

City of Merced: Scope of Services

Items Processed:

- Shut-off Notices
- Delinquent Notices
- Misc. Receipts
- Bus. Lic. Receipts
- Bus. Lic. Gross
- Bus. Lic. Flat

Files are put on the ftp site and a client notification is received in the Print Department and Customer Service.

All files with the exception of Shut-off Notices and Delinquent Billings are processed through a program that maps raw data to appropriate form.

Importer Program is used to presort and export files to XML for pdf processing.

After pdf processing, paperwork is printed out for Processing Center and files are transferred to the Internal drive for printing and also to the ftp site per City of Merced request.

Files are also processed without boiler plates as requested by the City. By doing this, it enables the City to run an account search much faster

A sample file is pulled of multiple statements and emailed to an email group along with an accounting email with the total breakdown of statement counts. An original raw text file is also sent. Printing begins after approval has been received from the City of Merced Contact.

All "statement" files also have a smaller file called "0zips" that we print and send back to the City of Merced by carrier.

All Bus. Lic. Receipts are cut, shrink wrapped, and sent back to the City of Merced by carrier.

Shut-off's and Delinquents are put into Printshop Mail and printed as a pdf only. These files also have to be reprinted without a boiler plate and placed on the ftp site for review by the client. All processing is completed within 24 hours of file receipt.

Fee Schedule

	Municipal Services Statement	Municipal Services Delinquent & Termination Notices	Business License Statement	Business License Postcard	Miscellaneous Receivable Statements
Set up fee	None	None	None	None	None
Printing including bar coding of address	.045 Cents	.055 Cents	.05 Cents	.03 Cents	.05 Cents
Fold, insert and seal	.02 Cents	.02 Cents	.02 Cents		.02 Cents
Meter and mail	.005 Cents	.005 Cents	.005 Cents		.005 Cents
#10 Mailing envelopes	.02 Cents	.02 Cents	.02 Cents		.02 Cents
#9 Return envelopes	Provided by City of Merced				
Estimated postage (sorted and bar coded)	1-2 Ounce Mail .35 - .45	.35 - .45	.35 - .45		.35 - .45
	* Custom Programming \$80.00/PH	*Postage subject to change due to USPS Increases			
	* Envelope/Paper Costs confirmed yearly				
	* Additional Services (ie electronic bill pay, e-presentment) quoted upon request				