

## CONTRACT EXTENSION SUMMARY

Contract No.: 023-EE10

Contract Title: MAIL-SORTING SERVICES

Extension Award Amount: N/A

Extension Date: 01/01/07 – 12/31/07

Purpose of Contract: The purpose of this contract is to provide a fixed percentage rebate on the resulting postage savings, for the metering, presorting and commingling of the outgoing mail of The School Board of Miami-Dade County, Florida.

Original Award Date: December 15, 2004

Terms of Contract Award and Extension: Two years, with an option to extend for one (1) additional one-year period and, if needed, an additional ninety (90) days beyond the expiration date.

Previous Extension Date: None

Previous Extension Amount: N/A

Vendors Recommended for Contract Extension: One (1)

Arrowmail Presort Company, Inc.

Justification: It is considered to be in the best interest of the District to extend this contract for an additional one (1) year period, at the current fixed percentage rebate. The staff at Stores and Mail Distribution Department has indicated satisfactory performance and recommends extension. This is the first extension and third year of the contract. The awardee has agreed to extend for an additional one-year period, by letter, on file.

MIAMI-DADE COUNTY PUBLIC SCHOOLS

BID PROPOSAL FORM (FORMAT A)

TO: THE SCHOOL BOARD OF MIAMI-DADE COUNTY FLORIDA

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MAIL SORTING SERVICES

SPECIAL CONDITIONS

1. **PURPOSE:** The purpose of this bid is to establish a contract, at a fixed percentage rebate on the resulting postage savings, for the metering, pre-sorting and co-mingling of the School Board of Miami- Dade County Florida's outgoing mail. The term of the bid shall be for two years from date of award and may, by mutual agreement between The School Board and the awardee, be extended for two additional one-year periods, and if needed, 90 days beyond the expiration date of the current contract period. Procurement Management Services, may, if considering an extension, request a letter of intent to extend from the awardee, prior to the end of the current contract period. The awardee will be notified when the recommendation has been approved. All prices shall be firm for the term of the contract and extension periods, if any. The successful vendor(s) agrees to this condition by signing its bid.
2. **ESTIMATED VOLUME:** It is anticipated that The School Board of Miami-Dade County, Florida, will have an average volume of 2500 pieces per day, which includes all classes. This estimate is given only as a guideline and should not be construed as representing any actual amount of mail to be processed under the contract.
3. **EVALUATION CRITERIA:** The award of this contract will be made to the responsive and responsible bidder offering the highest percentage rebate and conforming with specifications.
4. **INSPECTION OF FACILITIES:** Procurement Management, may require the bidder to make its facilities available for inspections, in order to determine that the bidder's primary occupation is the metering, pre-sorting, and co-mingling of mail. Such determination will include the following factors:
  1. Occupational License
  2. Evidence of contracts for mail metering, pre-sorting, and co-mingling for the previous 12 months.
  3. On-site equipment including postage meters, postage scales, Optical Character Recognition machines, equipment to certify mail for bulk delivery, high-speed sorter, bar-coding equipment.

Bidders who fail to document the minimum requirements listed above will not be recommended for award.
5. **REFERENCES:** Bidder is required to submit a list of three references from companies having a continuous contract for the metering, pre-sorting and co-mingling of their mail for at least twelve months. References must include name, address, contact person, phone number and length of contract, in order to verify satisfactory performance. Failure to do so may result in the bidder not being considered for award.
6. **REPORTING:** Bidder is requested to attach a prototype/sample of the Monthly Charge-Back Report and the Monthly Invoice/Statement that details services performed and savings incurred. (Acceptable reporting format will be required prior to award).
7. **SECURITY MEASURES:** The bidder will have physical security measures at their mail processing facility and in their courier vehicles to secure and safeguard the Board's mail from theft, forgery, alteration, or exposure to the elements. Furthermore, the Bidder shall be bonded and insured for same.