



Interoffice Memorandum

January 9, 2023

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: Ratification of Change Order No. 2, Purchase Order M106440, United States Postal Service Postage Pass Through for Mailing Billing Statements and Letters for Utilities Department

ACTION REQUESTED:

Ratification of Change Order No. 2, Purchase Order M106440, United States Postal Service Postage Pass Through for Mailing Billing Statements and Letters for Utilities Department, with Infosend, Inc., in the amount of \$57,146.33, for a revised not-to-exceed amount of \$547,146.33.

PROCUREMENT:

This change order provides additional funding for postage pass through invoiced by Infosend, Inc. at cost.

FUNDING:

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

APPROVALS:

The Utilities Department concurs with this recommendation.

REMARKS:

On February 8, 2022, the Board approved Purchase Order M106440 to Infosend, Inc. in the not-to-exceed amount of \$490,000. Infosend, Inc. holds the current contract for printing and mailing billing statements and letters under contract Y21-1023 and uses 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 allows us better postal rates due to volume and saves on customizing materials at additional disaster recovery sites which may never be used.

Ratification of Change Order No. 2, Purchase Order M106440, United States Postal
Service Postage Pass Through for Mailing Billing Statements and Letters for Utilities
Department
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Previous change order to the purchase order is as follows:

Change Order No. 1: Adjusted the units of cost and quantity for payment of invoices by
quantity. The contract total remained unchanged.