



Legislation Text

File #: 16-0850R, **Version:** 1

RESOLUTION AUTHORIZING RENEWAL OF AN ANNUAL CONTRACT WITH INFOSEND, INC., FOR MAILING SERVICES AND POSTAGE DURING YEAR 2017 IN THE AMOUNT OF \$196,000.

CITY PROPOSAL:

RESOLVED, that the proper city officials are hereby authorized to renew the annual contract with InfoSend, Inc., for mailing services (\$42,000) and postage (\$154,00) during year 2017 for a total amount of \$196,000, payable from various funds per attached Exhibit A.

STATEMENT OF PURPOSE: This resolution authorizes the renewal of an annual contract with InfoSend, Inc., for mailing services and postage in year 2016, for \$190,000, payable from the water, gas, sewer, and storm water funds. This service includes mailing of city utility bills.

The purchasing division posted the original request for bids February 23, 2011, on the city's website and received eight bids by the closing date. After careful evaluation by an internal team of experts and a successful test run, the contract was awarded to InfoSend, Inc. The city, with council approval, has renewed the contract the last five years. Resolution 16-0024R for the 2016 renewal was passed on January 11, 2016. The 2016 renewal was to be the final renewal of this contract; however, a system integration is in progress and expected to be complete this year. An additional year of service will allow time for a smooth transition.