

City of Fort Worth, Texas

Mayor and Council Communication

DATE: 11/30/21 M&C FILE NUMBER: M&C 21-0888

LOG NAME: 13P MAILROOM EQUIPMENT LEASE MG FMS

SUBJECT

(ALL) Authorize Agreement with Pitney Bowes, Inc., Using BuyBoard Cooperative Agreement 576-18 for the Lease of Mail-Processing Equipment for the Financial Management Services Department in an Annual Amount of \$46,364.64 for a Total Amount Up to \$231,823.20 for the Five-Year Term

RECOMMENDATION:

It is recommended that the City Council authorize an agreement with Pitney Bowes, Inc., using BuyBoard cooperative agreement 576-18 for the lease of mail-processing equipment for the Financial Management Services Department in an annual amount of \$46,364.64 for a total amount up to \$231,823.20 for the five-year term.

DISCUSSION:

With this Mayor and Council Communication (M&C), Council will authorize the Financial Management Services Department to enter into a five year term agreement to lease mailroom equipment using BuyBoard cooperative agreement 576-18. This equipment is used to process, insert, weigh, meter and seal certified mail, correspondence, citations, zoning notices and code violations. Each year the City of Fort Worth (City) processes approximately one million pieces of mail generated by departments. Pitney Bowes Inc., will be responsible for the maintenance and upgrades to the leased mail-processing equipment. The annual cost of the lease agreement will be \$46,364.64, to be paid quarterly at a cost of \$11,591.16. The total cost of the five year lease will be \$231,823.20. This is a total savings of \$4,915.80 from the previous lease agreement.

COOPERATIVE PURCHASE - State law provides that a local government purchasing an item under a cooperative purchase agreement satisfies any state law requiring that the local government seek competitive bids for purchase of the item. BuyBoard contracts are competitively bid to increase and simplify the purchasing power of government entities across the State of Texas.

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.

BUSINESS EQUITY - A goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

AGREEMENT TERM - Upon City Council's approval, the term of the Agreement will be for one five-year term with no options to renew.

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

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the General Fund to support the approval of the above recommendations and award of the contract. Prior to any expenditure being incurred, the Financial Management Services Department has the responsibility to validate the availability of funds.

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