

November 20, 2003

04-069

AWARD CONTRACT TO METROPOLITAN PRESORT,
INC. TO PROVIDE MAIL PRESORT AND BAR-CODING
SERVICES

PREPARED BY: Sandy Wanner, Buyer/Contract Specialist

FINANCIAL
RESPONSIBILITY: Roger Cardinal, Manager Procurement and Risk Services

APPROVED BY: Randy McEwen, Vice President, Administrative Services
Gerard "Jerry" Berger, President

REPORT: The College Central Distribution Services Department contracts out mailing, pre-sorting and bar coding services that they do not have the equipment and facilities to provide. These services include daily mail pick-up and delivery to the Portland Post Office. Contracting out these services provides faster service and saves the College significant funds as well.

At the February 20, 2003 meeting, per Resolution 03-061, the Board awarded a contract to Garten Services Inc., a Qualified Rehabilitation Facility (QRF), for a three (3) year period under an existing State of Oregon QRF agreement. Per ORS 279.835-.855, public agencies are obligated to contract with a QRF for goods and services when they met agency specifications. However, in this situation, Garten was not able to provide the mailing services specified and required, and the contract was terminated without any services being provided.

A Request for Proposals (RFP) was issued on October 14, 2003. Documents were sent to eight (8) vendors and only one (1) vendor responded with a proposal by the due date of October 31, 2003.

Vendor:

Metropolitan Presort, Inc.*

* this is the current vendor that has been providing mail services to the College. They are not a State certified MWESB.

RECOMMENDATION: That the Board of Directors approve a contract with Metropolitan Presort, Inc., for Mail Presort and Bar-coding Services for a three (3) year period, with the option for two (2) one (1) year annual renewals, for a maximum possible total contract period of five (5) years. The total expenditures will not exceed \$50,000 annually (or \$250,000.00 total). Funds expended for these services are billed back to each department based on a \$.03 surcharge per item of mail handled in addition to the actual cost of the postage.

Resolutions 04-056 through 04-072 were moved for approval by Director Germond and it passed unanimously.