

PURCHASING & LICENSING COMMITTEE

11-0463R

RESOLUTION AUTHORIZING CITY OFFICIALS TO CONTRACT WITH INFOSEND, INC., FOR MAILING SERVICES AND POSTAGE DURING YEAR 2011 FOR AN ESTIMATED AMOUNT OF \$66,500.

CITY PROPOSAL:

RESOLVED, that city officials are hereby authorized to enter into a contract with InfoSend, Inc., for mailing services (\$15,500) and postage (\$51,000) through December 31, 2011, in accordance with city approved specifications and the vendor's bid, for a total estimated amount of \$66,500, terms net 30, and payable as follows:

(a) Mailing Services \$15,500


Amount	Fund	Dept./Agency (Pub. Wks./Util.)	Div./Cost Ctr. (Cust. Svcs./Cust. Accts)	Object (Contr. Svcs.)
\$4,030	510 Water	500	1940-2400	5310
\$6,045	520 Gas	500	1940-2400	5310
\$3,565	530 Sewer	500	1940-2400	5310
\$1,860	535 Stormwater	500	1940-2400	5310

(b) Postage \$51,000

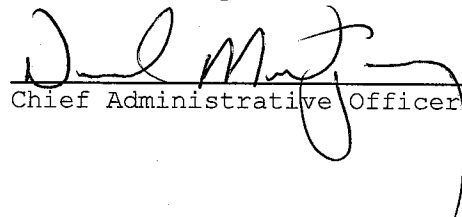
Amount	Fund	Dept./Agency (Pub. Wks./Util.)	Div./Cost Ctr. (Cust. Svcs./Cust. Accts)	Object (Postage)
\$13,260	510 Water	500	1940-2400	5322
\$19,890	520 Gas	500	1940-2400	5322
\$11,730	530 Sewer	500	1940-2400	5322
\$6,120	535 Stormwater	500	1940-2400	5322

Approved:

  
 Director, Public Works & Utilities

Purchasing Agent 

Approved for presentation to council:

  
 Chief Administrative Officer

Approved as to form:

  
 Attorney

Approved:

  
 Auditor

STATEMENT OF PURPOSE: This resolution authorizes a contract with InfoSend, Inc., for mailing services and postage during year 2011 for an estimated amount of \$66,500, payable from the water, gas, sewer, and stormwater funds.

The city began a bidding process in February of 2011. However, due to delays in the completion of the bidding process and the new vendor's start-up date, the city had to extend the previous vendor's contract until August 1, 2011. The new contract with InfoSend, Inc., will run from September 1, 2011, through August 31, 2012, with four possible one-year renewal options.

The purchasing division posted a request for bids February 23, 2011, on the city's website and received eight bids by the March 8th closing date. Both the purchasing agent and public works/utilities staff carefully reviewed each bid for completeness and adherence to specifications and determined that InfoSend, Inc., and Central Valley Presort, Inc., were the apparent low bidders. Central Valley was a bit higher because of the additional set up charge and then dropped out of the running when they failed to respond to subsequent requests for information. That left InfoSend as the only acceptable low bidder. After further evaluation and a successful test run, the contract was awarded to InfoSend, Inc. The expense of an initial test run in August will be covered by approval of this resolution.

The attached bid tabulation explains the basis for the determination.

Requisition 11-0479

**UTILITY BILLING AND MAILING-COMFORT SYSTEMS**

**BID TAB - March 8, 2011**

**11-08DS**

<b>VENDOR NAME/ADDRESS</b>	<b>QTY</b>	<b>UNIT</b>	<b>TOTAL</b>	
Twin Ports Mailing 224 W 1st St Duluth, MN 55802	360000	pc	0.5765	\$207,540 plus set up charges
<b>Infosend</b> <b>1406 Centre Circle Dr</b> <b>Downers Grove, IL 60515</b>			0.438	<b>\$157,880</b>
API Outsourcing Inc 2975 Lone Oar Dr Suite 100 Eagan, MN 55121			0.5097	\$185,992 includes \$2,500 set up
Postal Pros Inc 4100 Hawkins St NE Albuquerque, NM 87109			0.455	\$163,800 no set up charge
Redsson LTD 104 N Summit St 2nd Floor Toledo, OH 43604			0.4477	\$161,172 no set up charge
HOV Services Inc 38120 Amrhein Rd Livonia, MI 48150			0.451	\$162,360 .116+.335 postage
CCS Inc 201 South Tryon St, Suite 800 Charlotte, NC 28202			0.442	\$159,120 plus setup charge
<b>Central Valley Presort</b> <b>1931 G Street</b> <b>Fresno, CA 93706</b>			0.438	\$157,880 plus \$200 setup charge <b>\$158,080 total</b>
<b>Apparent Low and recommended-test run needed</b>				