



City of San Antonio

Contract Summary Sheet

Date: 6/7/2018
Agenda Item: 18-3418

Name/Title (Caption as shown on agenda): Annual Contract for Automated & Non-Automated Presort & Basic Flat Mail Service 6100009813 GDL	
Brief Description of Item(s) and Use: This contract will provide automated and non-automated presort and basic flat mail services. Various City departments will utilize these services to pick-up and sort their outgoing mail. The City currently meters over 850,000 pieces of mail annually for various City departments.	
Total \$:	\$27,000.00 annually; \$135,000.00 contract period
Contract Period:	Upon award through March 31, 2021 with two, one year renewal options
Method of Procurement:	Competitive (1 bid received)
Price Trend:	N/A
Contract Info:	Formal <input type="checkbox"/> Annual <input checked="" type="checkbox"/> Support/Maintenance <input type="checkbox"/> Lease <input type="checkbox"/>
Recommended Contractor(s):	Shelton Presort, 3851 Stahl Road, San Antonio, TX 78217 (LOCAL)
Previous Contractor(s):	Shelton Presort, 3851 Stahl Road, San Antonio, TX 78217
Comments:	N/A
Anticipated Future Requirements and Action:	N/A
Procurement Alternative:	Should this contract not be approved, Mailroom Operations would perform the work. However, this would not be as cost effective as outsourcing the work due to additional equipment and staffing requirements.
Using Department (s):	Finance Department