



DISTRICT SCHOOL BOARD OF PASCO COUNTY

Kurt S. Browning, Superintendent of Schools

7227 Land O' Lakes Boulevard • Land O' Lakes, Florida 34638

Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

813/ 794-2221 Fax: 813/ 794-2112

727/ 774-2221 TDD: 813/794-2484

352/ 524-2221 e-mail: mwoodall@pasco.k12.fl.us

October 15, 2013

MEMORANDUM

TO: Honorable School Board Members

FROM: Michael J. Woodall, CPPO, Purchasing Agent *MJW.*

RE: Requesting Permission to "Piggy-Back"
Pasco County Board of County Commissioners
Bid #IFB-KB-13-161 – Mailing Services
Access Mail Processing

Pasco County Board of County Commissioners awarded a contract for Mailing Services with Access Mail Processing on September 24, 2013. Under DOE Rule 6A-1.012(6), the District School Board of Pasco County may make purchases at the unit prices in contracts awarded by other governmental agencies.

Julie Hedine, Director of Food and Nutrition Services which oversees Mail Services, is requesting permission to "piggy-back" the Pasco County Board of County Commissioners Bid IFB-KB-13-161. Please see her attached memo for additional information. Elizabeth Bell, President of Access Mail Processing, has agreed in writing (attached) to extend the contract terms to the District. There is no cost to the District and savings are incurred when mail is metered at discounted rates.

At this time, we respectfully request your approval to "piggy-back" the above-referenced bid. The "piggy-back" term dates are upon board approval through September 30, 2014.

Should you have any questions regarding this matter, or if I can be of further assistance, please feel free to contact me at your earliest convenience.

MW/mv

Attachments

Date/Time: October 9, 2013 09:08:00

(813)794-2000 • (352) 524-2000 • (727) 774-2000 • www.pasco.k12.fl.us

The District School Board of Pasco County is System Accredited by AdvancED/Southern Association of Colleges and Schools



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Food and Nutrition Services
Julia D. Hedine, Director
813/ 794-2435 727/ 774-2435
352/ 524-2435 Fax: 813/ 794-2118
e-mail: jhedine@pasco.k12.fl.us

MEMORANDUM
FNS-015-14

September 30, 2013

TO: Michael Woodall, Purchasing Agent

FROM: Julie Hedine, Director *JDH*
Food, Nutrition and Distribution Services

SUBJECT: ACCESS MAIL – DISCOUNT MAIL PROGRAM

Mail Services is recommending that the district contract with Access Mail Processing Services, Inc. utilizing the Pasco County Board of County Commissioners bid #IFB-KB-13-161 awarded on September 24, 2013. Access Mail combines mail from multiple locations in order to maximize U.S. postage discounts. We estimate the District could save over \$7,000.00 annually by taking advantage of the discounts available. The District successfully utilized Access Mail from September 1, 2012 through September 29, 2013 and saved approximately \$7,800.00. There is no cost to the district and savings are incurred when the mail is run through our postage meter at the discounted rates. The district saves \$0.027 for one ounce first class mail (\$0.433 versus \$0.46). All mail is processed the same day with no delays.

Thank you for your assistance and should you have any questions or concerns, please feel free to contact me at extension 42435.

JDH

cc: Monica Velez, Buyer Assistant
William Amon, Distribution Services Coordinator
Rick Bartz, Mail Services Specialist



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Purchasing Services

Michael J. Woodall, CPPO, Purchasing Agent

813/ 794-2222 Fax: 813/ 794-2111

727/ 774-2222 TDD: 813/ 794-2484

352/ 524-2222 e-mail: mwoodall@pasco.k12.fl.us

BID PIGGYBACK REQUEST

BID # IFB-KB-13-161

BID TITLE: Mailing Services

X

Yes, I agree to allow the District School Board of Pasco County to piggyback Bid # IFB-KB-13-161, Mailing Services, under the same terms and conditions. The coverage period shall be effective from the contract dates of October 1, 2013 through September 30, 2014.

No, I do not agree to allow the District School Board of Pasco County to piggyback Bid # IFB-KB-13-161.

COMPANY NAME: ACCESS MAIL PROCESSING SERVICES, INC

SIGNATURE: 

TYPED NAME AND TITLE ELIZABETH A BELL, PRESIDENT

(Person authorized to bind your company)

TELEPHONE (WITH AREA CODE): 727-539-6245

FAX NUMBER (WITH AREA CODE): 727-531-5353

DATE: 9/30/2013

The prospective bidder certifies, by submission and signature of this piggyback request form, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction per the provisions of Florida Statute 287.133(2)(a).

PLEASE FAX BACK TO: DISTRICT SCHOOL BOARD OF PASCO COUNTY
ATTENTION: **Monica Velez, Buyer Assistant**
PURCHASING DEPARTMENT
20430 GATOR LAND
LAND O' LAKES, FL 34638
(813) 794-2234 (PHONE)
(813) 794-2111 (FAX)

BID NO. IFB-KB-13-161			
MAILING SERVICES, AA			
05/17/13 3:15PM			
		ACCESS MAIL PROCESSING SERVICES, INC. CLEARWATER, FL	NORTHEAST II DBA TC DELIVERS TAMPA, FL
Item	Description		
A	Automation Compatible Letter Mail		
(a)	Metered Automation Letters (1 ounce) Price:	\$0.433	\$0.433
	Metered Postcards Price:	\$0.281	\$0.281
(b)	Bar-coded Automation Letters (1 ounce) Price:	\$0.000	\$0.017
	Bar-coded Postcards Price:	\$0.000	\$0.017
B	Flat Mail		
(a)	1 st Class Flat/Basic 3-Digit, 3 ounce Price:	\$0.994	\$0.994
(b)	Flat Mail Price:	Varies Per Piece	\$0.15
C.	Non-Automation Compatible Letter Mail		
(a)	Metered Non-Automation Letters (1 ounce) Price:	\$0.460	\$0.433
(b)	Bar-coded Non-Automation letters (1 ounce letter) Price:	\$0.000	\$0.017