Central Mail Services

Purpose
This document is only a "description of services" provided by Central Mail Services (CMS). Actual fees for services will be collected annually based on your agencies prorata share of the annual cost needed to operate each cost center. Billing for services will be handled through an RSA.

Posting and Metering Services
Central Mail Services will post and meter all mail for each agency on a daily basis. A division level accounting statement tracking postage expenditures will be sent to each agency on a quarterly basis. Mail received by 2:00 p.m. will be posted the day of receipt and packaged for delivery to the U.S. Post Office.

Central Mail Services will make every effort to optimize and take advantage of lower rates offered by the U.S. Postal Service by consolidating and sorting mail when time permits.

Mail Receipt and Sort Service
Central Mail Services will receive mail daily from the U.S. Postal Service at the seventh floor loading dock of the State Office Building. CMS will open mail containers and sort the mail using mail stops established for your agency by CMS in a secure environment. The first mail sort will be completed on a daily basis and made available for further distribution by 9:00 a.m. The second sort will be completed by 3:00 p.m.

Interagency Mail Service
Central Mail Services will serve as the hub post office for the State of Alaska interagency mail distribution in Juneau. Interagency mail received by CMS will be sorted daily and put in agency’s mail bins in the central mail center. Agencies currently receiving pick up and delivery service will have their interagency mail picked up and delivered through that service. Agencies without regular pick up and delivery service will pick up their interagency mail from CMS. Interagency mail pickup and delivery will include mail bound for the U.S. Postal Service and mail received from the U.S. Postal Service.

Mail Delivery to the U.S. Postal Service
Central Mail Services will deliver participating agency’s mail, regardless of amount, to the United States Post Office by 4:00 p.m. each day that CMS and the U.S. Post Office are open.

AKPAY Service
Central Mail Services will receive, insert, post, package, and deliver all AKPAY payroll warrants and W-2 forms to the U.S. Post Office on the day the warrants are received. Central Mail Services will provide a secure and controlled environment for the warrant processing and will account for all warrants received from the Division of Finance.
AKSAS Service
Central Mail Services will receive, insert multiple insertions, post, package, and deliver all AKSAS vendor warrants within two days of receipt from the Division of Finance. Annual Internal Revenue Services 1099 statements will be processed and mailed by CMS. CMS will maintain a secure and controlled environment for warrant processing and will account for all warrants received from the Division of Finance.

Agency Pick Up and Delivery Service
CMS will deliver and pick up U.S. Postal mail, accountable mail, and interagency mail. Please see current Mail Pick-Up and Delivery Schedule. (Insert Link)

Additional Services
CMS is available to provide additional mail services to your agency such as inserting, folding, mail-out processing, and labeling on a project-by-project basis or as a continuing service. If you have a need for additional services, contact the CMS Manager for a quote and completion schedule. Billing will be handled through quarterly reconciliation of your departments RSA.

Service Level Outcomes
Central Mail Services is dedicated to providing outstanding customer service. Any questions regarding customer service or performance should be addressed to the Mail Services Manager, Brad_Witt@admin.state.ak.us