

PURCHASING AND LICENSING COMMITTEE

10-0201R

RESOLUTION AUTHORIZING CITY OFFICIALS TO CONTRACT WITH
TWIN PORT MAILING FOR POSTAGE AND MAILING SERVICES
DURING YEAR 2010 FOR AN ESTIMATED AMOUNT OF \$298,576.

CITY PROPOSAL:

RESOLVED, that city officials are hereby authorized to contract with Twin Port Mailing, from May 1, 2010, through April 30, 2011, with four one-year renewal options, for postage (\$250,000) and mailing (\$48,576) services for various departments in accordance with specifications and the vendor's bid, for a total estimated amount of \$298,576, terms net 30, and payable from various funds, agencies, organizations and objects.

Approved:

Approved for presentation to council:

Director, Public Works & Utilities

Chief Administrative Officer

Director, Public Administration
Purchasing Agent ____

Approved as to form:

Approved:

Attorney

Auditor

STATEMENT OF PURPOSE: This resolution authorizes a contract with Twin Port Mailing for postage (\$250,000) and mailing services (\$48,576) during year 2010, for an estimated \$298,576, payable from various funds. The contract runs from May 1, 2010, through April 30, 2011, with four one-year renewal options.

Twin Port Mailing picks up and handles mail from several locations - the city's Garfield location, City Hall mailroom and city assessor's office. In addition, the company handles mailing of the city's utility water and gas mailings. In 2009, they mailed approximately 30,000 bills per month. Twin Port Mailing is the only known local vendor with an advanced high-speed automated system to handle citywide bulk mailings on a regular basis.

The purchasing division posted a request for bids on the website March 15, 2010. Twin Port Mailing was the only qualified bid received by the closing date. Twin Port Mailing is locally owned and operated in Duluth, Minnesota.

Requisition 10-0044