



Town of Cutler Bay

Town Hall
10720 Caribbean Blvd
Cutler Bay, FL 33189

Memorandum

File #: Item # 2018-155, **Version:** 1

MEMORANDUM

To: Honorable Mayor and Town Council

From: Rafael G. Casals, Town Manager

Date: July 18, 2018

Re: Piggy-back State of Florida Contract No. 44102100-17-1 for Mail Processing Equipment

REQUEST

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF CUTLER BAY, FLORIDA, APPROVING MAILFINANCE INC. AND NEOPOST USA, INC. FLORIDA FOR MAIL PROCESSING EQUIPMENT AND ONLINE SERVICES; PROVIDING FOR AUTHORIZATION; AND PROVIDING FOR AN EFFECTIVE DATE.

BACKGROUND AND ANALYSIS

Mailing equipment and services are essential to daily communications functions performed by Town Staff.

On May 19, 2014, the Town entered a standard Service Level Agreement (the "Agreement") with Pitney Bowes under State of Florida Contract No. 600-760-11-1. The Agreement included the lease of a digital meter system, accounting software, IntelliLink subscription with value-based services, a mail creation system utilizing an OptiFlow Power Stacker, along with staff training for both the mail stream solution and mail creation system. The term of the Agreement was forty-eight (48) months with an expiration date of June 29, 2018.

Prior to the expiration of the Agreement, Town Staff conducted a market review of the rates provided by Pitney Bowes and its competitor Neopost USA Inc. Neopost USA Inc. and MailFinance Inc. provided a proposal under State of Florida Contract No. 44102100-17-1 (*Attachment "A"*) with an addendum to agreements for product lease and online services and software (*Attachment "B"*), illustrating a cost savings to the Town for the lease of mail processing equipment and a more user-friendly and efficient process for its online e-certify service.

Founded in 1924, Neopost USA Inc. has grown to become a leading global provider of mailing and shipping solutions as well as digital communications management, while partnering with organizations of all sizes in every industry. Their fastest growing product segments improve many business-critical processes that occur outside of the traditional mail center.

MailFinance Inc. and Neopost USA, Inc. utilize innovative digital, mailing and shipping solutions to send and receive digital documents, physical mail and packages, so the Town can better connect with its customers and residents.

Mailfinance Inc. and Neopost USA, Inc. offers state & local government agencies, like the Town, the ability to order multiple products at pre-negotiated prices under the State of Florida Contract 44102100-17-1.

RECOMMENDATION

It is recommended that the Town Council adopt the attached Resolution, approving MailFinance Inc. and Neopost USA Inc. through a piggy-back agreement with the State of Florida Contract No. 44102100-17-1 for Mail Processing Equipment.