

To: Board of Education

From: Anna Stubblefield, assistant superintendent, educational support & equity, ext. 1760  
Paula Murrish, director, food services, printing & purchasing, ext. 2706  
Don Brents, manager/buyer, print shop & purchasing, ext. 1677

Re: Contracted Mail Services

Date: June 8, 2017

Background:

USD 497 has been contracting out mail services for many years and has found it to be beneficial to save on postage rates and the daily staff commitment. A mail service company provides daily pick up with same day processing, discounted presort postage rates, presorting and full service bar-coding, with no minimum quantities, and United State Postal Service transporting every evening to the main mail hub in Kansas City. The district can also utilize the following services: folding/inserting, tabbing and addressing, if needed for a quicker turnaround. The annual amount spent on postage averages around \$100,000 which fluctuates with each school and department's needs.

Rationale:

The district put out a Request for Proposals (RFP) and received responses from two companies: KC Presort and Lineage. The provider will be responsible for taking all parcels to their location for weighing, metering, validating-insuring legibility, bar-coding, pre-sorting for distribution, and finally delivery to the post office by 11:59 p.m. the same day as pick up. The provider is responsible for a weekly report showing the breakdown of the postage expenses in order for the district to track costs.

District personnel interviewed and visited both of the responders' locations and met with their staffs to review processes and ask/answer questions. The recommended contract is for one (1) year, with the option to renew up to four (4) additional years in one-year increments, at the district's discretion.

Recommendation:

Administration recommends board approval for a mail services contract between USD 497 and Lineage; not to exceed \$125,000 annually, possibly through June 30, 2022.

Motion:

"I move the Board of Education approve a contract between USD 497 and Lineage for the 2017-2018 school year; not to exceed \$125,000."