday, June 14, 2022 3:23 PM
To: Kenny Mohr <KMohr@boonecountymo.org>
Cc: Aron Gish <AGish@boonecountymo.org>
Subject: #10 Windowed Envelopes

Kenny,

I have attached a PDF of the envelopes we discussed earlier today. The envelope with your return address shows the correct technical specs for a #10 windowed envelope while the plain white envelope sample that was received from the vendor shows incorrect technical specs for a #10 windowed envelope. Below is also a link that I used to gather this information.

https://www.printmagic.com/print-layout-templates/Envelopes/-psd/No9Envelope_Layout-Template_8.875x3.875_Window.psd/

As for moving the address on the document, will you please submit a request to helpdesk? In your request, you can mention the technical staff can get sample envelopes from me if needed.

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Liz Palazzolo

From: Kenny Mohr
Sent: Tuesday, June 28, 2022 2:24 PM
To: Liz Palazzolo
Cc: Jacquelyn Davidson
Subject: RE: #10 Windowed Envelopes

Liz,

Please proceed and award the bid to Bear.

Thanks,
Kenny

From: Liz Palazzolo <LPalazzolo@boonecountymo.org>
Sent: Tuesday, June 28, 2022 2:18 PM
To: Kenny Mohr <KMohr@boonecountymo.org>
Cc: Jacquelyn Davidson <JDavidson@boonecountymo.org>
Subject: RE: #10 Windowed Envelopes

And luckily, even though Bear Graphics has raised pricing, they are still low bid – see the attached. Would you like for me to award to Bear Graphics?

From: Kenny Mohr <KMohr@boonecountymo.org>
Sent: Tuesday, June 28, 2022 1:59 PM
To: Liz Palazzolo <LPalazzolo@boonecountymo.org>
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Boone County Purchasing

Liz Palazzolo
Senior Buyer



613 E. Ash Street, Room 109
Columbia, MO 65201
Phone: (573) 886-4392
Fax: (573) 886-4390
lpalazzolo@boonecountymo.org

MEMORANDUM

TO: Melinda Bobbitt, Director of Purchasing, and RFB File

FROM: Liz Palazzolo

RE: RFB 27-23MAY22 – Pre-Printed Envelopes for the Boone County Assessor – Request to Negotiate

DATE: 06/17/22

*Approved
CSH
per attached
e-mail
to
Melinda*

I am requesting allowance to negotiate the two bids received in response to RFB 27-23MAY22 for Pre-Printed Envelopes for the Assessor's Office. This RFB is a recent rebid of a previous RFB for the same commodity. RFB 16-26APR22 also bid pre-printed envelopes for the Assessor's Office but no bids were received. When I put RFB 27-23MAY22 into bid, I called many vendors asking why they didn't respond to the previous RFB, and to let them know I was re-bidding the same envelopes. I learned that several did not bid because of paper mill allocations impacting their ability to secure product; additionally, because of product delays, several vendors were unwilling to commit to a delivery schedule requirement. The paper market undergirds the envelope market, and both are still stressed by ongoing supply and labor shortages brought on by the Covid-19 pandemic.

Luckily I received two responses to the rebid: Bear Graphics of Sioux City, Iowa bid, as did Cenveo Worldwide Limited of Villa Ridge, Missouri. I also received one formal "No Bid."

Sample envelopes were requested of both bidders and both bidders' envelopes have failed sample testing, specifically as pertains to the front window specification. The current specification refers to an "industry standard" size window, and both bidders say they are providing an industry standard window, but when the IT Mail Department has reviewed both envelopes, they are finding the envelopes deficient (see attached e-mail from Victoria Walter dated 6/14/22).

My review of current RFB specifications indicate that the County's needs were not adequately communicated in RFB 27-23MAY22. I am requesting authorization to negotiate with both bidders by re-issuing a better, more precise specification for the envelope window requirement, and allowing the bidders to respond with a different envelope product and perhaps different pricing. I am requesting that this course be taken as opposed to issuing a

third bid for the envelopes because I doubt that a third effort would receive any more competitive bids.

For perspective, last year when I bid this same commodity, I received a total of 11 responses: 7 bids and 4 No-bids.

