



CITY OF GRAND PRAIRIE COMMUNICATION

MEETING DATE: 01/07/2025

PRESENTER: Noreen Housewright, Director of Engineering/Utility Services

TITLE: Purchase Mailing Services from Pitney Bowes, Inc. for a five (5) year term, subject to annual appropriation by City Council, for an annual amount of \$18,947.04 and a total amount of \$94,735.20, through a national cooperative agreement with Buyboard

REVIEWING COMMITTEE: (Reviewed by the City Council Development Committee on 12/17/2024)

SUMMARY:

<u>Vendor Name</u>	<u>Total Cost</u>
Pitney Bowes, Inc.	\$94,735.20

PURPOSE OF REQUEST:

Utility Services is requesting the purchase of mailing services from Pitney Bowes, Inc. through a master cooperative agreement with Buyboard at an estimated annual cost of \$18,947.04 for a total cost of \$94,735.20.

Chapter 271.102 of the Local Government Code authorizes local governments to participate in a cooperative purchasing program with another local government or local cooperative organization. In place of competitive bidding, items, and services may be purchased through such agreements as the agreements have already been bid by the sponsoring entity or agency. The City of Grand Prairie has master cooperative agreements with various entities, including Buyboard.

EXPENDITURE HISTORY:

	<u>Amount</u>	<u>Approval Date</u>	<u>Reason</u>
<i>Original Contract:</i>	\$67,285.92	12/15/2020	This contract was intended for mail sorting and postage hardware with software. Contract period was for 48 months, which was approved by Council on December 15, 2020. Pitney Bowes billed City of Grand Prairie \$4,205.37 quarterly for their services.
<u>TOTAL:</u>			

PROCUREMENT DETAILS:

Procurement Method: ☒ Cooperative – Buyboard Contract # 755-24

FINANCIAL CONSIDERATION:

Budgeted?	<input checked="" type="checkbox"/>	Fund Name:	Water/Wastewater Fund
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ATTACHMENTS / SUPPORTING DOCUMENTS:

1- Lease Agreement