


COUNCIL COMMUNICATION

 CITY OF DES MOINES OFFICE OF THE CITY MANAGER	Number:	22-378	Meeting:	August 22, 2022
	Agenda Item:	34B	Roll Call:	22-1339
	Submitted by:	Nickolas Schaul, Finance Director		

AGENDA HEADING:

Approving a blanket purchase order for an annual estimated cost of \$190,000 to Mail Services, LLC for mail processing services for use by City departments for fiscal years (FY) 2023, 2024, and 2025.

SYNOPSIS:

Recommend approval of a purchase order for \$190,000 to Mail Services, LLC, (Shayne Huston, CEO/President, 4100 121st Street, Urbandale, IA 50323), for mail processing services for use by City departments per the State of Iowa Master Agreement No. 19340B between the State of Iowa and Mail Services LLC.

FISCAL IMPACT:

Amount: \$190,000 per year, for three (3) FYs.

Funding Source: Various departmental budgets. Primarily Finance Department (FN082000 and FN085000) and Police Department (PD001350).

ADDITIONAL INFORMATION:

- On June 20, 2019, the Department of Administrative Services (DAS) issued a Request for Bid for Mail Processing Services. DAS selected Mail Services LLC to receive the contract award based on the lowest responsive responsible bidder. This contract for Mail Processing Services allows other Iowa government agencies to utilize the terms, conditions, and pricing. Renewal options extend through August 31, 2025.
- Des Moines Municipal Code Section 2-726 (k) provides for the procurement of goods and/or services from contracts established by the State of Iowa Department of Administrative Services, the Iowa Department of Transportation, or the Iowa Communications Network pursuant to procedures established by Iowa Code Chapter 8A and rules and regulations promulgated thereunder, without conforming to the competitive bidding requirements of the Procurement Ordinance.

PREVIOUS COUNCIL ACTION(S): NONE

BOARD/COMMISSION ACTION(S): NONE

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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