/lp

Melinda Bobbitt

From: CJ Dykhouse
Sent: Friday, June 17, 2022 3:49 PM
To: Liz Palazzolo
Cc: Melinda Bobbitt
Subject: FW: Special Request to Negotiate - Request for Bid 27-23MAY22 - Pre-Printed Envelopes for the Assessor
Attachments: 27-23MAY22 - Pre-Printed Envelopes for the Assessor - Request to Negotiate.pdf; 27-23MAY22 - Pre-Printed Envelopes for the Assessor.pdf; 27-23MAY22_Tabulation.pdf

Liz – good afternoon. I think what your proposing makes sense and the reasons you are proposing it are sound. We should endeavor to treat these two bidders as fairly and equally as possible from this point forward in our process which is what I understand you'll be doing. This has been a tough circumstance and I think moving forward as you propose balances the process integrity concerns with the need to complete the procurement while still maintaining competitiveness between two potential vendors. And, we now know for the next set of bid specs to do things differently so that we are at least making different mistakes next time.

I support your well-thought out plan, Liz. I think it is legally defensible.

I'll stand by to visit further.

CJ

CJ Dykhouse
County Counselor
Boone County, Missouri
801 E. Walnut, Ste. 211
Columbia, Missouri 65201
573-886-4414

PRIVILEGED AND CONFIDENTIAL

This e-mail contains CONFIDENTIAL INFORMATION which may also be LEGALLY PRIVILEGED and which is intended only for the use of the individual or entity named above. If the reader of this e-mail is not the intended recipient or the employee or agent responsible for delivering it to the intended recipient, you are hereby on notice that you are in possession of confidential and privileged information. Any dissemination, distribution or copying of this e-mail is strictly prohibited and may be unlawful.

From: Liz Palazzolo <LPalazzolo@boonecountymo.org>
Sent: Friday, June 17, 2022 3:20 PM

To: CJ Dykhouse <CDykhouse@boonecountymmo.org>

Cc: Melinda Bobbitt <MBobbitt@boonecountymmo.org>

Subject: Special Request to Negotiate - Request for Bid 27-23MAY22 - Pre-Printed Envelopes for the Assessor

Good afternoon CJ: Melinda's asked me to get your thoughts about a special authorization to allow me to change the specifications in a current RFB that has opened, and to ask for an updated response from the two bidders, as opposed to issuing a 3rd bid for the envelopes. As the memo lays out, 1st RFB got no bids, and this 2nd one got 2 bids but they both have failed sample testing. It's not the bidder's fault because the RFB didn't really lay-out the County's specific needs for the window size. IT has now indicated what the window size needs to be, so I'd like to communicate this to the bidders as well as modify a specification about needing a continuous gummed seal as opposed to intermittent gumming (this is another specification deficiency that could be better communicated).

When I worked at the state, if we had done 2 recent bids for the same commodity/service, if there was a reasonable basis to allow for flexibility, the Buyer made the case to management for management to allow flexibility on a case-by-case basis. I am hoping the attached memo makes that case here. The state would also pull the bid tabulation from the public record while the "negotiation" was being conducted. I have posted pricing and arguably both bidders know each others' pricing (I know Bear Graphics knows Cenveo's pricing). 'd need to get IT to pull the bid tab from the website if this is allowed. The bid tabulation is also attached.

I'm attaching the RFB as well – the window specification and the gummed edge specification are in paragraphs 2.2.2 and 2.2.1(a) respectively.

What are your thoughts?

*Liz Palazzolo – Senior Buyer
Boone County Missouri Purchasing
613 E. Ash Street
Columbia, MO 65201
Direct Phone: 573-886-4392
lpalazzolo@boonecountymmo.org*

Liz Palazzolo

From: Kenny Mohr
Sent: Tuesday, June 14, 2022 3:29 PM
To: Liz Palazzolo
Subject: FW: #10 Windowed Envelopes
Attachments: #10 Windowed Envelope.pdf

