



Legislation Text

File #: 19-0091R, **Version:** 1

RESOLUTION AUTHORIZING THE RENEWAL OF CONTRACT L30048 WITH API OUTSOURCING INC. FOR MAILING SERVICES AND POSTAGE FOR YEAR 2019 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 API Outsourcing, Inc., for mailing services (\$33,000) and postage (\$150,000) during year 2019 for a total amount of \$183,000, 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 2019, for \$183,000, payable from the water, gas, sewer, and storm water funds. This contract covers the processing and mailing of utility bills for ComfortSystems.

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 agreement L30084 for one year with two optional one-year renewals.