


MANATEE COUNTY GOVERNMENT SOURCE SELECTION

SUBJECT	RFP #10-1752FL – Mail Handling Service	DATE POSTED	May 23, 2011
PURCHASING REPRESENTATIVE	Frank Lambertson, 749-3042	DATE CONTRACT SHALL BE AWARDED	May 30, 2011 or after
DEPARTMENT	Financial Management Dept./Purchasing Div.	CONSEQUENCES IF DEFERRED	N/A
SOURCE RECOMMENDATION	Access Mail Processing Services, Inc.	AUTHORIZED BY DATE	Rob Cuthbert May 23, 2011 

ACTION DESIRED

Approval to enter into negotiations with Access Mail Processing Services, Inc., Clearwater, FL for Mail Handling Services for an estimated annual cost of \$45,000.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Manatee County Code of Laws, Chapter 2-26 Manatee County Purchasing Ordinance, Section 2-26-40 and the Standards and Procedures approved by the County Administrator.

BACKGROUND/DISCUSSION

- The County requires mail handling services to bar code, to sort and to deliver the County's (and other constitutional offices if required) outgoing mail to the Post Office on a daily basis, Monday through Friday.
- Estimated expenditure is \$45,000 annually.. (Note: Employee Suggestion Award given to Regina Worley, Mail Services for changes in mail processing that will result in an annual cost savings of \$25,000 per year. BCC acknowledged on 4/26/2011).

Funding Source: 001 0003400 541002

- **MANATEE COUNTY** firms that were directly contacted and made aware of this Request for Proposal were, and took the following actions in response to the RFP:

AM-PM Mailing Service, Bradenton, FL (did not propose)
 Green New Business, LLC, Palmetto, FL (did not propose)
 Money Mailer Integrated Media of Manatee, Bradenton, FL (did not propose)

- Proposals were received from the following firms:

Manatee County firms: None

Local firms: Access Mail Processing Services, Inc., Clearwater, FL

SUMMARY

Recommend negotiations with Access Mail Processing Services, Inc., Clearwater, FL

ATTACHMENTS: (List in order as attached)

INSTRUCTIONS TO BOARD RECORDS:

1. Approval Email
Ed H

N/A

COST \$45,000

SOURCE (ACCT# & NAME) 001 0003400 541002

COMMENTS N/A

AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT) N/A

Other firms: None

- History:
- 11/14/10 – 5/2/11 the appropriate proposal procedures were followed. The Request for Proposal (RFP) was broadcast via DemandStar to two hundred sixty two (262) firms who provide this service; seven (7) firms downloaded the RFP and one (1) firm submitted a proposal.
- The RFP was advertised locally in the Bradenton Herald, posted on the County's website and provided to the Manatee County Chamber of Commerce for release to members.
- The Selection Committee consisted of:
Jon Berry, Property Management Department, Finance
Regina Worley, Property Management, Department, Mail Services
Frank Lambertson, Financial Management Department, Purchasing
- The County may accept or reject any sole response to an RFP.
- The Selection Committee convened 3/24/2011 and agreed to move forward with Access Mail Processing Services, Inc., Clearwater, FL.
- Selected Firm: Access Mail Processing Services, Inc., Clearwater, FL – The firm has continually demonstrated exceptional services as it has been the County's mail handling services provider for the previous fifteen years. Of particular importance was its familiarity with the Manatee County area; reasonable rates; and successful past performance and a desire to meet the County needs.

Re: Selection for Negotiations - Mail Handling Services RFP #10-1752

Ed Hunzeker

to:

Rob Cuthbert

05/21/2011 08:00 AM

Cc:

"Frank Lambertson", "Melissa Assha"

Show Details

Rob,

Please proceed.

Ed

On May 20, 2011, at 2:29 PM, "Rob Cuthbert" <rob.cuthbert@mymanatee.org> wrote:

Mr. Hunzeker,

We are communicating the recommendation to enter into negotiations with the only proposer Access Mail Processing Services, Inc., Clearwater, FL. This firm, Access is currently under contract to the County until July 4, 2011. Negotiation shall be engaged to determine the final cost.

Staff will proceed with the posting of the selection and beginning negotiations upon your confirmation to proceed.

Thank you. Rob Cuthbert

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Frank G. Lambertson, Contracts Negotiator
Manatee County Government, Purchasing Division
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