



**CONTRACT AWARD SHEET**  
**DEPARTMENT OF PROCUREMENT MANAGEMENT**  
**PURCHASING DIVISION**

**BPO NO.:** ABCW1300109

**BID NO.:** 8058-0/17

**Previous Bid No.:** 8058-3/10-3

**TITLE:** MAILING SERVICES

**COMMODITY CODE NO.:** 915-58

**OTR YEARS:** THREE N/A

**LIVING WAGE APPLIES:**  
 YES  NO

**CONTRACT PERIOD:** *DECEMBER 1, 2012 through NOVEMBER 30, 2017*

**AWARD BASED ON MEASURES:**  YES  NO  .PCO 1: **SHERRY Y. CROCKETT, CPPB**  
**PHONE: 305-375-4693**

- SBE Set Aside
- SBE Goal
- Local Preference
- Prevailing Wages (Reso. 90-143)
- Living Wage
- Bid Preference:  SBE  Micro SBE
- CSBE Level

**PART #1: VENDOR AWARDED**

**AWARDED GROUPS: A, B & C**

**F.E.I.N.:** 650260760 01  
**VENDOR:** ARROWMAIL PRESORT COMPANY, INC.  
**STREET:** 9825 N.W. 17TH STREET  
**CITY/STATE/ZIP:** MIAMI, FLORIDA 33172  
**F.O.B. TERMS:** DESTINATION  
**PAYMENT TERMS:** NET 30 DAYS  
**DELIVERY:** AS DESCRIBED IN BID SOLICITATION  
**TOLL FREE PHONE #** (NONE)  
**PHONE:** (305) 591-0024  
**FAX:** (305) 591-0025  
**E-MAIL:** [MARIAH@ARROWMAIL.ORG](mailto:MARIAH@ARROWMAIL.ORG)  
**CONTACT PERSON:** MARIA HERNANDEZ

**AWARDED GROUP D**

**F.E.I.N.:** 592593670 01  
**VENDOR:** POSTAL CENTER INTERNATIONAL INC.  
**STREET:** 3406 S.W. 26TH TERRCE  
**CITY/STATE/ZIP:** FT. LAUDERDALE, FLORIDA 33312  
**F.O.B. TERMS:** DESTINATION  
**PAYMENT TERMS:** NET 30 DAYS  
**DELIVERY:** AS DECRIBED IN BID SOLICITATION  
**TOLL FREE PHONE #** (800) 430-7241  
**PHONE:** (954) 321-5644  
**FAX:** (954) 797-8697  
**E-MAIL:** [STEPHENG@SURFPCI.COM](mailto:STEPHENG@SURFPCI.COM)  
**CONTACT PERSON:** STEPHEN GUSSMAN

**ITEMS AWARDED**

**FIRM NAME: ARROWMAIL PRESORT CO. INC.**

**GROUP A INTERNAL SERVICES DEPARTMENT:**

- |                                    |  |                          |
|------------------------------------|--|--------------------------|
| 1. 5,000 Pieces<br>(Daily Average) | Pick-up, Process, Barcode/Presort, & Deliver<br>First Class to the USPS, 1-3 oz. Machine,<br>Addressed Mail per Technical Specifications | \$ <u>0.006</u> /piece   |
| 2. 1,000 Pieces                    | Encoding/Presort First Class (1 & 3 oz.)<br>machine and hand addressed mail pieces .   | \$ <u>0.006</u> /piece   |
| 3. 750 Pieces                      | Presort Flats and Fats (Hand and Machine<br>Addressed)   | \$ <u>0.012</u> /piece   |
| 4.                                 | Process Service Fees:  |                          |
| a. 999 Pieces                      | Metering – less than 1,000 pieces  | . \$ <u>0.005</u> /piece |
| b. 999 Pieces                      | Addressing (Ink Jet) – less than 1,000 pieces  | \$ <u>0.012</u> piece    |
| c. 999 Pieces                      | Labeling – less than 1,000 pieces  | \$ <u>0.0.12</u> /piece  |
| d. 999 Pieces                      | Folding – less than 1,000 pieces   | \$ <u>0.005</u> /piece   |
| e. 999 Pieces                      | Inserting (One Piece) – less than 1,000 pieces   | \$ <u>0.004</u> /piece   |
| f. 999 Pieces                      | Inserting (Additional Pieces) – less than<br>1,000 pieces  | \$ <u>0.004</u> /piece   |

g. 999 Pieces	Folding and Inserting (One Piece) – less than 1,000 pieces	\$ <u>0.004</u> /piece
h. 999 Pieces	Tab Sealing (One Tab)–less than 1,000 pieces	\$ <u>0.006</u> /piece
i. 999 Pieces	Tab Sealing (Two Tabs)–less than 1,000 pieces	\$ <u>0.04</u> /piece

