

# City of Mesquite, Texas

## Legislation Text

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**File #:** 19-4555, **Version:** 1

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Bid No. 2020-035 - Annual Leasing of Satori Postal Coding Software, Address Printer, Inserter and WTS-P Inbound Tracking System.

(Authorize the City Manager to finalize and execute a lease agreement with Neopost U.S.A., Inc., through TxSmartBuy Contract No. 985-L1 in an amount not to exceed \$143,407.68. The term of the lease is for 48 months with a monthly amount of \$2,987.66 and an annual amount of \$35,851.92, subject to annual appropriation of sufficient funds.)

### **Name of Department**

Finance / Print Shop/Mailroom

### **Project/Budgeted Amount**

\$143,407.68

### **Sum of Bid/Bid Amount**

\$143,407.68

The City's Print Shop/Mailroom division of Finance is responsible for creating and producing mass print jobs and related mailings such as the Mainstream, warrant notices, tax statements, attorney letters, code notices, City business cards, posters, advertisements and various other print jobs for all City departments.

The Finance Department is requesting to upgrade the following machines to meet the Information Technology Department's Windows 10 software requirements. The current lease is through a cooperative purchasing agreement with TxSmartBuy Contract No. 985-L1.

- **Satori Postal Coding Software** - used to cleanse addresses in order to reduce the amount of returned and undeliverable mail.
- **Address Printer Mach 6** - used to print addresses on envelope media in an efficient manner.
- **Inserter** - used to fold and insert letters into envelopes in order to expedite large mailing projects.
- **WTS-P Inbound Tracking System** - used to streamline internal tracking of shipments received by the Print Shop/Mailroom.

The proposal received from Neopost U.S.A., Inc. is for a 48-month lease agreement with monthly lease payments of \$2,987.66, which equals \$35,851.92 on an annual basis.

### **Recommended/Desired Action**

Staff recommends award to Neopost U.S.A., Inc.

### **Attachment(s)**

Neopost Business Case: Technology Refresh Solution

**Drafter**

Ryan Williams

**Head of Department**

Debbie Mol