



Legislation Details (With Text)

**File #:** 24-465      **Version:** 1      **Name:**

**Type:** CONSENT AGENDA      **Status:** Approved

**File created:** 1/31/2024      **In control:** Office of Procurement Services

**On agenda:** 2/28/2024      **Final action:**

**Title:** Authorize (1) a five-year master agreement for metered U.S. postage for the Office of Procurement Services through the National Association of State Procurement Officials cooperative agreement - Quadient Finance USA, Inc. in an amount not to exceed \$4,106,250; (2) a five-year equipment lease agreement for the lease of postage equipment and software for the Office of Procurement Services with Quadient, Inc. through the National Association of State Procurement Officials cooperative agreement in an amount not to exceed \$162,900; and (3) a five-year master agreement for supplies related to postage equipment for the Office of Procurement Services through the National Association of State Procurement Officials cooperative agreement - Quadient, Inc. in an amount not to exceed \$35,834 - Total amount not to exceed \$4,304,984 - Financing: Express Business Center Fund (subject to annual appropriations)

**Sponsors:**

**Indexes:** 100

**Code sections:**

**Attachments:** 1. Resolution

Date	Ver.	Action By	Action	Result
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**STRATEGIC PRIORITY:** Government Performance & Financial Management

**AGENDA DATE:** February 28, 2024

**COUNCIL DISTRICT(S):** All

**DEPARTMENT:** Office of Procurement Services

**EXECUTIVE:** Jack Ireland

**SUBJECT**

Authorize **(1)** a five-year master agreement for metered U.S. postage for the Office of Procurement Services through the National Association of State Procurement Officials cooperative agreement - Quadient Finance USA, Inc. in an amount not to exceed \$4,106,250; **(2)** a five-year equipment lease agreement for the lease of postage equipment and software for the Office of Procurement Services with Quadient, Inc. through the National Association of State Procurement Officials cooperative agreement in an amount not to exceed \$162,900; and **(3)** a five-year master agreement for supplies related to postage equipment for the Office of Procurement Services through the National Association of State Procurement Officials cooperative agreement - Quadient, Inc. in an amount not to exceed \$35,834 - Total amount not to exceed \$4,304,984 - Financing: Express Business Center Fund (subject to annual appropriations)

**BACKGROUND**

This action does not encumber funds; the purpose of an agreement is to establish firm pricing for services and goods, for a specific term, which are ordered on an as needed basis.

These agreements will allow for metered U.S. postage, the lease of mailing equipment and software, and supplies related to postage equipment for the Office of Procurement Services, Express Business Center (EBC). The EBC serves as the central mail distribution facility for the City and handles citywide incoming mail and approximately 1.3 million outgoing mail pieces annually. EBC currently operates two mail postage processing machines that offer an efficient method of processing mail at a metered discounted rate. City departments, employees, and the public also utilize EBC for the following services:

- Color and black/white printing
- Posters and banners
- Signage
- Flyers and brochures
- Newsletters
- Notary Services

The National Association of State Procurement Officials cooperative agreement is authorized by Chapter 791 of the Texas Government Code and Subchapter F, Chapter 271, Texas Local Government Code. Section 271.102 of the Texas Local Government Code which authorizes a local government to participate in a Cooperative Purchasing Program with another local government or local cooperative organization.

**PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)**

On February 22, 2017, the City Council authorized a five-year equipment lease agreement for mailing equipment, meters, related services, and supplies with Neopost USA, Inc. through the Texas Multiple Award Schedule; and a five-year master agreement for metered U.S. postage with Neopost USA, Inc. by Resolution No. 17-0345.

**FISCAL INFORMATION**

Fund	FY 2024	FY 2025	Future Years
Express Business Center Fund	\$860,996.80	\$860,996.80	\$2,582,990.40

**M/WBE INFORMATION**

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$4,304,984.00	Goods	32.00%
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A

- The Business Inclusion and Development Policy does not apply to Cooperative Purchasing Agreements.
- Quadient Finance USA, Inc. - Non-local; Workforce - 0.00% Local • Quadient, Inc. - Local; Workforce - 100.00% Local

**PROCUREMENT INFORMATION**

Method of Evaluation for Award Type:

Cooperative Purchasing Agreement	<ul style="list-style-type: none"><li>• Cooperative purchasing agreements enable the City to associate with State agencies, other local governments, or local cooperative organizations comprised of other state and local governments, to leverage market buying power and enable the City to purchase goods or services at lower prices</li><li>• The cooperative purchasing agreement is an alternative method of meeting the requirements for competitive bidding or competitive sealed proposals, not an exception from that requirement</li></ul>
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**OWNERS**

**Quadient Finance USA, Inc.**  
478 Wheelers Farms Road  
Milford, CT 06461

Geoffrey Godet, Chief Executive Officer  
Laurent du Passage, Chief Financial Officer

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478 Wheelers Farms Road  
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