

**SWEET HOME CENTRAL SCHOOL DISTRICT
OF AMHERST AND TONAWANDA**

M E M O R A N D U M

TO: Michael V. Ginestre, Superintendent of Schools

FROM: Donald G. Feldmann, Assistant Superintendent of Finance & Plant Services

DATE: June 28, 2023

RE: Mail Service Provider 2023-24

Currently, the Sweet Home Central School District is using a meter to stamp its outgoing first class mail at a reduced rate by utilizing DXO Communications, Inc. DXO picks up our daily, outgoing first class mail, presorts it in bulk and then delivers it to the Post Office the same day. By participating in this no cost mail service program, the District has lowered its first class postage cost from \$0.60 per ounce to \$0.526 per ounce – up to 3.5 ounces. Approximately 100,000 pieces of District mail are processed annually, saving the District over \$7,000. The District instituted this program with DXO during the 2006-07 school year.

Other benefits of this mail service program include:

- Fast forward service whereby DXO scans the piece of mail and matches it to the postal service's current listed address. This reduces returned mail if we have an old address.
- Reduced our mail clerk's time at the Post Office as mail is delivered for us by DXO directly to the Amherst branch.
- Savings on metering supplies and metering time.
- No contract to sign and we can cancel at any time.

The District also participates in a similar program with DXO that allows us to realize cost savings for our larger, manilla envelopes or "flats". Flats are envelopes ranging in size from 6.5" x 9" to 12" x 15". Our mail clerk places all non-metered flats and parcels in a separate container that is picked up by DXO Communications daily who meters these pieces daily in bulk. This past year the District has sent out approximately 6,300 flats and 150 parcels and through our involvement with DXO saved nearly \$735 in postage costs.

I recommend **DXO Communications, Inc.** as the mail service provider for Sweet Home Central School District for the 2023-24 school year and ask that you share the recommendation with the Board of Education at the July 5, 2023 meeting.