



Finance and Administrative Services Department
Enterprise Technology Services
1 North University Drive, Suite 4003A • Plantation, Florida 33324-2019 • 954-357-6512 • FAX 954-357-5601

USER CONCURRENCE

TO: Alicia B. Kalish, Purchasing Agent II, Purchasing Division
FROM: Carlos Alvarado – Enterprise Technology Services
SUBJECT: Solicitation No. K1229009B1, Countywide Mail Fulfillment Services

CONCURRENCE:

- The Enterprise Technology Services Division has reviewed the response(s) submitted for specification compliance and vendor responsibility. I have reviewed all documents including the Vendor Questionnaire and after careful evaluation, I concur with the recommendation for award to: **Postal Center International, Inc.** in the estimated annual amount of **\$411,479.90** and the three-year potential estimated amount of **\$1,234,439.70**.
- I have reviewed the Vendor’s financial background/D&B Report and am satisfied with the Vendor’s rating and payment performance.
 - Not applicable
- I have reviewed the response to the Vendor Questionnaire in regards to litigation history and there is no issue of concern.
 - A particular issue of concern was identified justifying additional information from the County Attorney’s Office as attached.
- I have reviewed the Vendor’s past Performance Evaluations in Contracts Central and:
 - The Vendor received an overall rating above 2.59 on all evaluations.
 - The Vendor received a rating 2.59 or less on one or more evaluations. Reasons for concurrence in light of this performance are attached.
 - The Vendor received a score of “2” or less on one or more individual items on past evaluations. Summary of discussion(s) with past Project Manager(s) is/are attached.
 - No evaluations within the past three (3) years contained any items rated a score of “2” or less.
 - Past evaluations are not relevant to the scope of this contract. Reference Verification Forms are attached.
 - The award amount exceeds the mandatory bid amount. Reference Verification Forms attached.

OR

- No past Performance Evaluations exist in Contracts Central; Reference Verification Forms attached.

NON-CONCURRENCE:

- I do not concur. Reason for non-concurrence:

TYPED NAME OF SIGNER: Carlos Alvarado TITLE: Director, Application Services
(Individual authorized to administer the contract.)

SIGNATURE:  DATE 10/13/2014

Digitally signed by CARLOS ALVARADO
DN: cn=Carlos Alvarado, o=Broward County, ou=Enterprise Technology Services, email=calvarado@broward.org, c=US
Date: 2014.10.13 10:20:14 -0400

Concurrence Reference Verification Form

| | | |
|--|--|----------------------|
| Recommended Vendor Name: | Postal Center International, Inc (PCI) | |
| Broward County Project Title: | Countywide Mail Fulfillment Services | |
| Broward County Solicitation Number: | K1229009B1 | |
| Reference Organization Project Title: | Daily Mail Presort | |
| Name of Firm/Reference Organization Contact Information: | Contact Name: | Barbara Bolwell |
| | Contact Company: | American Express |
| | Contact Title: | Relationship Manager |
| | Contact Telephone: | 954-375-5131 |
| Comments: | PCI is used on an ongoing basis for presorting. There are no current issues. PCI is very reliable and always on time. The current contract amount per PCI is \$1,140,000 annually. | |
| Date Contract Services Provided: | 2009 through Present | |
| References Checked By: | Name: | Yolanda McGee |
| | Title: | Accounts Specialist |
| | Division | ETS |
| Date of Verification: | 10/7/14 | |

Concurrence Reference Verification Form

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| Recommended Vendor Name: | Postal Center International, Inc (PCI) | |
| Broward County Project Title: | Countywide Mail Fulfillment Services | |
| Broward County Solicitation Number: | K1229009B1 | |
| Reference Organization Project Title: | Daily Mail Usage | |
| Name of Firm/Reference Organization Contact Information: | Contact Name: | Rick Marino |
| | Contact Company: | BB&T Bank |
| | Contact Title: | Print Mail Manager (Florida) |
| | Contact Telephone: | 407-854-2540 |
| Comments: | PCI provides daily pickups as their presort vendor. PCI is very flexible with the bank's pickup requests. The contract amount per PCI is \$1,820,000 annually. | |
| Date Contract Services Provided: | 2009 through Present | |
| References Checked By: | Name: | Yolanda McGee |
| | Title: | Accounts Specialist |
| | Division | ETS |
| Date of Verification: | 10/7/2014 | |

Concurrence Reference Verification Form

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|--|--|---------------------|
| Recommended Vendor Name: | Postal Center International, Inc (PCI) | |
| Broward County Project Title: | Countywide Mail Fulfillment Services | |
| Broward County Solicitation Number: | K1229009B1 | |
| Reference Organization Project Title: | Outgoing Mail Services | |
| Name of Firm/Reference Organization Contact Information: | Contact Name: | Chris Candido |
| | Contact Company: | Broward County BOCC |
| | Contact Title: | Courier Supervisor |
| | Contact Telephone: | 954-357-6060 |
| Comments: | <p>PCI picks up mail twice daily and is very reliable. PCI sorts and meters outgoing mail for approximately 80 County agencies. There are no current issues or concerns.</p> <p>Overall, PCI is very responsive and attentive to all of our needs and provides excellent customer service.</p> <p>Broward County spends over \$800,000 annually on PCI services.</p> | |
| Date Contract Services Provided: | 2004 through Present | |
| References Checked By: | Name: | Yolanda McGee |
| | Title: | Accounts Specialist |
| | Division | ETS |
| Date of Verification: | 10/7/2014 | |