

Boone County Purchasing

Liz Palazzolo, CPPO, C.P.M.
Senior Buyer



5551 S. Tom Bass Road
Columbia, MO 65202
Phone: (573) 886-4392

NOTICE OF AWARD MEMORANDUM

TO: Melinda Bobbitt, Director and File
FROM: Liz Palazzolo, CPPO, C.P.M.
DATE: August 18, 2022
RE: Award C001029 from RFB 21-28JUL25 – Pre-Printed Envelopes for the Boone County Collector

Your approval is requested to award contract C001029 from Request for Bid 21-28JUL25 that solicited bids for Pre-Printed Envelopes for the Boone County Collector to Cenveo Worldwide Limited.

Six bids and three No Bids were received:

1. St. Louis Print Group of St. Louis, Missouri
2. SNS Enterprise Groups of Jacksonville, Florida
3. Office Essentials, Inc. of St. Louis Missouri
4. Cenveo Worldwide Limited of Villa Ridge, Missouri
5. Checkomatic, Inc. of Monroe, New York
6. Crabar GBF Inc. of Midlothian, Texas
7. Marco Technologies of Jefferson City, Missouri (No Bid)
8. Googoz Inc. of Walnut Creek, California (No Bid)
9. Superior Text LLC of Birmingham, Alabama (No Bid)

The Bid Tab/Cost Evaluation is attached. Pursuant to RFB paragraph 3.5.2, sample testing was conducted for the first two lowest priced bidders: Office Essentials and Cenveo Worldwide Limited. Per the attached e-mail from Victoria Walter of the Boone County IT Department that runs the mailroom for the County forwarded by Boone County Collector Brian McCollum, the samples provided by Office Essentials failed sample testing. The samples from Cenveo Worldwide Limited passed sample testing.

An award of contract is prepared for award to the lowest and best bidder, Cenveo Worldwide Limited of Villa Ridge, Missouri. The Boone County Collector approves of this award. Payments will reference 1150 – General Fund Collector/23001 – Printed Materials: \$15,314.15.

Attachments: Bid Tabulation/Evaluation

/lp

Bid Opening: RFB 21-28JUL25 - Pre-Printed Envelopes for Collector							
Bid Tabulation	QTY	St. Louis Print Group	SNS Enterprise Group	Office Essential Inc.	Cenveo Woldwide Limited	Checkomatic Inc.	Crabar GBF Inc.
Price are quoted per 1,000 - the quantity shown is actual							
Line Item 4.10.1 #10 White Window Envelopes 24lb, Single Sided, informational bubble on front, See Paragraph 2.2.1.	175,000	\$27.97/alt. \$25.82	\$ 37.92	\$ 29.08	\$ 28.45	\$ 29.85	\$ 35.95
Line Item 4.10.2 #10 Blue Window Envelopes 24lb, Single Sided, See Paragraph 2.2.2 -- Black ink printing	100,000	\$ 46.07	\$ 54.08	\$ 36.26	\$ 42.55	\$ 52.80	\$ 44.00
Line Item 4.10.3 #9 Yellow Insert Envelopes 24 lb. Double Sided, See Paragraph 2.2.3. -- Black Ink Front/Black & Yellow Ink Back	120,000	\$ 47.27	\$ 51.51	\$ 29.95	\$ 38.32	\$ 59.00	\$ 35.65
Line Item 4.10.4 #9 White Insert envelopes 24 lb, Double Sided, See Paragraph 2.2.4.	30,000	\$ 47.27	\$ 46.62	\$ 42.89	\$ 49.40	\$ 35.00	\$ 28.30
Envelopes Grand Total: Quote the Grand Total Price for line items 4.10.1, 4.10.2, 4.10.3, and 4.10.4 based on the extended prices (total quantity extended price):	1	\$ 16,592.25	\$ 19,623.80	\$ 13,595.70	\$ 15,314.15	\$ 18,633.75	\$ 15,818.25
Co-Op		Yes	Yes	Yes	No	Yes	Yes

