

# THE MAILROOM

City of Los Angeles Approved Vendor for  
Services for Neighborhood Councils  
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1840 S. Gaffey Street, San Pedro, CA 90731



September 2, 2022

## SCOPE OF WORK FOR 2022-2023

(NO PRICE INCREASE FROM PREVIOUS YEAR)

**Central San Pedro Neighborhood Council - Proposal Re: Virtual Office Services for 2022-2023 Fiscal Year (Please note that there is no increase in my fees for this new fiscal year).**

The Mailroom proposes to provide the following monthly Virtual Office Services to the Central San Pedro Neighborhood Council:

**Phone Answering Service** to respond to stakeholders and guide them to the correct Board Member, Committee Chair or City Department for assistance. (Benefit: A live person to answer the phone and assist stakeholders by referring them to the appropriate Committee or City Department)

**Email Monitoring:** [Info@CentralSanPedro.org](mailto:Info@CentralSanPedro.org) emails are forwarded to the Mailroom and we determine which Committee Chair or board member to forward the email to, sometimes referring them to a specific city dep if it is not NC related.

**Printing & Agenda Services:** This includes set up of agenda packets for each board meeting (Converting all files to PDF and then combining all files into one packet with numbered pages, printing, stapling etc. (Not to exceed 1000 black & white copies per month.) (Paper and ink to be purchased by CeSPNC as needed) Also included is finalizing of agendas and converting to PDF format for sending to all posting locations, NC Support & Full Board..

**Email Blasts thru Constant Contact & Social Media Posting:** Each monthly agenda & committee agenda is sent out to the stakeholder/press list. (Monthly account charge billed by Constant Contact paid by CeSPNC is not part of Virtual Office Fees). Posting on social media includes Facebook, Instagram, Twitter and Next Door. Includes E-Newsletters sent from time to time to stakeholder list.

**Storage:** Sound System stored for easy access by sound engineer (current storage unit being rented is on the second floor and the facility closes early therefore sound system cannot be returned after meeting). Also stored: Printer/Fax/Scanner; Old Minolta Copy machine, Other misc electronics. (Please note: Insurance Certificate on file with City Clerk).

**Website Maintenance:** Uploading of all documents such as agendas, minutes, flyers, calendar of events, news to website. Includes creation of graphics and conversion to PDF's when necessary (Includes website developer duties such as updates to website, adding of elements such as plug ins/widgets).

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**TOTAL MONTHLY COST FOR ALL ITEMS .....\$400.00**

### Summary of Annual Costs that are billed outside of this contract:

Mailbox Rental: Box 212 at 1840 S Gaffey **(\$190/year)** (billed separately)

Domain Name: CentralSanPedro.org through GoDaddy (mail forwarding accounts included) **(\$21.17/year )**

Domain Name: CentralSanPedroNC.org (through Siteground) **plus hosting (approx. \$350 per year)**

Constant Contact Email Marketing Account: **\$45/mo** (\$540 per year) (discount of 15% if 12 months prepaid) \$459 (save \$81)