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To: Kenny Mohr <KMohr@boonecountymo.org>
Cc: Aron Gish <AGish@boonecountymo.org>
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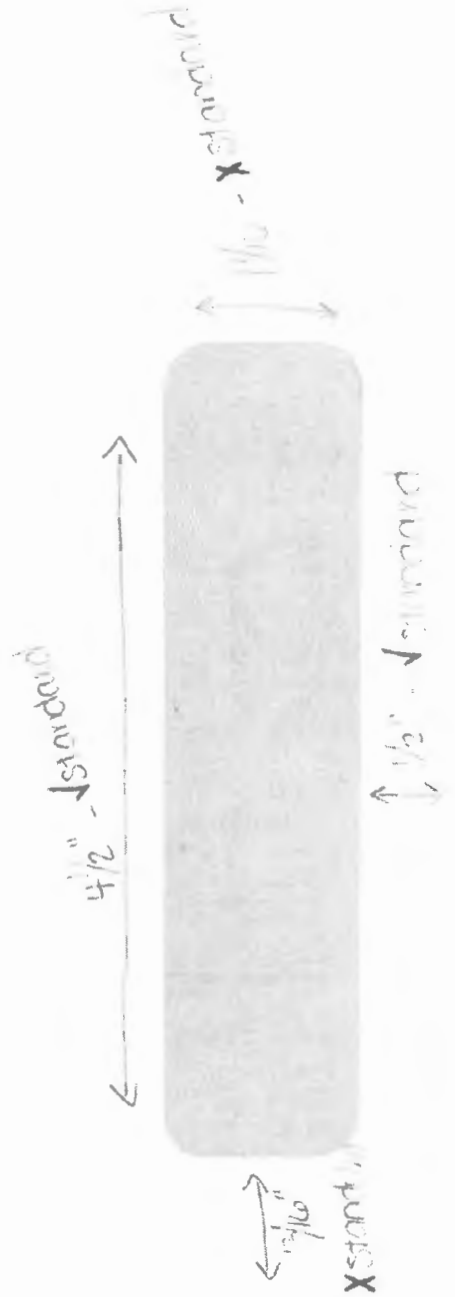
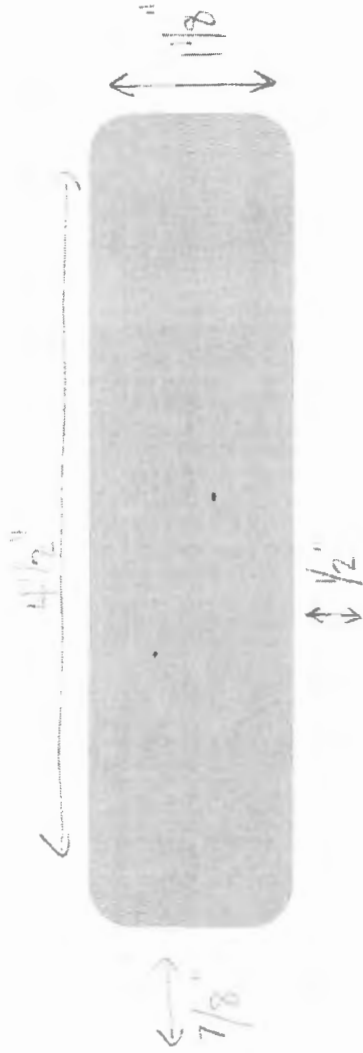


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Kenny Mohr
Boone County Assessor
Boone County Government Center
801 E. Walnut, RM 143
Columbia, MO 65201-7733



