

## BILL/ RESOLUTION REQUEST

- 1. Title:** Approves a Master Purchase Order with Pitney Bowes Presort Services, Inc. for the purposes of presort mailing services (0274A0112).
- 2. Requesting Agency:** General Services
- 3. Contact Person *with actual knowledge of proposed ordinance***
  - Name:** Joe Saporito
  - Phone:** 720-913-8118
  - Email:** joseph.saporito@denvergov.org
- 4. Contact Person *with actual knowledge of proposed ordinance who will present the item at Mayor Council and who will be available for first and second reading, if necessary***
  - Name:** Joe Saporito
  - Phone:** 720-913-8118
  - Email:** joseph.saporito@denvergov.org
- 5. Describe the proposed ordinance, including what the proposed ordinance is intended to accomplish, who's involved**
  - a. Scope of Work**

Vendor shall pick up mail primarily from the City's mail room (Central Services) on a daily basis. Vendor may also provide pickup services at other City locations, as needed. The mail shall be post marked the same day of pickup services. This pickup requires presort and postal drop-off at the Denver's United States Postal Services General Mail Facility. The City receives a discounted postage rate due to the mail being presorted.
  - b. Duration**

Potential of five years, extended on a yearly basis.
  - c. Location**

Central Services
  - d. Affected Council District**

All
  - e. Benefits**

Lower costs for mailing services provided to City agencies by Central Services
  - f. Costs**

Estimated costs of \$1,500,000/year
- 6. Is there any controversy surrounding this ordinance, groups or individuals who may have concerns about it? Please explain.**

No.

**Bill Request Number: BR12-0203**

**Date: 3/13/2012**