**FIRM NAME: ARROWMAIL PRESORT CO. INC.**

**GROUP B CLERK OF COURTS (COC):**

1. 25,000 Pieces (Daily Average)	Pick-Up, Process, Barcode/Presort, and Deliver First Class, 1 & 2 oz., Machine Addressed Mail, Per Technical Specifications	\$ <u>0.006</u> /piece
2. 3,750 Piece	Encoding/Presort First Class (1 & 3 oz.) machine and hand addressed mail pieces	\$ <u>0.006</u> /piece
3. 30,000 Pieces	Presort Flats and Fats (Hand and Machine Addressed) .....	\$ <u>0.012</u> /piece
4.	Processing Service Fees:	
a. 3,750 Pieces	Machine Barcode of First Class 1 to 3 ounces ...	\$ <u>0.006</u> /piece
b. 3,750 Pieces	Manual Sort of First Class 1 to 3 ounces (RVE)	\$ <u>0.006</u> /piece
c. 3,750 Pieces	Machine Barcode of First Class 3-11 ounces ....	\$ <u>0.012</u> piece
d. 3,750 Pieces	Non-Barcode Sort of First Class 3-11 ounces (RVE)	\$ <u>0.012</u> /piece
e. 3,750 Pieces	Presort (1-3oz)	\$ <u>0.012</u> piece
f. 3,750 Pieces	Presort (3-11oz)	\$ <u>0.012</u> piece
g. 30,000 Pieces	First Class Flats Up to 9 Ounces	\$ <u>0.012</u> /piece
h. 10,000 Pieces	Certified Mail	\$ <u>0.012</u> /piece
i. 300 Pieces	Express Mail	\$ <u>0.012</u> /piece
j. 2,900 Pieces	International Mail	\$ <u>0.012</u> /piece
k. 49,000 Pieces	Postcards	\$ <u>0.006</u> /piece

l. 3,750 Pieces Postage Affix (Metering) Fee \$ 0.005/piece  
 m. 3,750 Pieces Fast Forward Services \$ 0.003/piece

**FIRM NAME: ARROWMAIL PRESORT CO. INC.**

**GROUP C MIAMI-DADE WATER AND SEWER DEPARTMENT (M-DWASD)**

**I**  
 1. 30,000 Pieces Pick-up, Process, Barcode/Presort and  
 (Daily Average) Deliver First Class, 1 & 3 oz., Machine  
 Addressed Mail Per Technical Specifications \$ 0.005/piece  
 2. 800,000 Pieces Encoding/Presort First Class (1 & 3 oz)  
 (Machine Addressed Mail Pieces) \$ 0.003/piece  
 3. 10,000 Pieces Encoding/Presort First Class  
 (1 & 3 oz) (Hand Addressed Mail Pieces) \$ 0.003/piece  
 4. 300,000 Pieces Presort Flats & Fats (Hand and Machine  
 Addressed) \$ 0.012/piece  
 5. 50,000 Pieces "FAST forward" & Address  
 Correction Information \$0.003/piece

**FIRM NAME: POSTAL CENTER INTERNATIONAL**

**GROUP D MIAMI-DADE PROPERTY APPRAISAL:**

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPE TO INSERT	COST PER ENVELOPES (all prices including #9 envelope)	TOTAL COST
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**1. AUGUST (LINE ITEM 1)**

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**RP TRIM** 110,350 3 \$0.01/piece = \$3,310.50

**RP TRIM:**

Inserts vary and are broken  
 Into groups as follows:

DEPARTMENT OF PROCUREMENT MANAGEMENT  
 PURCHASING DIVISION

**FIRM NAME: POSTAL CENTER INTERNATIONAL**

**GROUP D MIAMI-DADE PROPERTY APPRAISAL: ... CONTINUED ...**

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPE TO INSERT	COST PER ENVELOPES (all prices including #9 envelope)	TOTAL COST
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SET A	589,040	3			\$.01/piece = \$	<u>17,671.20</u>
SET B	31,115	4			\$.01/piece = \$	<u>1,244.60</u>
SET C	7,292	5			\$.01/piece = \$	<u>364.60</u>
SET D	82,622	4			\$.01/piece = \$	<u>3,292.88</u>
SET E	166	5			\$.01/piece = \$	<u>8.30</u>
SET F	3,443	4			\$.01/piece = \$	<u>137.72</u>
SET G	17	5			\$.01/piece = \$	<u>0.85</u>
SET H	748	4			\$.01/piece = \$	<u>29.92</u>
SET I	447	4			\$.01/piece = \$	<u>17.88</u>
SET J	514	4			\$.01/piece = \$	<u>20.56</u>
SET K	17	4			\$.01/piece = \$	<u>0.68</u>
SET L	155	4			\$.01/piece = \$	<u>6.20</u>
SET M	252	4			\$.01/piece = \$	<u>10.08</u>
SET N	15	4			\$.01/piece = \$	<u>0.60</u>

