



April 2, 2025

Anne Ortiz
Buyer, II
Contra Costa County, Purchasing Services
40 Muir Road, 2nd floor
Martinez, CA 94553

RE: Presort Services for Public Works - Print and Mail Division
Bid# RFP_F-Contr-00000000037

Dear Ms. Ortiz,

On behalf of CompuMail, I am pleased to present Contra Costa County with our response to your Request for Proposal (RFP). We have been honored to be the preferred presort vendor for Contra Costa County for the last two years and it is our objective to continue providing you with cost-effective solutions and exceptional customer service. We strive to cultivate lasting partnerships with our clients to ensure that they see the best possible results under the highest level of data security, at the most competitive price. We are confident that our continued service will both meet and/or exceed your requirements.

For 30 years, CompuMail has been delivering innovative communication products and services to our clients that span across multiple industries. CompuMail brings the advantage of a true partnership.

Thank you for the opportunity to present this RFP and for considering the new technologies and commitments from CompuMail. Please reach out with any questions you might have regarding our submission. We look forward to continuing our partnership and assure you of our very best always.

Sincerely,

Vincent Arminio

Vincent Arminio

SVP, Customer Service

Cell: 631.901.4889

vincea@compumailinc.com



April 2, 2025

Executive Summary

CompuMail was established in 1994 and is 100% privately owned. Over the past 30 years, CompuMail has remained a family-owned business that continues to provide advanced technologies and tailored customer service to our clients. We continue to have a strong reputation across the multiple industries we serve, and we are committed to providing exceptional service, considering each individual company's business practices.

CompuMail is headquartered in Concord, CA with fifty-two employees. We have facilitated over two hundred million customer interactions annually, serving multiple clients in many different industries.

We hold a certificate of good standing from the state of California and take pride in our local community and actively participate in community service.

At CompuMail, our customers are not just a "number." They are the source that drives our technological advancements and our dedication to service excellence. With diverse market expertise, our solutions accelerate cash flow and improve ROI on time-sensitive consumer communications.

We have improved the design and distribution methods of our communications to make your interactions with consumers more meaningful and effective. We have added industry expertise to our staff over the years.

We have established an Incident Management Policy as well as a Governance Committee dedicated to detecting any potential deficiencies. CompuMail recognizes that there are many factors that can impact an organization's risks, including but not limited to: culture, technology, innovation, new services, laws, rules, and regulations, as well as the existence and sufficiency of policies covering all areas of risks.

We are client-focused in everything we do and operate with integrity and transparency. Technology changes, business changes, but our commitment to service does not.

Section IV

Scope of Work

Description of Proposed Equipment/System:

CompuMail will be leveraging four (4) Bluecrest Vantage high-speed MLOCR sorters with 480 bins, two (2) Bluecrest Apex high-speed MLOCR sorters with 480 bins and two (2) Bluecrest Vantage MLOCR flat sorters with 168 bins.

Additionally, CompuMail has four (4) Bluecrest MPS high-speed 4-station inserters with DC Verify. Two inserters can handle continuous feed, while two can handle both continuous feed and cut-sheet input.

CompuMail has two (2) Canon ColorStream 3900 high-speed ink-jet printers with dual towers for in-line duplex printing.

Proposed Implementation Plan and Schedule:

CompuMail is currently performing presort services for the Contra Costa County Public Works – Print and Mail Division. As such, unless additional locations and/or new mail type streams are introduced, CompuMail intends to maintain the current in-place workflow which would require no implementation or schedule.

EXHIBIT A: STATEMENT OF EXPERIENCE

SECTION A

Business Name: CompuMail Information Services, Inc

Phone #: 1-631-901-4889

Address: 4057 Port Chicago Highway Suite 300

City: Concord

State: CA

ZIP: 94520

Federal Tax ID #: 94-3216382

Business License #: 97019039

Business Status:

☐ Non Profit Corporation

☒ Corporation State of Incorporation: CA

☐ General Partnership

☐ Limited Partnership

☐ Sole Proprietorship

Other: Click or tap here to enter text.

