



**COUNTY OF ERIE
DIVISION OF PURCHASE
MEMORANDUM**

To: All Using Departments

From: Jamie Kucewicz, Buyer

Date: February 2, 2021

Subject: FIRST CLASS MAIL SERVICE

Contract No.: 14-51-PU

Effective Dates: Extended through December 31, 2021

Vendor: NEW YORK STATE INDUSTRIES FOR THE DISABLED
11 Columbia Circle Drive
Albany, NY 12203

Telephone: 518-463-9706

Pricing: Per attached document

Mail Service for First Class Mail Specifications

1.0 General

The intent of this agreement is to contract with an established mail service contractor to provide first class mail services for Erie County. The successful contractor is expected to provide effective and efficient service to pick-up, process and deliver first class mail to the Post Office for delivery per the following terms and specifications.

2.0 Project Overview

Erie County (County) is seeking a qualified vendor for Mail Service for First Class Mail. The County currently processes approximately 1,500,000 pieces of outgoing mail annually. A 2012 summary of approximate mail totals are included as Attachment A of this bid specification. The quantities listed are estimated and should not be construed to be guaranteed, maximum or minimum quantities.

Mail is delivered by various Departments to a central location within the Rath Building, 95 Franklin Street, Buffalo, for processing. First Class mail may or may not be pre-sorted. The mail may or may not have postage applied in advance.

The contractor will be expected to pick up outgoing mail at least once daily with a final pickup between 3 and 3:45 pm, Monday through Friday, except County holidays. This pick up schedule may be amended upon mutual agreement between the County and the Contractor. The pick-up location for all County mail will be:

Erie County Department of Information & Support Services and
Department of Social Services Combined Mail Room
Rath Building, 4th Floor
95 Franklin Street
Buffalo, N.Y. 14202

The Contractor may meter some or all of the County's first class mail with the correct date and correct postage at the discount rate established by this bid. The Contractor will meter international mail when necessary. The Contractor is expected to collect, sort, weigh, meter, seal, commingle and apply bar-codes and postage as necessary. Contractor must have capability to perform bar coding as required for U.S.P.S. mail. The Contractor must pick up mail from the County mail room, transport mail to their offsite location and deliver mail to the Post Office on the same business day. The pick-up and the delivery must be made prior to the cut off time established by the post office for receipt of pre-sort mail to insure postmark on the same business day of pick-up. Contractor will pick up County mail and sort it in such a manner that the lowest postage cost is achieved. Contractor must have the capability to print information on the front surface of envelopes such as: "Return Service Requested" and "Important Tax Document Enclosed". Contractor shall ensure that the proper levels of security are maintained in the delivery process and shall be responsible for maintaining the security of County mail at all times against theft and tampering.

Contractor shall ensure that they are familiar with and perform in accordance with all applicable U.S. Postal Service rules and regulations. Contractor shall be solely responsible for any non-compliance with applicable rules and regulations, including but not limited to any litigation, fines or fees resulting thereof.

On a monthly basis, the Contractor will review outgoing mail to ensure County departments are utilizing the most cost effective pricing schedules and provide a summary report to the County on a quarterly basis or sooner, as conditions dictate. Upon request, the Contractor must visit County departments and educate employees on ways to maximize postage savings by utilizing the correct pricing schedules for outgoing mail. The frequency of requests will not be unreasonable and in no event will the Contractor be required to provide more than four one hour meetings per year.

3.0 Term of Agreement

This agreement will be in effect from October 27, 2013 through December 31, 2014, with the possibility of two one-year extensions, from January 1, 2015 through December 31, 2015, and from January 1, 2016 through December 31, 2016, upon mutual agreement between the County and Contractor.

4.0 Invoicing/Statements

The Contractor is required to submit one comprehensive invoice/statement on a weekly basis to a place designated by the County at the time of award. The statements must clearly show the postal expenses *as per the items listed in the bid sheet* which are debited against deposited accounts. The statement must include itemized expense for all departments, cost centers and types of mail services rendered under this contract according to the bid prices provided in Table B. The statement must be submitted to the County within three working days of the period for which the services are rendered. Prior to award, the content and format of the statement will be determined upon mutual agreement of both the County and Contractor.

Contractor's monthly spreadsheet report will be inclusive of all days per calendar month and will include the following:

- Volume of weekly mail related activities
- Number of pieces of outgoing U.S. mail
- Volume of U.S. mail metered, sorted and bar coded and the lowest rate
- Number of non-delivered items and disposition of such
- Number of pieces requiring special handling (i.e. Certified Mail, packages, etc.)
- Percentages of non-qualifying and special handling mail by quantity and rate
- Amount due for postage costs (metering)
- Any outstanding issues related to the actual daily pickup of County mail

Statements generated under this bid are subject to audit.

5.0 Contact Information

The contractor must provide direct contact information for the individual (s) directly responsible for the performance of services listed herein including name, title, telephone number and e-mail address.

6.0 Licenses and Permits

Contractor is required to provide copies of any and all current licenses and permits necessary to provide services as specified herein.

7.0 Price Changes

Price changes will be allowed only upon changes to the postal rate as set by the U.S. Postal Service and must be submitted to the County by the Contractor in writing with appropriate documentation. The additional per unit postal cost for the five digit zip code pre-sort rate will be added to the base rate provided in this bid. Should price changes not be acceptable to both parties, the contract will not be extended.

Attachment A – Erie County Mail Totals (2009)

No minimum piece count will be required, as amounts may vary on a daily basis.

First Class Postage – approximately 1,700,000 pieces annually

Metered Mail – approximately 75% or 1,275,000 pieces annually

Un-Metered Mail – approximately 25% or 425,000 pieces annually

Approximate breakout		TOTAL	metered	unmetered
1 oz.	83%	1,245,000	933,750	311,250
2 oz.	6%	90,000	67,500	22,500
3oz.	1%	15,000	11,250	3,750
Flats	8%	120,000	90,000	30,000
Full Postage	2%	<u>30,000</u>	<u>22,500</u>	<u>7,500</u>
		1,500,000	1,125,000	375,000

IMPORTANT NEWS
IMS Customer Alert



Effective January 26, 2020

Due to the US Postal Service rate change, please apply the following rates to metered mail beginning **Monday, January 27, 2020**

FIRST CLASS PRESORT LETTER

1 oz	=	.439	(WAS .428)
2 oz	=	.439	(WAS .428)
up to 3.5 oz	=	.439	(WAS .428)

SINGLE PIECE (Full Postage)

METERED

1 oz	=	.50
2 oz	=	.65
3 oz	=	.80
up to 3.5 oz	=	.95

STAMPED

1 oz	=	.55
2 oz	=	.70
3 oz	=	.85

POSTCARD (Maximum dimensions for postcard rate = 4.25" x 6")

First Class Postcard =	.35
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Please let us know if you have any question, email mcole@imsdirect.com or call at 716-896-7160

Thank you!