




Interoffice Memorandum

November 13, 2022

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

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

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

SUBJECT: Approval of Purchase Order M109335, United States Postal Service
Postage Pass-Through for Mailing Billing Statements and Letters for
Utilities Department

ACTION REQUESTED:

Approval of Purchase Order M109335, 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 \$700,000.

PROCUREMENT:

This purchase order provides funding for postage pass-through, that will be invoiced by Infosend, Inc. at cost. The period of performance is November 1, 2022, through October 31, 2023.

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, and will use the funding to purchase postage at cost. 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 back-up disaster recovery sites which may never be used.