



Legislation Text

File #: 21-0026R, **Version:** 1

RESOLUTION AUTHORIZING THE RENEWAL OF CONTRACT L30048 WITH BUSINESS COMMUNICATION SOLUTIONS FOR MAILING SERVICES AND POSTAGE FOR YEAR 2021 IN THE AMOUNT OF \$183,000.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to execute a one-year renewal of contract L30048 with Business Communication Solutions for mailing services (\$33,000) and postage (\$150,000) during year 2021 for a total amount of \$183,000, payable from various funds per attached Exhibit A.

STATEMENT OF PURPOSE: This resolution authorizes a contract with Business Communication Solutions (BCS) for mailing services and postage in 2021 for \$183,000, payable from the water, gas, sewer, and storm water funds. This contract covers the processing and mailing of utility bills for Comfort Systems.

The purchasing division posted a request for bids November 20, 2017, 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. was awarded the bid, and the city entered into master service agreement L30084 for one year with three optional one-year renewals. In 2019, API Outsourcing, Inc. (API) was acquired by BCS and an assignment of agreements was executed transferring all rights, title, interests, duties and obligations from the original agreement with API to BCS for the remainder of the agreement term. 2021 is the final year for the master service agreement.