VERMONT

DEPARTMENT OF BUILDINGS AND GENERAL SERVICES

Government Business Services Division

Staffing: 11
Funding: Internal Service Fund

- Security screening incoming USPS mail
- Sort and delivery of incoming USPS mail
- Sort and delivery of pink mail
- Metering and processing outgoing Federal mail
- UPS package processing
- VSARA records boxes pick-up and delivery

- 5.3 million pieces of outgoing USPS mail
- 3.8 million pieces of incoming USPS mail
- 151,320 pieces of pink mail
- 5,600 UPS parcels mailed
- 3,282 records boxes moved
- 155 daily mail stops

For More Information:
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Postal Center

Mission

The Postal Center's mission is to provide State government with economical and convenient access to postal and courier services, and to provide security screening of incoming federal and "pink" mail and parcels.

Overview

With a primary focus of customer service, the Postal Center is the centralized postal services for State government to collect and distribute mail, provide inter-/intra-departmental mail services; receive and deliver incoming federal mail, and to disseminate outgoing federal mail. Service includes consultation and education of customers to optimize mail services available. The program staff are trained in IRS Safeguards and HIPPA confidentiality and security restrictions. The Postal Center is a production environment that is co-located with the Print Shop which enables cross training, efficiencies, and cost savings.

Program Goals

The program's goals are to avoid duplicate costs related to postal equipment, courier vehicles, and personnel associated with mail distribution and processing in Central Vermont. Provide state agencies with information and tools to understand and effectively use postal products and services, and to collaborate with USPS (Federal U.S. Postal Service) to optimize services to State Agencies.

Additional Information and Data

See Annual Report at: http://www.bgs.vermont.gov/gbs

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