

June 21, 2018

18-147

ACCEPT PROPOSAL AND AWARD CONTRACT TO
METRO PRESORT, INC. FOR MAIL PRESORT
BARCODING SERVICES

PREPARED BY: Tina Parkvold, Buyer/Contract Specialist, FMS Purchasing

FINANCIAL
RESPONSIBILITY: Tony Ichsan, Director, Facilities Management Services

APPROVED BY: Jim Langstraat, Vice President, Finance and Administration
Mark Mitsui, College President

REPORT: The College has a need to contract with a qualified firm to provide mail presort and barcoding services.

Staff reached out with a complete scope of work to a Qualified Rehabilitation Firm - Garten. They responded that they are unable to accommodate the College's needs.

Then a Request for Proposals (RFP) for Mail Presort Barcoding Services was issued and advertised on April 20, 2018. The RFP was advertised in the Daily Journal of Commerce, on the State of Oregon Procurement Network (ORPIN), with an additional outreach effort to all COBID firms registered with the associated NIGP business code, resulting in additional outreach to (2) two registered firms, and on the College's Purchasing Website. Eight (8) firms downloaded RFP documents from the College's Purchasing Website, two (2) of which are Certification Office for Business Inclusion and Diversity (COBID) Certified firms.

One (1) proposal was received by the due date of May 16, 2018. The proposal was received from the following contractors:

Note: No Proposals were received from COBID Certified MWESBs

Contractor

Metro Presort, Inc.

After careful review the committee recommended awarding the contract to Mail Presort, Inc.

RECOMMENDATION: That the Board of Directors accept the proposal and award a three-year contract to Metro Presort in the amount of \$105,000 (based on an annual estimate of \$35,000.00), with an option for the College to renew the contract on an annual basis for an additional two (2) years. The contract shall not exceed five (5) years or a maximum amount of \$175,000.00. Expenditures for this contract will come from the General fund.