

CITY COUNCIL REGULAR SESSION

Resolution authorizing the execution of a General Services Contract with Copiers Northwest, Inc. for two years with options to renew for three additional one-year terms for mail, central receiving & distribution, and onsite copy center services for all City departments, for a total contract amount not to exceed \$4,073,600, plus all applicable taxes.

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Finance & Asset Management Department

EXECUTIVE SUMMARY

This Resolution allows for the continuation of onsite copy center services, in addition to central receiving and mail distribution for all City departments.

RECOMMENDATION

Move to adopt Resolution No. 10246

BACKGROUND/ANALYSIS

The City has historically contracted with outside vendors to provide mail, central receiving and distribution, and onsite copy center services for all City departments. All of these services are currently provided under a single contract with Copiers Northwest, Inc. The contract will be expiring this year and needs to be replaced to maintain these vital functions that support departments.

In order to engage a broader pool of vendors who could provide these services, the City split the solicitation into two separate requests for proposals (RFPs) – one for copy center services (RFP 23002) and one for mail, central receiving and distribution (courier) services (RFP 23003). Both RFPs were published in December 2022. Copiers Northwest, Inc. was selected as the successful proposer for both RFPs based on the criteria outlined in the RFP process in comparison to three other submissions. Since the same vendor was selected for both RFPs, the services will again be bundled into one contract.

If approved, the contract with Copiers Northwest, Inc. will commence for two years with options to renew for three additional one-year terms. The City leverages the specialized expertise and technical skillset of Copiers Northwest, Inc. to ensure the most cost effective and efficient operation of mail, central receiving & distribution, and onsite copy center services. The vendor provides the necessary staffing and equipment to support the City's large volume of copies produced and finished.

POLICY & FISCAL IMPACTS

Policy Impact

Bellevue City Code 4.28 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required for purchases in excess of \$350,000.

Fiscal Impact

Approval of this action obligates the City to pay up to \$1,529,108, plus all applicable taxes to Copiers Northwest, Inc. for all services performed and expenses incurred for mail, central receiving & distribution, and copy center services during the initial two-year term of the contract. If renewed, the total five-year obligation would be up to \$4,073,600, plus all applicable taxes.

This expenditure was anticipated in the 2023-2024 adopted operating budget for the first two years of the contract. Future funding for the renewal options, if exercised, will be requested in a subsequent budget process.

OPTIONS

1. Adopt the Resolution authorizing the execution of a General Services Contract with Copiers Northwest, Inc. for two years with options to renew for three additional one-year terms for mail, central receiving & distribution, and onsite copy center services for all City departments, for a total contract amount not to exceed \$4,073,600, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS

Proposed Resolution No. 10246

AVAILABLE IN COUNCIL LIBRARY

Copiers Northwest, Inc. Agreement