**2. SEPTEMBER (LINE ITEM 2)**

**RP TRIM**

**Second Notice** 5,000 1 \$.01/piece = \$ 50.00

**RE TRIM**

**Second Notice** 15,000 1 \$.01/piece = \$ 150.00

**FIRM NAME: POSTAL CENTER INTERNATIONAL**

**GROUP D MIAMI-DADE PROPERTY APPRAISAL:**

ITEM	ESTIMATED TOTAL #10 ENVELOPES TO STUFF	PAGES TO INSERT PER ENVELOPE	TOTAL PAGES TO FOLD & INSERT	#9 ENVELOPE TO INSERT	COST PER ENVELOPES (all prices including #9 envelope)	TOTAL COST
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**3. DECEMBER (LINE ITEM 3)**

<b>HEX Renewal</b>						
Receipt	410,000	1				\$ <u>.01</u> /piece = \$ <u>4,100.00</u>
<b>Senior Renewal</b>						
Application	38,000	2		1		\$ <u>.01</u> /piece = \$ <u>760.00</u>
T & P Exempt	6,000	1		1		\$ <u>.01</u> /piece = \$ <u>60.00</u>
TPP Return	120,000	3		1		\$ <u>.01</u> /piece = \$ <u>3,600.00</u>
<b>Homestead Application</b>						
Exemption Mail-Out	50,000	2		1		\$ <u>.01</u> /piece = \$ <u>1,000.00</u>

**4. JANUARY-MAY (LINE ITEM 4)**

Hex App Receipt	50,000	2		1		\$ <u>0.0175</u> /piece = \$ <u>875.0000</u>
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**5. JANUARY (LINE ITEM 5)**

<b>Homestead Application</b>						
<b>Exemption Mail-Out</b>						
	15,000	2		1		\$ <u>.01</u> /piece = \$ <u>350.00</u>
<b>Statement of Gross</b>						
<b>Income</b>						
	2,000	1		1		\$ <u>.01</u> /piece = \$ <u>20.00</u>

**6. MARCH (LINE ITEM 6)**

<b>Senior Exemption</b>						
Receipt	30,000	1		1		\$ <u>.01</u> /piece = \$ <u>300.00</u>
<b>Hex Questionnaire</b>						
Letter	8,000	1		1		\$ <u>.01</u> piece = \$ <u>80.00</u>
Income Letter	8,500	1		1		\$ <u>.01</u> /piece = \$ <u>85.00</u>

**7. APRIL (LINE ITEM 7)**

<b>Statement of Gross Income-</b>						
<b>Reminder</b>						
	2,000	1		1		\$ <u>.01</u> /piece = \$ <u>20.00</u>

**8. JUNE (LINE ITEM 8)**

AG Denial	8,000	1				\$ <u>.01</u> /piece = \$ <u>80.00</u>
SR Reminder	16,000	2		1		\$ <u>.01</u> /piece = \$ <u>160.00</u>
Hex Denial	4,500	1				\$ <u>.01</u> /piece = \$ <u>45.00</u>

**POSTAL CENTER INTERNATIONAL**

**OPTIONAL ITEMS: Additional inserts may be added which will include folding and inserting. Need cost of each piece for the following:**

a.	1 Piece.	.001 per envelope	<u>\$0.001</u>	<u>\$0.001</u>
b.	2 Pieces	.002 per envelope	<u>\$0.002</u>	<u>\$0.001</u>
c.	3 Pieces	.003 per envelope	<u>\$0.003</u>	<u>\$0.001</u>
d.	4 Pieces	.004 per envelope	<u>\$0.004</u>	<u>\$0.001</u>
e.	5 Pieces	.005 per envelope	<u>\$0.005</u>	<u>\$0.001</u>

**PART #3: AWARD INFORMATION**

BCC    DPM AWARD DATE: 12/1/12      AGENDA ITEM #: 8(F) (1)  
Reso No. R-850-12

**PURCHASING DIVISION RELEASE DATE:** 11/2/12/      **OTR YEAR:** N/A

**ADDITIONAL ITEMS ALLOWED:** N/A

**SPECIAL CONDITIONS:** N/A

**TOTAL CONTRACT VALUE:** \$6,450,000.00

<u>USER DEPARTMENT(S)</u>	<u>DOLLARS ALLOCATED</u>	<u>PURCHASING LIASON</u>
AVIATION	\$75,000.00	NEIVY GARCIA
CLERK OF COURTS	\$3,875,000.00	CHARIS LUBECK
FINANCE	\$150,000.00	GERADO GOMEZ
ISD 01	\$1,600,000.00	STEVE SCHMUGER
LIBRARY	\$20,000.00	ANNA RODRIGUEZ
PROPERTY APPRAISAL	\$500,000.00	BOBBY FLEVARIS
WATER & SEWER	\$230,000.00	GREGORY HICKS