Illinois Valley Community College
Proposal #09-06

Background Information

Current Mail Operations

Illinois Valley Community College, IVCC, is a government-funded institution of higher education located at 815 N. Orlando Smith Ave., Oglesby, Illinois. The Shipping and Receiving Department is responsible for 100% of the College’s outbound mail via current Pitney Bowes equipment. The College handles approximately 130,000 pieces of mail annually.

Shipping and Receiving regularly processes several different classes and types of mail. In any given day, the College will send out a variety of classes: First Class, Library Rate, Priority, Bound-Printed matter, Certified, Postcards, bulk mail, and International. First Class rates are generally applied to standard-sized business envelopes and 8-1/2” x 11” manila envelopes and Priority rates are mainly affixed to Priority envelopes supplied by the U.S.P.S. The majority of mail is sent via one of these two classes, although volume does differ substantially during peak times. The aforementioned classes and types of mail are the most common examples of mail the college produces. Certain circumstances may delegate differently.

The college considers the ability to track accounting activity as a vital aspect of its decision. The equipment must be able to print accurate daily, monthly, and annual reports of piece-counts, postage amounts, and accounts charged. We presently use roughly 47 accounts and any new system should be able to accommodate internal growth. A monthly report that can breakdown the monthly charge-backs by both department name and IVCC’s digit numeric account # is preferable.

When submitting your proposal, note all associated costs such as the equipment leasing costs, meter rental, hardware maintenance, software maintenance, on site training and any additional information you feel is vital to the every day mail room activities.