

COUNCIL COPY

PURCHASING & LICENSING

12-0046R

RESOLUTION AUTHORIZING A CONTRACT WITH INFOSEND, INC.,
FOR MAILING SERVICES AND POSTAGE DURING YEAR 2012 IN
THE AMOUNT OF \$187,000.

CITY PROPOSAL:

RESOLVED, that the proper city officials for public works and utilities are hereby authorized to contract with InfoSend, Inc., for mailing services (\$45,000) and postage (\$142,000) during year 2012 in the amount of \$187,000, payable as follows:

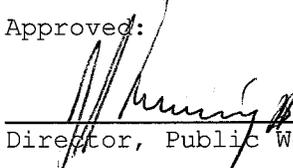
(a) Mailing Services \$45,000

Amount	Fund	Dept./Agency (Public Works & Utilities)	Div./Cost Ctr. (Customer Services/ Customer Accounts)	Object (Contract Services)
\$11,700	510 Water	500	1940-2400	5310
\$17,550	520 Gas	500	1940-2400	5310
\$10,350	530 Sewer	500	1940-2400	5310
\$5,400	535 Stormwater	500	1940-2400	5310

(b) Postage \$142,000

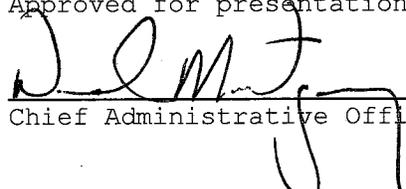
Amount	Fund	Dept./Agency (Public Works & Utilities)	Div./Cost Ctr. (Customer Services/ Customer Accounts)	Object (Postage)
\$36,920	510 Water	500	1940-2400	5322
\$55,380	520 Gas	500	1940-2400	5322
\$32,660	530 Sewer	500	1940-2400	5322
\$17,040	535 Stormwater	500	1940-2400	5322

Approved:

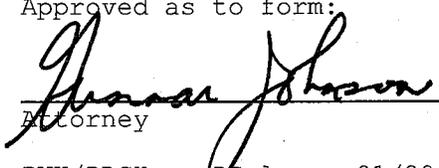

Director, Public Works & Utilities

Purchasing Agent *ADH, CPS*

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 2012 in the amount of \$187,000 payable from the water, gas, sewer, and stormwater 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 new contract with InfoSend, Inc., began September 1, 2011, and runs through August 31, 2012, with four possible one-year renewal options.

InfoSend, Inc., is located in Anaheim, California.

Requisition 12-0079