

CNCA Comments Bid Form

District making bid for CNCA Comments:

Last panel this District published CNCA Comments:

Location of folding, labeling, and stapling site (Lick-n-Stick)
(access to tables, chairs, and space for up to 20 people):

District CNCA Comments Editor
(computer with desktop publishing software is helpful, but not necessary):

District Postmaster
(familiar with bulk mailing sorting and mailing procedures):

Post Office issuing Bulk Mail Permit
(not all Post Offices offer bulk mail facilities):

<u>Line</u>	<u>Printing Expenses</u>	<u>Example Comments</u>	<u>Bid</u>
1	Copy price per double sided legal sheet (8 1/2 by 14)	0.07	
2	Times 5 sheets (20 page edition)	x 5	x 5
3	Times 12 (months)	x 12	x 12
4	Times 1200 (English Comments copies printed)	x 1,200	1,200
5	(line 1 x line 2 x line 3 x line 4)	5,040.00	
6	Total Printing (line 5)	5,040.00	
<u>Mailing Expenses</u>			
7	Bulk mail permit application fee (one time only)	195.00	
8	Bulk mail permit (\$195.00 annual fee)	195.00	
<u>Mailing to Bulk Mail Recipients</u>			
9	Bulk Mail Rate (average)	0.17	0.17
10	Times 1100 (average number mailed bulk - English)	x 1,100	x 1,100
11	Times 11 (not mailed bulk in December)	x 11	x 11
12	Annual Bulk Mail charge (line 9 x 10 x 11)	2,057.00	2,057.00
13	December First Class mailing to GSRs	0.45	0.45
14	Times 1100	x 1,100	x 1,100
15	(line 13 x 14)	495.00	495.00
16	Total mailing to GSRs (line 12 + 15)	2,552.00	2,552.00
<u>First Class Monthly Mailing</u>			
17	First Class rate for 20 page edition	0.45	0.45
18	Times 12 (months)	x 12	x 12
19	Times 130 (average number of First Class mailings - Comments)	x 130	x 130.00
20	(line 17 x 18 x 19)	702.00	702.00
21	Total Mailing of monthly First Class (line 15 + 20)	1,197.00	1,197.00
22	Total Annual Mailing Expense (line 7 + 8 + 16 + 20)	3,644.00	
23	Miscellaneous Supplies (staples, mail straps, etc)	100.00	
24	CNCA COMMENTS TOTAL BID (line 6 + 22 + 23)	8,784.00	