

Agenda Report

To: CITY COUNCIL **DATE:** April 17, 2000
FROM: CITY MANAGER
SUBJECT: Furnishing, Delivery and Installation of a Mail Inserting System

RECOMMENDATION

It is recommended that the City Council accept the bid dated March 21, 2000, submitted by Pitney Bowes Production Mail, in response to the specifications to furnish, deliver and install a mail inserting system and authorize the Purchasing Administrator to issue a purchase order not to exceed \$138,298.00.

BACKGROUND

This contract award is for furnishing, delivery, and installation of a new mail inserting system for the City's mail operations center. This will replace a 10-year old inserter that has become obsolete. The new equipment will interface with and enhance the existing mailing system. The new inserter is computerized and has the capability of Optical Mark Reading® scanning, collation integrity, selective inserting, exception outsourcing, automatic job set-up and daily reporting. The system will increase the productivity of inserting mail by 50% above the City's mailroom's current capabilities.

The Mail Inserting System will be used to accommodate the new multiple page billing system for the Water & Power Department. Also the system will greatly enhance the processing of parking citations. The inserter will be used to process the following pieces of mail: an estimated 100,000 multiple pages of utility billings for approximately 85,000 Water & Power customers, 6,000 parking citations and 5000 miscellaneous pieces of mail per month. The system has the capacity to accommodate an additional six mail inserts and is capable of processing future increases in mail volume.

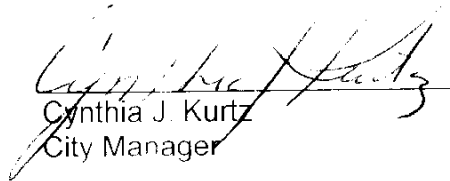
On March 2, 2000, a Notice Inviting Bids was published in *The Pasadena Journal*. In addition, specifications were mailed to nine (9) vendors on the Purchasing Division's vendor list who specialize in this type of product. A bid notification was also posted on the City's web page. Only one response was received and opened in the City Clerk's office on March 21, 2000.

The bid from Pitney Bowes Production Mail is responsive to the bid specifications. Therefore, it is recommended that Pitney Bowes Production Mail be awarded the purchase order for the mail inserting system.

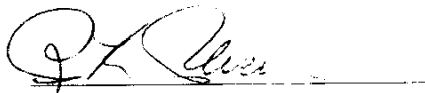
FISCAL IMPACT

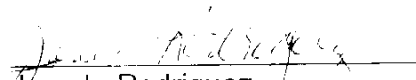
This equipment is a budgeted replacement and sufficient funds are available in account # 501-145830-9994.

Respectfully submitted,

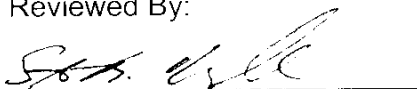

Cynthia J. Kurtz
City Manager

Approved by:

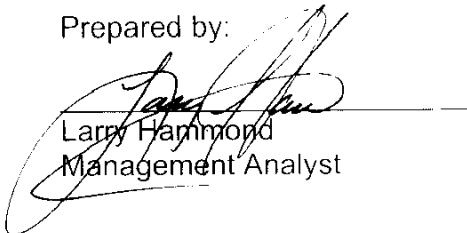

Robert Person
Assistant to the City Manager

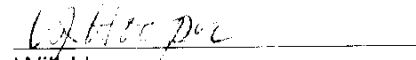

Jane L. Rodriguez
City Clerk

Reviewed By:


Steve Mermell
Purchasing Administrator

Prepared by:


Larry Hammond
Management Analyst


Will Hooper
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