



Legislation Text

File #: 18-0205R, **Version:** 1

RESOLUTION AUTHORIZING A CONTRACT WITH API OUTSOURCING INC., FOR MAILING SERVICES AND POSTAGE FOR APRIL THROUGH DECEMBER OF 2018 IN THE AMOUNT OF \$156,600.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to contract with API Outsourcing, Inc., for mailing services (\$36,000) and postage (\$120,600) during year 2018 for a total amount of \$156,600, payable from various funds per attached Exhibit A.

STATEMENT OF PURPOSE: This resolution authorizes a contract with API Outsourcing, Inc., for mailing services and postage in year 2018, for \$156,600, payable from the water, gas, sewer, and storm water funds. This service includes the mailing of city utility bills.

The purchasing division posted a request for bids November 20, 2017, on the city's website and received nine bids by the closing date. Bidders were required to meet several minimum requirements, and costs were compared based on an estimated annual quantity of invoices to be processed and mailed plus any required startup fee included by the bidder. After careful review of the bids by city staff and a successful test run, API Outsourcing, Inc. is recommended for award. API is located in Eagan, MN. The Bid Summary is shown below.

<u>Vendor</u>	<u>Total 1st Year Est Cost</u>
API Outsourcing, Inc.	\$193,070.00
InfoSend	\$194,145.00
Business Ink	\$194,360.00
Pinnacle Data Systems	\$196,930.00
SourceCorp BPS	\$216,179.00
Postal Pros	\$218,440.00
Ecodocx	\$229,050.00
CPStatements.com	\$237,360.00
National Business Systems	\$237,960.00