



Contact Name *	Plaskiewicz, Scott
Originator Division	Print & Mail Services
For Division	Print & Mail Services
Change "For Division"?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Phone Number *	9256554502
Vendor Name *	*NEW*
New Vendor Name *	Compumail
New or Amendment *	<input checked="" type="radio"/> New <input type="radio"/> Amendment
Contract Type *	On Call
Contract Form *	Standard Long-Form Contract
Total Contract Amount *	\$ 250,000.00 <small>Total contract amount is original amount of contract OR new contract total if amended</small>
Subject *	Presort mail services
Start Date *	5/20/2025
End Date *	5/19/2030
Board Date	5/20/2025 <small>(If applicable. Please allow at least 20 business days.)</small>
Work Order # *	4210 <small>Please enter the charge code you would like Contract Administration and County Counsel to charge review time to. Please do not enter the WO# that the work under the contract will be charged to unless they are the same as how you would like the time charged by Contract Administration.</small>
Funding Source *	Other (Explain)
Funding Source - Other (Explain) *	Customer departments
Category *	Professional Service
Special Programs	<input type="checkbox"/> SBE <small>The Small Business Enterprise (SBE) Program applies to: (1) County-funded construction contracts of \$200,000 or less; (2) purchasing transactions of \$200,000 or less; and (3) professional/personal service contracts of \$200,000 or less.</small>
Exempt from SBE *	<input type="radio"/> Yes <input checked="" type="radio"/> No

Vendor**Qualifications ***

- ☒ Small Business Enterprise (SBE)
☐ Minority Business Enterprise (MBE)
☐ Women Business Enterprise (WBE)
☒ Local Business Enterprise (LBE)
☐ Disadvantage Business Enterprise (DBE)
☐ Disabled Veteran Business Enterprise (DVBE)
☐ Other Business Enterprise (OBE)
☐ None of the above.

Attachments

Please go through each type of attachment and use the upload button below to upload all documents. Once uploaded, then mark that you have attached the document.

Contract**Components ***

- ☒ Contract Components (in MS Word)

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02 Approvals and Acknowledgement Form L-2 (DOCX).docx	33.4KB
03 Service Plan - Compumail with JY edits 4-8-2025.docx	34.92KB
P-1 Fee Payment Provisions-Compumail.docx	33.59KB
01 Long Form - Purchase of Services L-1 Compumail.docx	36.3KB

Professional License

- ☐ Required for architects, landscape architects, professional engineers, & professional land surveyors

Current Business License

- ☒ Required for Sole Proprietors, Individuals, and General Partnerships

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2025_CompuMail Business License.pdf	79.55KB
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Non-Profit Corporation Status

- ☐ Non-profit Status Letter from State, within 12 months

Secretary of State Business Status

- ☒ Attached

2025_CompuMail Certificate of Good Standing.pdf	340.2KB
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Contractor has DBA *

- ☐ Yes ☒ No
Fictional Business Name

Contract Summary for Organized Labor *

- ☒ Attached

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05b-Organized Labor Form - Compumail.docx	84.66KB
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SBE Registration and Certification *

- ☒ Attached

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CompuMail Small Business Certification_2024-2026.pdf	146.93KB
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Solicitation Requirements *

Open and Competitive Solicitation (\$100,001 or more)

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Contra Costa RFP_F_Contr-00000000037 (4-2-2025).pdf	835.7KB
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**Questionnaire for
Independent
Contractors (M-20)**

☐ Required if Sole Proprietor or Individual

**Certificate of
Insurance ***

☒ See General Conditions for insurance requirements or Special Conditions if the General Conditions are altered for your Contract.

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CERTIFICATE OF INSURANCE.pdf

226.62KB

W-9 *

☒ Attached

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_W-9 CompuMail Signed 2024.pdf

110.09KB

Other Documentation ☐ Attached

Examples: Draft Board Orders, Memo from the department that explains the unusual circumstance of a contract need. For example, extending contracts past 5 years requires a memo to County Counsel and CAO. Or, extending the contract 2 years at a time, rather than the standard 1 allowance.

Submittal

Date Submitted

4/9/2025