



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 9/19/2023

ALL

Item Creation Date: 8/31/2023

E32975 - Postage Machines and software (Pitney Bowes) - MOTION

Agenda Item#: 4.

Summary:

NOT A REAL CAPTION

PITNEY BOWES for approval of spending authority for the lease of two (2) postage meter machines with two (2) software packages from through the interlocal Agreement for Cooperative Purchasing with the Texas Local Purchasing Cooperative (Buyboard) for the Houston Police Department - 5 years - \$310,933.20 - Special and General Funds

Background:

E32975 – Approve spending authority in an amount not to exceed \$310,933.20 for the lease of two (2) postage meter machines with two (2) software packages from Pitney Bowes through the interlocal Agreement for Cooperative Purchasing with the Texas Local Purchasing Cooperative (Buyboard) for the Houston Police Department (HPD).

Specific Explanation:

The Chief of the Houston Police Department and the Chief Procurement Officer recommend that City Council approve spending authority in an amount not to exceed **\$310,933.20** for the lease of for two(2) postage meter machines with two (2) software packages through the interlocal Agreement for Cooperative Purchasing with the Texas Local Purchasing Cooperative (Buyboard). Additionally, it is recommended that authorization be given to issue purchase orders, as necessary, **for a five (5) year period to Pitney Bowes**. The postage meter machines, and software packages will be used by the Houston Police Department’s Office of Planning Division and Auto Dealers Detail.

The Pitney Bowes postage meter machine and letter folder/envelope stuffer machine assigned to the Auto Dealers Detail is required by state law and city ordinance to mail out notices to the registered owners and lien holders of vehicles that have been towed and are at storage lots. Pitney Bowes software also applies and tracks certified tracking numbers and is essential for Auto Dealers' shipping and integration needs. The offered software packages will only interface with equipment from Pitney-Bowes. The software is also customized to meet HPD's existing Auto Dealers application as it tracks and provides crucial data as it relates to the sale of abandoned vehicle under State law.

The Pitney Bowes postage machine for the mail room, assigned to the Office of Planning & Data Governance is used for postage for all outgoing official business police department mail. Official business mail includes certified mail related to Open Records, property, missing persons, citations, vehicles etc. many of these items are required by law to be sent. The software allows for desktop processing of certified mail, electronic tracking of delivery and searchable electronic data storage.

This recommendation is made pursuant to subsection 271.102(c) of the Texas Local Government Code, which provides that “a local government that purchases goods or services from a cooperative purchasing program or organization satisfies any state law requiring the local government to seek competitive bids for the purchase of the goods or services.

MWBE Participation:

MWBE zero percentage-goal document approved by the Office of Business Opportunity

Hire Houston First:

This procurement is exempt from the City's Hire Houston First Ordinance. Bids/proposals were not solicited because the department is utilizing an Interlocal/Cooperative Purchasing Agreement for this purchase.

Fiscal Note:

Funding for this item is included in the FY24 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policies.

9/13/2023

DocuSigned by:

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Jedediah Greenfield
Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority

Estimated Spending Authority			
Departments	FY2024	Out-Years	Award Amount
Houston Police Department	\$62,186.64	\$248,746.56	\$310,933.20.

Amount and Source of Funding:

\$ 63,706.20 - General Fund (1000)

\$247,227.00 - Auto Dealers Fund (2200)

\$310,933.20 - Total

Contact Information:

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Chief Procurement Officer
(832) 393-9126

ATTACHMENTS:

Description	Type
Certification of Funds	Financial Information
Ownership Form	Backup Material
Drug Form	Backup Material
Buyboard 656-21	Backup Material
Goal Waiver - OBO Approval	Backup Material
Certificate of Insurance	Backup Material
Lease Agreement	Backup Material
Coop Justification Form	Backup Material
E32975 - RCA	Backup Material
Tax Report	Backup Material
Coversheet	Signed Cover sheet
Funding Verification form-HPD fund 1000 E32975 - Postage Machines and software (Pitney Bowes)	Financial Information