Name and title of an Officer or owner authorized to sign this proposal and any contract with the County that may result.

Name: Vincent Arminio

Title: SVP, Customer Service

SECTION B

Number of years in business under present business name: 30 years

Other Business Name(s): None

Number of years under prior name if any: N/A

SECTION C

Number of years of experience in providing required, equivalent, or related projects: 30 years

SECTION D

Similar services/projects completed during the last five years?

Line #	Period	Services	Amount Paid (\$)	Location (City, State)	Agency Name
1	Started 6/2019 and continuing	Print, mail, and presort	Year ending 2024 \$229,000	Ambler, PA	Radius Global Solutions
2	Started 3/2018 and continuing	Print, mail, and presort	Year ending 2024 \$20,000	Calabasas, CA	Cedar Financial
3	Started 7/2008 and continuing	Print, mail, and presort	Year ending 2024 \$30,000	Hayward, CA	Collection Bureau of America

SECTION E

Have you, or your agency failed or refused to complete a contract?

☐ YES ☒ No

If yes, explain: [Click or tap here to enter text.](#)

SECTION F

Is your firm authorized to do business in the State of California? ☒ Yes ☐ No

SECTION G

Is your firm a State of California registered small business?

Small Business Enterprise as defined by the California Government Code, Section 14837, Chapter 3.5 means an independently owned and operated business that is not dominant in its field of operation, the principal office of which is located in California, the officers of which are domiciled in California, and which, together with affiliates, has 100 or fewer employees, and average annual gross receipts of ten million dollars (\$10,000,000) or less over the

previous three years, or is a manufacturer, as defined in subdivision (c), with 100 or fewer employees. Commencing January 1, 2019, the average annual gross receipts threshold shall be fifteen million dollars (\$15,000,000).

☒ Yes ☐ No

SECTION H

Is your firm local Business?

Principal place of business is located within the boundaries of Contra Costa County.

☒ Yes ☐ No

SECTION I

Explain any litigation similar to the services requested by this proposal involving you, or your agency, or any principal officer(s) thereof:

None

SECTION J

Has your company filed any written declaration for bankruptcy protection, a potential merger or acquisition, office closure, pending lawsuits, financial loss that might affect your ability to perform under the contract? ☐ Yes ☒ No (if yes, please explain):

[Click or tap here to enter text.](#)

SECTION K

License Provisions

Has your company changed names or license numbers in the past 10 years? If so, please state reason for change. ☐ Yes ☒ No

Reason [Click or tap here to enter text.](#)

SECTION L

List the names and titles of the key personnel who would be assigned to the Project.

Name	Classification	Resume
Sonia Warbis	Production Manager	https://www.linkedin.com/in/sonia-warbis-7554306a/
Vincent Arminio	SVP Customer Service	www.linkedin.com/in/vincentarminio

SECTION M

List all required business and professional licenses that pertain to this Project:

License Number	Type	Expiration Date
97019039	California Business License	12/31/2025

SECTION N

Do you and your agency agree to provide additional information as required by the County to make an informed determination of qualifications?

☒ Yes ☐ No

By signing this Statement of Experience, you are certifying that all information provided on this form and contained within your proposal are true, and you acknowledge that if the proposal contains any false statements, the County may declare any contract or agreement made as a result of the proposal to be void.

Signature: *Vincent Arminio*

Date: April 2, 2025

Authorized Name: Vincent Arminio

Title: SVP, Customer Service

EXHIBIT B: PROPOSAL

Price proposals should be submitted in a format that is itemized for ease of understanding and attach it immediately following this form. Quotes need to include a validity date of 180-days.

