



# Memorandum

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Date: October 9, 2024

To: Honorable Mayor and Councilmembers

From: Rey Valdes  
City Manager

Department: Carlos Arroyo  
Public Works Director

Subject: **Adoption of State of Florida Mail Processing Contract No. 44102100-17-1.**

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## **Introduction**

The Public Works Department (PWD) respectfully recommends that the Mayor and the City Councilmembers authorize the City Manager to adopt the contract between the State of Florida – Department of Management Services, Contract No. 44102100-17-1, and Pitney Bows, Inc. for the provision of maintenance and leasing of mail processing equipment and related supplies and services for the Government Center.

## **Background**

Since October 2014, the City has been using Neopost and/or Pitney Bowes for leasing mailing services equipment being used at Government Center. This equipment allows all City departments to print mail stamps on envelopes and boxes on as needed basis. In addition, the equipment provides several mailing solutions, just like a Post Office (priority mail, next day, certified mail, etc.). As the current maintenance agreement, approved by the Mayor and the City Councilmembers via Resolution No. 19-229 (approved 4-0), is set to expire in October, 2024, the City of Doral needs to enter into an agreement for the leasing of mail processing equipment and associated annual maintenance services for the previously mentioned facility.

In an effort to continue to provide the highest quality service possible, in a timely and cost-efficient manner, the PWD recommends the adoption of the Florida State – Department of

Management Services, Contract No. 44102100-17-1 with Pitney Bowes (the current service provider). The total duration of the contract is five (5) years. The annual cost for the equipment rental is \$13,128.36. It should be noted that the postage cost will vary depending on City's needs and US Postal Service rates. The City budgeted \$25,000 in Fiscal Year 2024-25 for postage.

### **Procurement**

Pursuant to Section 2-322 of the City Code, Staff respectfully requests that the Mayor and the City Councilmembers approve the use of the contract between the State of Florida – Department of Management Services, Contract No. 44102100-17-1, and Pitney Bows which was competitively entered into in a manner similar to that set forth in Chapter 2, Article V, of the City of Doral Code, for the provision of maintenance and leasing of mail processing equipment and related supplies and services. The Florida State Contract has an initial agreement term of a five (5) year period with an option to renew the agreement in whole or in part, for a Renewal Term not to exceed the Initial Contract Term. Contract was renewed for five (5) years with an option to renew the agreement in whole or in part, for a Renewal Term not to exceed the Initial Contract Term. The Contract is valid from February 20, 2017, through February 19, 2027.

Attached please find the Florida State – Department of Management Services, Contract No. 44102100-17-1 "Mail Processing Equipment".

### **Fiscal Impact:**

The fiscal impact associated with the contract adoption is estimated to total \$13,128.36 annually. Funds for these services were budgeted in the current fiscal year in the Public Works General Fund, Account Number 001.50005.500440 – Rental and Leases. It should be noted that the cost associated with postage is budgeted in the Public Works General Fund, Account Number 001.50005.500410 – Communication and Freight Services.

### **Strategic Plan Alignment**

This item follows the Exceptional Service strategic goal of the City's Strategic Plan as it provides for better service.

### **Recommendation**

The City's Staff respectfully requests that the Mayor and City Councilmembers authorize the City Manager to adopt the State of Florida – Department of Management Services, Contract No. 44102100-17-1, and to enter into an agreement with Pitney Bows Inc. for the term of the contract and any necessary extension periods for the provision of maintenance and leasing of mail processing equipment and related supplies and services for the Doral Government Center in an amount not to exceed annual budgeted funds.