



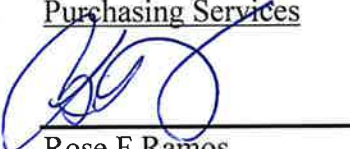
BULLETIN

SUBJECT: US Mail at Serna Center **2019-20 NO. BS - 30**

TO: All Serna Center Departments

DATE: February 18, 2020

PREPARED BY: Dan Sanchez, **DEPARTMENT:** Purchasing Services
Purchasing Manager II

REVIEWED BY: Jerry Uhl, **APPROVED:** 
Budget Supervisor

Rose F Ramos
Chief Business Officer

Due to the changes in Pitney Bowes pricing structure and the elimination of picking up non-metered first class, flats and packaged mail, the District has elected to discontinue services provided by Pitney Bowes and look for cost savings opportunities.

Beginning Tuesday, February 18, 2020 the US Postal Service will begin picking up Serna Center outbound mail.

Currently the scheduled pick up time is between 3:00 pm and 3:15 pm.

As we are a new add-on pick up location, the Post Office will monitor our outbound mail volume and adjust pick up time, once our daily / monthly volume has been established.

All outbound mail received after the above pick up time will be metered and set for pick up the next business day. First Class mail (1oz) will be metered at \$0.50 per unit. Though this is a slight cost increase over pre-sorted mail handled by Pitney Bowes (\$0.49), savings will be seen in elimination of various service fees from Pitney Bowes and the startup of the District's employee "My Portal" service.

Example of fiscal impact: Departments sending out 500 First Class letters, the cost impact would be a total increase of \$5.00.

If you have questions regarding this matter, please feel free to contact Dan Sanchez at 643-9465.