Cost Evaluation: RFB 27-23MAY22 - Pre-Printed Envelopes for the Assessor - BAFO #1			
Cost Evaluation	QTY	Bear Graphics	Cenveo Worldwide Limited
Line Item 4.10.1 #10 White wove Window Envelopes per paragraphs 2.2.1 through 2.2.2 and Attachments One, Two and Three.	50,000	\$40.15	\$45.20
Subtotal Line Item 4.10.1 - Envelopes Only QTY in 1,000's	50	\$2,007.50	\$2,260.00
Line Item 4.10.2 Delivery of above item 4.10.1: FOB Shipping with inside delivery to the 1st floor of the Government Center, 801 E. Walnut Street, Columbia, MO 65201	1	\$ 50.00	\$0.00
SubTotal Item 4.10.1 Envelopes and Delivery 4.10.2		\$ 2,057.50	\$ 2,260.00
Line Item 4.10.3 #10 White wove Window Envelopes per paragraphs 2.2.1 through 2.2.2 and Attachments One, Two and Four.	50,000	\$40.15	\$45.20
Subtotal Line Item 4.10.3 - Envelopes Only QTY in 1,000's	50	\$ 2,007.50	\$ 2,260.00
Line Item 4.10.4 Delivery of above item 4.10.3: FOB Shipping with inside delivery to the 1st floor of the Government Center, 801 E. Walnut Street, Columbia, MO 65201	1	\$ 50.00	\$0.00
SubTotal Item 4.10.3 Envelopes and Delivery Item 4.10.4		\$ 2,057.50	\$ 2,260.00
Line Item 4.10.5 Custom 4"x 8 7/8" White Wove Business Reply Insert Envelopes per paragraph 2.2.3. through 2.2.3(g) and Attachment One -	75,000	\$59.10	\$79.65
Subtotal Line Item 4.10.5 - Envelopes Only QTY in 1,000's	75	\$ 4,432.50	\$ 5,973.75
Line Item 4.10.6 Delivery of item 4.10.5: FOB Shipping with inside delivery to the 1st floor of the Government Center, 801 E. Walnut Street, Columbia, MO 65201	1	\$ 75.00	\$0.00
SubTotal Item 4.10.5 Envelopes and Delivery		\$ 4,507.50	\$ 5,973.75
Total Envelopes and Delivery		\$ 8,622.50	\$ 10,493.75



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Gen. Business - For Profit Details as of 6/30/2022

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General Information Filings Principal Office Address Contact(s)

Name(s)	BEAR GRAPHICS INC	Principal Office Address	2021 Floyd Blvd Sioux City, IA 51104-3339
Type	Gen. Business - For Profit	Charter No.	F001423397
Domesticity	Foreign	Home State	IA
Registered Agent	<u>URS AGENTS INC.</u> 9666 Olive Blvd Ste 690 SAINT LOUIS, MO 63132	Status	Good Standing
Date Formed	9/17/2021		
Duration	Perpetual		
Report Due	12/31/2021		

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e.g. 123456789, Smith Corp

"Bear Graphics" ×

Entity ∨

Purpose of Registration ∨

Entity Type ∨

Socio-Economic Status ∨

Product or Service Information ∨

Registration with Debt Subject to Offset ∨

Location ∨

Entity Status ∧



Active



Inactive



ID Assigned

Reset 



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Please try another search or go back to previous results.

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Liz Palazzolo

From: Jacquelyn Davidson
Sent: Thursday, June 30, 2022 10:31 AM
To: Liz Palazzolo
Cc: Kenny Mohr
Subject: RE: Department/Object Codes - Budgeted Amount - Pre-Printed Envelopes

Liz,

Our Department is "2010" ...under printed materials "23001". In that Class we have budgeted for the year \$15,000. Is this what you needed?

Jacki

From: Liz Palazzolo <LPalazzolo@boonecountymo.org>
Sent: Thursday, June 30, 2022 10:22 AM
To: Jacquelyn Davidson <JDavidson@boonecountymo.org>
Cc: Kenny Mohr <KMohr@boonecountymo.org>
Subject: Department/Object Codes - Budgeted Amount - Pre-Printed Envelopes

Hi Jackie – Can you give me the Department and the Object codes that will be used for payments on the Pre-Printed Envelopes – I also need the budgeted amount.

*Liz Palazzolo – Senior Buyer
Boone County Missouri Purchasing
613 E. Ash Street
Columbia, MO 65201
Direct Phone: 573-886-4392
lpalazzolo@boonecountymo.org*

Company ID Number: 1852595

Approved by:

Employer Bear Graphics Inc.	
Name (Please Type or Print) Anna Hackney	Title
Signature Electronically Signed	Date 07/06/2022
Department of Homeland Security – Verification Division	
Name (Please Type or Print) USCIS Verification Division	Title
Signature Electronically Signed	Date 07/06/2022

