



Interoffice Memorandum

January 13, 2022

TO: Mayor Jerry L. Demings
-AND-
County Commissioners

FROM: 

Carrie Mathes, CFCM, NIGP-CPP, CPPO, C.P.M., Manager,
Procurement Division

CONTACT: Edgar Cuartas, Manager, Utilities Customer Service Division
(407) 254-9765

SUBJECT: Approval of Purchase Order M106440, United States Postal Service
Postage Pass Through for Mailing Billing Statements and Letters for
Utilities Department

ACTION REQUESTED:

Approval of Purchase Order M106440, United States Postal Service Postage Pass Through for Mailing Billing Statements and Letters for Utilities Department, with Infosend, Inc., in the not-to-exceed amount of \$490,000.

PROCUREMENT:

This purchase order provides funding for postage pass through, that will be invoiced by Infosend, Inc. at cost. The period of performance is March 1, 2022 to October 31, 2022.

FUNDING:

Funding is available in the account number 4420-038-1308-3510.

APPROVALS:

The Utilities Department concurs with this recommendation.

REMARKS:

Infosend, Inc. holds the current contract for printing and mailing billing statements and letters under contract Y21-1023 and will use the funding to purchase postage at cost through Infosend, Inc. This is a cost-effective approach which uses Infosend, Inc.'s indicia, (postal permit), which would allow us better postal rates due to volume and save on customizing materials at additional disaster recovery sites which may never be used.