



# City Council Report

**Date:** December 8, 2020  
**To:** City Council  
**Through:** Michael Kennington, Deputy City Manager/Chief Financial Officer  
**From:** Edward Quedens, Business Services Director  
Matt Bauer, Procurement Administrator  
**Subject:** Three-Year Term Contract with Two Years of Renewal Options for Presort Mail Services for the Business Services Department **(Single Response)**  
**(Citywide)**

## Recommendation

Council is requested to approve the award as recommended.

A committee representing the Business Services Department and Purchasing evaluated responses. The evaluation committee recommends awarding the contract to the single and qualified proposal from Pitney Bowes Presort Services, LLC at \$50,000 annually, with an annual increase allowance of up to 5% or the adjusted Consumer Price Index.

## Background / Discussion

This contract helps save the City money on postage. The presort vendor will merge the City's mail with other entities' mail for a postage savings. First class metered postage rate is \$0.50. Presort postage rate is \$0.419, an \$0.081 per piece savings on the City's outgoing mail.

The City received only one response to the solicitation. The response is from the incumbent vendor. Print Services determined the respondent meets the contract requirements and they are fine with a single proposal response. Print Services and Purchasing have verified the prices received are fair and reasonable and that other vendors had a reasonable opportunity to respond.

## Purchase Information

Action: Award  
Procurement Type: Request for Proposals  
Contract Number: 2021035  
Local Consideration: Policy did not apply to this procurement method  
Protests Received: None  
Initial Contract Term: Three Years  
Possible Renewals: Up to a maximum of two years subject to Administrative review and approval  
Funding Source: Individual fund's operating budget

## Single Proposal Response

Pitney Bowes Presort Services, LLC - Omaha, NE