

## Purchasing Summary

<b>EVENT #</b> 5564	<b>TITLE:</b> Postage Machine & Certified Mail Software	<b>COST:</b> \$68,941.89
<b>TYPE OF PROCUREMENT:</b> RFP	<b>ANNUAL CONTRACT</b> <input type="checkbox"/> <b>ANNUAL MAINTENANCE AGREEMENT</b> <input type="checkbox"/>	<b>ONE TIME PURCHASE</b> <input checked="" type="checkbox"/>

**CONTRACT TERM (IF APPLICABLE)**  
N/A

**M/WBE (IF APPLICABLE)**  
N/A

**MATRIX (IF APPLICABLE)**

Proposer	Qualifications and experience, including support capabilities <b>(20 points)</b>	Technical capabilities and functionality of proposed equipment <b>(35 points)</b>	References <b>(10 points)</b>	Local vendor participation (Within the city limits of Savannah and has a City of Savannah Business Tax Certificate) <b>(5 points)</b>	Fees including the cost, training, ongoing maintenance, and support <b>(30 points)</b>	Total <b>(100 points)</b>
Pitney Bowes, Inc.	18.8	34.3	6.5	0	22.9	82.5
Ashley's Business Solutions	13.5	24.5	8.3	0	30	76.3

**NOTES**

Recommend approval to award the purchase of a postage machine and certified mail software to Pitney Bowes in the amount of \$68,941.89. The mail services are managed by the Department of Information Technology and will be used to administer and process mail media more efficiently for all City departments.

The City of Savannah currently operates a postage machine that has reached the end of its useful life and the manufacturer of the machine notified the City that the maintenance agreement and support can no longer be guaranteed. Mail is a crucial element for the growing needs of the City and a critical communication tool. The City of Savannah processes approximately 166,741 pieces of metered U.S. mail annually. In addition, over 2,500 pieces of certified mail are processed using the certified mail software. The certified mail software is no longer compliant with United States Postal Service requirements.

The method used for this procurement was the Request for Proposal (RFP). The evaluation criteria used for this RFP were qualifications and experience including support capabilities, technical capabilities and functionality of the proposed mailing system, references, local vendor participation, and fees.

This proposal was advertised, opened, and reviewed. Delivery: As needed. Terms: Net 30 days. The proposers were:

B.P.	Pitney Bowes (Stamford, CT) <sup>(D)</sup>	\$68,941.89
	Ashley's Business Solutions (Garden City, GA) <sup>(D)</sup>	\$52,544.00

A pre-proposal conference was held and one vendor attended. (D) Indicates non-local, non-minority owned business. Recommend approval.

Local Available: Yes

MWBE Available: Yes

Total Sent: 296

MWBE Sent: 46

Total Responses: 2

MWBE Responses: 0

Vendor Federally Debarred/Suspended: No