

A G E N D A



Recommendation for Council Action (Purchasing)

Austin City Council	Item ID:	15818	Agenda Number	27.
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Meeting Date:	June 7, 2012
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Department:	Purchasing
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Subject

Authorize award and execution of a 53-month requirement services contract through the TEXAS MULTIPLE AWARD SCHEDULE (TXMAS) with NEOPOST INC., for installation, leasing and maintenance of mail sorting, stacking and inserter machines for the Building Services Department, in an estimated contract amount not to exceed \$130,000.

Amount and Source of Funding

Funding in the amount of \$6,765 is available in the Fiscal Year 2011-2012 Operating Budget of the Building Services Department. Funding for the remaining 50 months of the contract period is contingent upon funding in future budgets.

Fiscal Note

There is no unanticipated fiscal impact. A fiscal note is not required.

Purchasing Language:	Cooperative Purchase.
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Prior Council Action:	
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For More Information:	Cruz Banda, Buyer II, 972-4022
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Boards and Commission Action:	
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Related Items	
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MBE / WBE:	This contract will be awarded in compliance with Chapter 2-9C of the City Code (Minority-Owned and Women-Owned Business Enterprise Procurement Program). This contract is a Cooperative Purchase; therefore, it is exempted under Chapter 791 of the Texas Local Government Code and no goals were established for this solicitation.
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Additional Backup Information

This contract will provide for lease of the following equipment for use by the Building Services Department's (BSD) Mail Services unit: two mail feeders/sorters (including label dispensers, sealers, scales and stackers), and one inserter, used to place letters and other documents into mailing envelopes. This leased machinery will replace current City-owned equipment. Leasing this equipment affords a cost savings compared to purchasing.

This machinery will allow BSD to perform required sorting, weighing, labeling and metering of the City's outgoing mail volume, estimated at approximately 5,000 pieces per day (including payments to vendors, utility statements and other City correspondence).

The contractor will provide maintenance services for this equipment. In addition, the contractor will perform training for Mail Services employees on use of the new equipment.

Neopost Inc., Austin, TX, is contracted through TXMAS to provide mail equipment purchase, lease and rental services to public entities statewide. This cooperative purchasing program is coordinated by the State of Texas, Comptroller of Public Accounts and allows the City to use TXMAS contracts that have been developed from contracts that were competitively bid and awarded by the General Services Administration's Federal Supply Service.