



**Request for City Council Committee Action  
From the Departments of the City Clerk and Procurement**

**Date:** February 3<sup>rd</sup>, 2014

**To:** Honorable John Quincy, Chair Ways & Means Committee

**Subject:** **Approval of Official Publication No. 7888 Bids for Document Solution Center Presort Mailing Services**

**Recommendation:**

Acceptance of the single bid of Pitney Bowes Presort Services, Inc. for an estimated annual expenditure in the amount of \$383,000.00 to furnish and deliver presort mailing services for the City of Minneapolis City Clerks Department, as follows:

	Estimated Annual Quantity	Description	Metering Costs Cent/Piece	*Postage Rate Cent/Piece	Bar Coding / Pre-Sorting Costs Cent/Piece	Total, Cent/Piece
1.	25,000	First Class Flats, 3 oz.	\$ .024	\$ .994	\$ .250	\$ 1.268
2.	750,000	First Class, 1 oz. including handwritten and residual	\$ .024	\$ .384	\$ .014	\$ .422
3.	4,000	Certified, 1oz.	\$ .024	\$ 6.110	\$ .037	\$ 6.171
4.	10,000	Post Cards, 5 x 6 or smaller	\$ .024	\$ .246	\$ .019	\$ .289

	Estimated Annual Quantity	Description	Cost to Barcode/Piece
4.	10,000 each	Bulk Mail – Letter size, zip code or random order qualifying for the presort discount will be billed at:	\$ .018
5.	10,000 each	Bulk Mail – Flat size, zip code or random order qualifying for the presort discount will be billed at:	\$ .10

- a. Duration: January 2014 through December 31, 2015
- b. Extension Option: through December 31, 2017

**Please refer to the enclosed staff memo for additional information**

Terms are net-30 days

F.O.B.: Destination

**This has been approved by the Civil Rights Department.**

Prepared by: Gary Warnberg Director, Purchasing

Approved by: Casey Carl City Clerk

**Financial Impact (Check those that apply)**

No financial impact - or - Action is within current department budget.  
(If checked, go directly to Background/Supporting Information)

Action requires an appropriation increase to the Capital Budget

Action requires an appropriation increase to the Operating Budget

Action provides increased revenue for appropriation increase

Action requires use of contingency or reserves

Other financial impact (Explain): Action is within Budget

Request provided to the Budget Office when provided to the Committee Coordinator

**Background/Supporting Information:**

Tabulation of one (1) bid received on Official Publication No. 7888 Bids for Document Solution Center Presort Mailing Services

Attachments - Staff Memo  
Tabulation Sheet

cc: C. Carl  
R. Williams  
R. Crossland  
L. Woyee

## Solheid, Heidi

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**From:** Williams, Roger J.  
**Sent:** Thursday, January 02, 2014 11:44 AM  
**To:** Solheid, Heidi  
**Subject:** Suggested Bidder OP #7888

Good Morning:

After a review of vendor responses to bid request OP 7888 I would like to recommend that we accept the bid from PSI. Although PSI was the only responding bidder, their services fully meet our requirements. PSI has been our vendor of these types of mailing services for a number of years. Their level of service has been excellent. I have found this vendor to be very reliable and customer focused. I have found their level of pricing to be consistent with vendors providing similar services. Although there are other companies offering these types of services I believe that PSI was the only bidder because of the encompassing level of services they provide. PSI is a division of Pitney Bowes which is the world leader in mailing equipment and mailing services.

If you need any additional information please let me know.

Thanks

# Roger Williams

City of Minneapolis  
Document Solution Center Supervisor  
[Roger.Williams@ci.minneapolis.mn.us](mailto:Roger.Williams@ci.minneapolis.mn.us)



# Purchasing Division - Bid Tabulation Summary

Official Publication No. 7888

Bids for Document Solution Center Presort Mailing Services

Purchasing Buyer: Heidi Solheid

Department: City Clerks - Document Solution Center

Department Contact: Roger Williams

Bids Due: 10 AM, Local Time, December 11<sup>th</sup>, 2013

Vendors:

1. Pitney Bowes Presort Services, Inc.

25,000 1 <sup>st</sup> Class Flats, 3 oz. Metering Costs Cent/Piece	\$	0.024							
*Postage Rate Cent/Piece	\$	0.994							
Bar Coding/Pre-Sorting Costs Cent/Piece	\$	0.250							
Total, Cent/Piece	\$	1.268							
750,000 1 <sup>st</sup> Class, 1 oz. handwritten & residual Metering Costs Cent/Piece	\$	0.024							
*Postage Rate Cent/Piece	\$	0.384							
Bar Coding/Pre-Sorting Costs Cent/Piece	\$	0.014							
Total, Cent/Piece	\$	0.422							
4,000 Certified, 1 oz. Metering Costs Cent/Piece	\$	0.024							
*Postage Rate Cent/Piece	\$	6.110							
Bar Coding/Pre-Sorting Costs Cent/Piece	\$	0.037							
Total, Cent/Piece	\$	6.171							
10,000 Post Cards, 5x6 or smaller Metering Costs Cent/Piece	\$	0.024							
*Postage Rate Cent/Piece	\$	0.246							
Bar Coding/Pre-Sorting Costs Cent/Piece	\$	0.019							
Total, Cent/Piece	\$	0.289							
10,000 ea Bulk Mail - Letter Size Cost to Barcode/Piece	\$	0.016							
10,000 ea Bulk Mail - Flat Size Cost to Barcode/Piece	\$	0.100							
Vendor offers % discount on all mailing services that are not included on this Bid Form	\$	N/A							
Bidder offers to extend terms & cond. Add'l 12 months 12-31-16	Y/N	Yes							
Bidder offers to extend terms & cond. Add'l 24 months 12-31-17	Y/N	Yes							

*Deborah S. Solheid*

*Paul S. Schaefer*

By the undersigned, hereby certify that the above bids were publicly opened and read aloud.