



## Statewide Contract Addendum

*This addendum is added to and is to be considered part of the subject contract.*

**Statewide Contract #:** SW0095

**PeopleSoft Contract ID:** # 3938

**Contract Title:** Presort Mailing Services

**Contract Issuance Date:** 12/16/2014

**Contract Supplier:** Presort First Class

**Addendum #** Five (5)

**Addendum Date:** October 31, 2018

**OMES Point of Contact:**

**Contracting Officer:** Theresa Johnson

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**Addendum Information:**

There will be a change in the way agencies pay for postage due to change to the USPS Postal Standards. A Line will be added to the contract to pay for postage and line #5 of the contract will be amended to read as follows:

80141800 / 1000008849

MAIL SERV: Permit/Metered, Presort 1<sup>st</sup> Class Mail

Meets all USPS Automation Standards. Permit Postage paid by check to Awarded Vendor's Postage Account set up for the Agency.

The Process for receiving checks for postage at Presort First Class from state agencies is outlined below:

- A postage account is set up for each state agency that uses postage.
- A representative (usually me) at Presort First Class contacts the state agency requesting a check to fund the postage account.
- We receive a check payable to Presort First Class for the postage amount requested.
- The accounts receivable department at Presort documents the checks and they are deposited in the postage account that has been set up in that state agencies name.
- A receipt for the postage received and deposited is sent to the state agency.
- Postage transactions are deducted from that state agencies postage account as they occur.
- Once the postage account is low, the Presort accounts receivable department requests additional postage needed to replenish the postage account.
- Once the check is received the above processes, except the first two, are repeated.