



CITY OF RIVIERA BEACH

P.O. DRAWER 10682

RIVIERA BEACH, FLORIDA 33419

03 November 2016

RE: Purchasing Recommendation – ITB 672-16 Mailing Services

Please be advised that the Purchasing Department recommends the award of ITB 672-16 for Mailing Services to Automated Direct Mail Service Center, Inc. in the annual estimated amount \$82,992.00.

Purchasing issued Invitation to Bid 672-16 for Mailing Services. Five firms responded to the bid solicitation. Automated Direct Mail Services Center, Inc. was the low, responsive, responsible bidder.

Reference check provided excellent references for their services. The City also had proof samples completed to ensure that the firm would meet the requirements.

Automated Direct Mail Service Center, Inc. is a local Riviera Beach firm.

Should you have any questions, please do not hesitate to contact me.

Respectfully,

Dean Mealy, II

City Purchasing Director