

REQUEST FOR COUNCIL ACTION

TO: Mayor via City Secretary

RCA# 10253

Subject: Lease of Two Digital Mailing Systems and Two Postage Meters from the State of Texas Procurement and Support Services Contract for the Administration and Regulatory Affairs Department S08-E25198	Category # 4	Page 1 of 1	Agenda Item
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FROM (Department or other point of origin): Calvin D. Wells City Purchasing Agent Finance Department	Origination Date October 02, 2014	Agenda Date
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DIRECTOR'S SIGNATURE	Council District(s) affected All
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For additional information contact: Lara Cottingham Phone: (832) 393-8503 Ray DuRousseau Phone: (832) 393-8726	Date and Identification of prior authorizing Council Action:
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RECOMMENDATION: (Summary)
 Approve the lease of two digital mailing systems and two postage meters in the total amount of \$77,832.00 from the State of Texas Procurement and Support Services Contract for the Administration and Regulatory Affairs Department.

Award Amount: \$77,832.00	Finance Budget
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\$77,832.00 - General Fund (1000)

SPECIFIC EXPLANATION:
 The Director of Administration and Regulatory Affairs and the City Purchasing Agent recommend that City Council approve a 36-month lease of two digital mailing systems and two postage meters in the total amount of \$77,832.00 from the State of Texas Procurement and Support Services Contract for the Administration and Regulatory Affairs Department and that authorization be given to issue a purchase order to the State contract supplier, Pitney Bowes, Inc. The new mailing systems and postage meters (units) will be used to process the City's outgoing mail as well as facilitate electronic departmental billing and express package tracking.

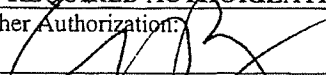
The scope of work requires the contractor to provide all labor, equipment, supervision, training and transportation necessary to furnish and install two 2-3000 series digital mailing systems consisting of a power stacker, console, smart program for postage charge back, PC interface, meter interface kit, 70/149 lb. weighing platform and laser printer. Additionally, the lease includes two digital postage meter machines, which will provide electronic delivery, signature confirmation, and certified mail tracking. The new mailing units will replace three- and four-year-old units that are no longer under contract.

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 or Cooperative Purchasing Agreement for this purchase.

Sections 271.071 through 271.083 of the Texas Local Government Code provide the legal authority for local governments to participate in the State of Texas Purchasing Program.

Angela Dunn
 PR# 10193228

REQUIRED AUTHORIZATION

Finance Department:	Other Authorization: 	Other Authorization:
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