



Commerce City

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Commerce City, CO 80022
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Council Communication File Number: Ord 2329

Agenda Date: 5/3/2021

Version: 1

Status: ATS Review

In Control: City Council

File Type: Ordinance

AN ORDINANCE AUTHORIZING THE LEASE OF EQUIPMENT AND THE EXECUTION BY THE CITY OF A MASTER LEASE AGREEMENT WITH ALL COPY PRODUCTS, INC., A RENTAL AGREEMENT WITH FRANCO TYP-POSTALIA, D/B/A FP MAILING SOLUTIONS, INC. AND RELATED DOCUMENTS; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE AN AGREEMENT; SETTING FORTH PARAMETERS AND RESTRICTIONS; AND PROVIDING FOR OTHER RELATED MATTERS.

Summary and Background Information:

Per the City's Charter Chapter 4, Section 2, Subsection (d), the City Council may approve long term leases that extend beyond the budget year. The City currently leases a postage machine from Pitney Bowes, which expires on June 30, 2021. Currently, the City far exceeds the recommended volume of mail that the current postage machine is able to process. The City processes approximately \$35,000 worth of postage a year and the current machine is recommended to process approximately \$12,000 worth of postage a year.

City staff have solicited proposals from postage solution focused companies in the state. Staff solicited proposals from Pitney Bowes, All Copy Products, and Complete Mailing Solutions. After reviewing the proposals and reaching out to other governmental agencies for referrals, staff selected All Copy Products for the new postage machine lease.

City Staff have worked with All Copy Products to draft a lease for the postage machine and an agreement for the service and maintenance of the postage machine. Additionally, to assist staff with bulk mailing, staff have added a letter folder and envelope inserter machine to the lease.

Staff Responsible (Department Head): Dylan A. Gibson, City Clerk

Staff Member Presenting: Dylan A. Gibson, City Clerk

Financial Impact: Not to exceed \$599/month for 60 months.

Funding Source: Internal Services Fund

Staff Recommendation: Approve the ordinance.

Suggested Motion: I move the introduce ordinance 2329 by council as seated and approve on first reading.