Cost Evaluation: RFB 21-28JUL25: Pre- Printed Envelopes for the Collector		St. Louis Print Group Unit Pricing	St. Louis Print Group Extended Pricing	St. Louis Print Group - Alternate Extended Pricing	SNS Enterprise Group Unit Pricing	SNS Enterprise Group Extended Pricing	Office Essentials Unit Pricing	Office Essentials Extended Pricing	Cenveo Worldwide Limited Unit Pricing	Cenveo Worldwide Limited Extended Pricing	Checkomatic, Inc. Unit Pricing	Checkomatic, Inc. Extended Pricing	Crabar GBF, Inc. Unit Pricing	Crabar GBF, Inc Extended Pricing
	QTY in M													
Line Item 4.10.1 #10 White Window Envelopes 24lb, Single Sided, informational bubble on front, See Paragraph 2.2.1.	175	\$27.97/alt. \$25.82	\$ 4,894.75	\$ 4,518.50	\$ 37.92	\$ 6,636.00	\$ 29.08	\$ 5,089.00	\$ 28.45	\$ 4,978.75	\$ 29.85	\$ 5,223.75	\$ 35.95	\$ 6,291.25
Line Item 4.10.2 #10 Blue Window Envelopes 24lb, Single Sided, See Paragraph 2.2.2. - Black Ink	100	\$ 46.07	\$ 4,607.00	\$ 4,607.00	\$ 54.08	\$ 5,408.00	\$ 36.26	\$ 3,626.00	\$ 42.55	\$ 4,255.00	\$ 52.80	\$ 5,280.00	\$ 44.00	\$ 4,400.00
Line Item 4.10.3 #9 Yellow Insert Envelopes 24 lb. Double Sided, See Paragraph 2.2.3.	120	\$ 47.27	\$ 5,672.40	\$ 5,672.40	\$ 51.51	\$ 6,181.20	\$ 29.95	\$ 3,594.00	\$ 38.32	\$ 4,598.40	\$ 59.00	\$ 7,080.00	\$ 35.65	\$ 4,278.00
Line Item 4.10.4 #9 White Insert envelopes 24 lb, Double Sided, See Paragraph 2.2.4.	30	\$ 47.27	\$ 1,418.10	\$ 1,418.10	\$ 46.62	\$ 1,398.60	\$ 42.89	\$ 1,286.70	\$ 49.40	\$ 1,482.00	\$ 35.00	\$ 1,050.00	\$ 28.30	\$ 849.00
Envelopes Grand Total (Blue Envelope): Quote the Grand Total Price for line items 4.10.1, 4.10.2, 4.10.3, and 4.10.4 based on the extended prices (total quantity extended price):	1		\$ 16,592.25	\$ 16,216.00		\$ 19,623.80		\$ 13,595.70		\$ 15,314.15		\$ 18,633.75		\$ 15,818.25

Samples
failed

✓
passed

LP

Please let me know if you have any further questions.

Thanks,

Victoria Walter

Office Administrator

Boone County Helpdesk

To add information to this work order, reply directly to this email.

Need help with something else? Send a new email to helpdesk@boonecountymo.org.

[Click here for information about alternative ways to contact helpdesk support](#)

2025-08-08 14:22:01.08 GMT:

Preferably by the end of next week, thanks

From: Helpdesk

Sent: Friday, August 8, 2025 9:18 AM

To: Brian McCollum

Cc: Crystal Desilva

Subject: Envelope Test Run Ticket=A-108299 ItemType=701 WS=645

Email sent by:BMcCollum@boonecountymo.org

2025-08-08 14:19:01.68 GMT:

To: BMccollum@boonecountymo.org

CC: CDesilva@boonecountymo.org

Brian,

I will send Hannah down to pick up the envelopes and let you know the results soon. Do you have a timeframe on when you need the results?

Thanks,

Victoria Walter

Office Administrator

Boone County Helpdesk

Email sent by:donotreply@boonecountymo.org

2025-08-07 15:49:00.61 GMT: