

PURCHASING & LICENSING COMMITTEE

11-0269R

RESOLUTION INCREASING THE ORIGINAL PURCHASE ORDER ISSUED TO TWIN PORT MAILING BY \$63,000 AND EXTENDING THE CONTRACT UNTIL APPROXIMATELY AUGUST 1, 2011, FOR A TOTAL ESTIMATED CONTRACT AMOUNT OF \$111,000.

CITY PROPOSAL:

RESOLVED, that city officials are hereby authorized to increase the original purchase order issued to Twin Port Mailing and to extend the city's current contract until approximately August 1, 2011, for a total estimated contract amount of \$111,000 to include \$48,000 (purchase order no. one) and \$63,000 (increase), payable as follows:

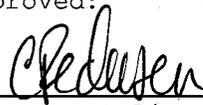
(a) Mailing Services \$22,600

Amount	Fund	Dept./Agency (Public Wks. & Utilities)	Div./Cost Ctr. (Customer Svcs./ Customer Accounts)	Object (Contract Svcs.)
\$5,876	510	Water 500	1940-2400	5310
\$8,814	520	Gas 500	1940-2400	5310
\$5,198	530	Sewer 500	1940-2400	5310
\$2,712	535	Stormwater 500	1940-2400	5310

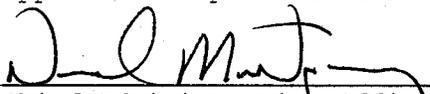
(b) Postage \$88,400

Amount	Fund	Dept./Agency (Public Wks. & Utilities)	Div./Cost Ctr. (Customer Svcs./ Customer Accounts)	Object (Postage)
\$22,984	510	Water 500	1940-2400	5322
\$34,476	520	Gas 500	1940-2400	5322
\$20,332	530	Sewer 500	1940-2400	5322
\$10,608	535	Stormwater 500	1940-2400	5322

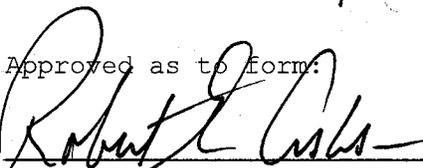
Approved:

  
 Department Director  
 Purchasing Agent *ADT, CFO*

Approved for presentation to council:

  
 Chief Administrative Officer

Approved as to form:

  
 Attorney

Approved:

  
 Auditor

STATEMENT OF PURPOSE: This resolution authorizes an increase in the original purchase order issued to Twin Port Mailing and an extension of the current contract until approximately August 1, 2011, for postage and mailing services for an estimated amount of \$111,000, payable from the water, gas, sewer, and stormwater funds. The city hopes to have a new vendor in place approximately August 1, 2011.

The city began a bidding process in February of 2011. However, due to delays in the completion of the bidding process and a new vendor's start-up date, the city had to continue into year 2011 with the current vendor Twin Port Mailing. The council was not required to approve an initial purchase order issued February 16, 2011, for \$48,000. Approval of an additional increase of \$63,000 will extend the current contract until approximately August 1, 2011.

The purchasing division posted a request for bids February 23, 2011, on the city's website and received eight complete bids from vendors, including Twin Port Mailing, before the March, 8, 2011, closing date. Both the purchasing agent and public works and utilities staff determined that InfoSend, Inc. (Downers Grove, Illinois) and Central Valley Presort, Inc. (Fresno, California) tied as the apparent low bidders. After further evaluation, the city decided to conditionally award a contract to InfoSend, Inc., pending successful completion of a test run of the electronic billing process. A formal award has not yet been made.

Requisition 11-0044