Facility and Support Services

600 West 4th Street
Davenport, Iowa 52801-1003
fss @ scottcountyiowa.com
(563) 326-8738 Voice   (563) 328-3245 Fax

Scott County

May 18, 2011

To: Dee F. Bruemmer
        County Administrator

From: Dave Donovan, Director
        Facility and Support Services

Subj: Proposal for postal audit services

Facility and Support services has received a proposal from a local company to conduct a postal audit for Scott County. The company, Bi-State Business Solutions and Postal Source have proposed services that would analyze our outgoing mail to look for possible efficiencies and more advantageous rates. An industry expert from the company would analyze our processes and suggest improvements we can make to save money and gain efficiency.Numerous local businesses have engaged Postal Source with high degrees of success. Typical experience is that the cost of the service is recouped in the first year from the postal cost savings.

The proposal from Postal Source is for $13,495 and would be paid from our postage line item in the current fiscal year operating budget for Facility and Support Services. Postal Source also provides up to a 50% money-back guarantee should we fail to save the cost of the postal audit.

I will be available at the next Committee of the Whole meeting to discuss this proposal further and to answer any questions you or the Board may have.

Cc: Tammy Speidel
        Barb Schloemer

R E S O L U T I O N

SCOTT COUNTY BOARD OF SUPERVISORS

May 26, 2011

A RESOLUTION APPROVING A PROPOSAL FROM BI-STATE BUSINESS
SOLUTIONS / POSTAL SOURCE FOR POSTAL AUDIT SERVICES IN THE AMOUNT
OF $13,495.00

BE IT RESOLVED BY the Scott County Board of Supervisors as follows:

Section 1.   That the proposal from Bi-State Business Solutions to provide
postal auditing services is hereby approved and awarded in the
amount of $13,495.00.

Section 2.   This resolution shall take effect immediately.