



City of Austin

Recommendation for Action

File #: 24-4912, **Agenda Item #:** 50.

7/18/2024

Posting Language

Authorize negotiation and execution of a contract for mail machine rental and maintenance with Quadiant, Inc., for up to five years for a total contract amount not to exceed \$380,000.

[Note: This procurement was reviewed for subcontracting opportunities in accordance with City Code Chapter 2-9B (Minority-Owned and Women-Owned Business Enterprise Procurement Program). For the goods and services required for this procurement, there were no subcontracting opportunities; therefore, no subcontracting goals were established].

Lead Department

Financial Services Department.

Client Department(s)

Building Services Department.

Fiscal Note

Funding in the amount of \$19,000 is available in the Fiscal Year 2023-2024 Operating Budget of Building Services Department.

Funding for the remaining contract term is contingent upon available funding in future budgets.

Purchasing Language:

Multiple cooperative purchase programs were reviewed for these goods and services. The Financial Services Department and Building Services Department have determined this contractor best meets the needs of the Building Services Department to provide these goods and services required for the City.

For More Information:

Direct questions regarding this Recommendation for Council Action to the Financial Services Department - Central Procurement at: FSDCentralProcurementRCAs@austintexas.gov or 512-974-2500.

Additional Backup Information:

This contract will provide for the leasing, supplies, and maintenance for two additional mail machines and two additional folder inserter machines for the Building Services Department mail room. The mail room requires these machines for the processing of approximately 25,000 pieces of outgoing correspondence submitted by City departments monthly. The current machines are outdated and are unable to place the correct postage on City correspondence.

This contract replaces a contract expiring July 12, 2024. The requested authorization is based on historical spending and departmental estimates of future needs. The recommended contractor is the current provider for these goods and services.

The Texas SmartBuy cooperative is a cooperative purchasing association recognized under Texas

procurement statutes. Cooperative associations, themselves or using a lead government, competitively solicit and award contracts that are eligible for use by other qualified state and local governments. Due to their substantial volumes, larger than any one government could achieve independently, cooperative contracts routinely include superior terms, conditions, and pricing. Use of cooperative contracts also results in lower administrative costs and time savings.

A delay in contract approval will impact the City's ability to properly process outgoing correspondence, increasing cost and staff time by relying on the federal post office to process outgoing mail.