

# Mayor and Council Communication

**DATE:** 01/14/25

**M&C FILE NUMBER:** M&C 25-0017

**LOG NAME:** 13P POSTAGE CITYWIDE JP

**SUBJECT**

(ALL) Authorize Agreements with the United States Postal Service and The Pitney Bowes Bank, Inc. for Postage in a Combined Annual Amount Up to \$800,000.00 and Authorize Four One-Year Renewal Options for All City Departments

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**RECOMMENDATION:**

It is recommended that the City Council authorize sole source purchase agreements with the United States Postal Service and The Pitney Bowes Bank, Inc. in a combined annual amount up to \$800,000.00 and authorize four one-year renewal options for all City departments.

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**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to authorize sole source purchase agreements with the United States Postal Service (USPS) and The Pitney Bowes Bank, Inc. (Pitney Bowes) to purchase postage for the City mail. On March 3, 2020, M&C 20-0109 authorized sole source purchase agreements with the USPS and Pitney Bowes to purchase postage for the City mail, which expires on March 2, 2025.

The USPS is the sole source provider of postage in the United States. Pitney Bowes is an authorized agent of the USPS and the supplier of mail-processing equipment on lease for the City. These Purchase Agreements will be used to replenish the Business Reply Mail accounts, Postage Due accounts, Permit accounts, and Pre-paid Postage accounts. The City's Mailroom processes mail for the City departments, and the departments are billed for postage through journal entry.

Staff recommends continuing the use of USPS and Pitney Bowes for postage services for a combined annual amount of up to \$800,000.00 with a one-year initial term and four one-year renewal options for all City departments. No guarantee was made that a specific amount of postage would be purchased.

**ADMINISTRATIVE CHANGE ORDER** - An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

**M/WBE OFFICE** - These procurements were approved for a waiver per the Chapter 252 exemption, as a sole source by the Legal Department. Therefore, the business equity goal requirement is not applicable.

**AGREEMENT TERM** - Upon the City Council's approval, this agreement shall begin on March 3, 2025, and expire on March 2, 2026.

**RENEWAL OPTIONS** - This Agreement may be renewed for four additional one-year terms at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term. The term of postage services with Pitney Bowes Bank, Inc. will be subject to the duration of the equipment lease agreement.

The agreement serves ALL COUNCIL DISTRICTS.

A Form 1295 is not required because: This contract will be with a publicly-traded business entity or a wholly-owned subsidiary of a publicly-traded business entity: Pitney Bowes, Inc.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the participating departments' Operating Funds to support the approval of the above recommendation(s) and execution of the contract. Prior to any expenditure being incurred, the participating departments have the responsibility to validate the availability of funds.

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