Please list all miscellaneous fees not listed above in the section below

Line Item	Item Description	Proposed Cost (PER PIECE)	Remarks (optional)
1	Presorting Fee	\$0.0125	

I HAVE READ, UNDERSTOOD, AND AGREED TO THE TERMS AND CONDITIONS OF ALL CONTENTS OF THIS RFP. THE UNDERSIGNED AGREES TO FURNISH THE SERVICE STIPULATED IN THE RFP AS STATED.

SIGNATURE: Vincent Arminio

NAME: Vincent Arminio

COMPANY: CompuMail Inc.

ADDRESS: 4057 Port Chicago Highway Suite 300
Concord, CA 94520

TELEPHONE: 631-901-4889

DATE: April 2, 2025

EMAIL: vincea@comupumailinc.com

EXHIBIT C: CUSTOMER REFERENCES

Company Name: Radius Global Solutions	Contact Person: Doug Whitcomb
Address: 50 W Skippack Pike	Tel. Number: 716-425-1358
City, State, Zip: Ambler, PA 19002	Email Address: doug.whitcomb@radiusgs.com
Services Provided / Date(s) of Service: Print, mail, and presort. Ongoing service	

Company Name: Cedar Financial	Contact Person: Muhammad Abdullah
Address: 5230 Las Virgenes Road	Tel. Number: 818-224-3800
City, State, Zip: Calabasas CA 92691	Email Address: mabdullah@cedarfinancial.com
Services Provided / Date(s) of Service: Click or tap here to enter text. Print, mail, and presort. Ongoing service	

Company Name: Collection Bureau of America	Contact Person: Marian Malmstrom
Address: 25954 Eden Landing Road	Tel. Number: 510-781-5168
City, State, Zip: Hayward CA 94545	Email Address: marianm@collecctionbureauofamerica.com
Services Provided / Date(s) of Service: Print, mail, and presort. Ongoing service	

Firm Name: CompuMail Inc.

Authorized Name: Vincent Arminio

Title: SVP, Customer Service

Authorized Signature: *Vincent Arminio*

Date: April 2, 2025

Exhibit D: Anti-Collusion Statement

By signing this form, the Bidder agrees that this quote is made without any other understanding, agreement, or connection with any person, corporation, or firm submitting a quote for the same purpose and that the quote is in all respects fair and without collusion or fraud,

IT IS AGREED BY THE UNDERSIGNED BIDDER THAT THE SIGNING AND DELIVERY OF THE QUOTE REPRESENTS THE BIDDER'S ACCEPTANCE OF THE TERMS AND CONDITIONS OF THE FORGOING SPECIFICATIONS AND PROVISIONS, AND IF AWARDED, THIS CONTRACT WILL REPRESENT THE AGREEMENT BETWEEN THE BIDDER AND THE COUNTY.

NAME OF FIRM: CompuMail Information Services, Inc.

SIGNED BY: *Vincent Arminio*

TITLE: SVP, Customer Services

ADDRESS: 4057 Port Chicago Highway Suite 300

CITY & STATE: Concord CA 94520

TELEPHONE: 1-631-901-4889

EXHIBIT E: CCC BUSINESS OPPORTUNITIES REGISTRATION

*Place Holder
See Attached*

ATTACHMENT A: ADDENDA ACKNOWLEDGEMENT

TO BE RETURNED WITH INVITATION TO BID:

RFP No.: RFP F-Contr-00000000037 Title: Presort Service for Public Works -Print and Mail Division

ADDENDUM ACKNOWLEDGEMENT (Please initial for addendums received)

Addendum #1: VA

Addendum #3: VA

Addendum #2: VA

Addendum #4: VA

Company Name: CompuMail Information Services, Inc.

Contact Name: Vincent Arminio

Email Address: vincea@compumailinc.com Phone No.: 1-631-901-4889

Address: 4057 Port Chicago Highway Suite 300 Concord CA 94520

Authorized Signature: *Vincent Arminio*

Date: April 2, 2025