

CITY COUNCIL REGULAR SESSION

Resolution authorizing execution of a three-year agreement with Metro Presort for printing and mailing services for the City of Bellevue business tax returns and related taxpayer correspondence, with a two-year renewal option, for a total contract amount not to exceed \$333,463, plus applicable taxes.

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Finance & Asset Management Department

EXECUTIVE SUMMARY

This Resolution allows for contracting with Metro Presort for three-years with an extension option for another two-years to continue printing and mailing services.

RECOMMENDATION

Move to adopt Resolution No. 9587

If approved, effective date: 05/06/2019

BACKGROUND/ANALYSIS

The City contracts with an external provider for printing and mailing of correspondence and forms for the City's business & occupation tax services. Annually, the City mails over 57,000 tax returns and an additional 58,000 letters to businesses. The current five-year contract for these services expired on March 31, and the City is on a month-to-month contract until the new contract is executed. As required by City contracting policy, and to ensure that the City is receiving the optimal level of printing and mailing services at a competitive price by a qualified vendor, the Finance and Asset Management Department staff issued a request for proposals (RFP) for these services in January. The City received proposals from six vendors. As a result of a thorough evaluation process, Metro Presort's (MPI) proposal was selected as the most qualified response to the RFP.

MPI was selected due to their experience in providing the requested services and competitive pricing. As an additional benefit, MPI provides its customers with an online portal that will streamline the process of uploading, reviewing, and approving print jobs.

POLICY & FISCAL IMPACTS**Policy Impact**

BCC 4.28.010 provides for the fair and equitable treatment of all persons involved in the purchasing process. Council approval is required to award the bid where the cost exceeds \$90,000.

Fiscal Impact

Approval of this action obligates the City to pay up to \$200,077, plus all applicable taxes, to MPI for printing and mailing services for the City of Bellevue's business tax returns and related taxpayer

correspondence for the first three-years of this contract. Costs are based on the volume of transactions that the City processes in a given year and a fixed price for services. If renewed for the additional two-years, the City will be obligated up to an additional \$133,385, plus all applicable taxes, which allows for the increase based on the Consumer Price Index in the Seattle area.

This expenditure was anticipated within the 2019-2020 adopted Finance & Asset Management operating budget for the first two-year term of the contract. Future funding for the remaining year of the initial term and for the renewal option, if exercised, will be requested in subsequent budget processes.

OPTIONS

1. Adopt the Resolution authorizing execution of a three-year agreement with Metro Presort for printing and mailing services for the City of Bellevue business tax returns and related taxpayer correspondence, with a two-year renewal option, for a total contract amount not to exceed \$333,463, plus applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

ATTACHMENTS & AVAILABLE DOCUMENTS

Proposed Resolution No. 9587

AVAILABLE IN COUNCIL LIBRARY

Proposed Contract