

RESOLUTION NO. RES-2021-099

RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA ROSA APPROVING THE AWARD OF A PURCHASE ORDER FOR UTILITY BILL PRINTING, BILL INSERTS, AND MAILING SERVICES TO INFOSEND, INC.

WHEREAS, the City has an ongoing need for utility bill printing, bill inserts and mailing services; and

WHEREAS, various departments will utilize the Purchase Order to produce inserts that are included with the utility bill to reach city residents providing information such as emergency preparedness, water conversation, and other important communications.

WHEREAS, the Water Billing Operations division of the Finance Department submitted a request to utilize the City of San Luis Obispo Cooperative Purchasing Agreement dated December 17, 2019; and

WHEREAS, the Finance Department has obtained a proposal from InfoSend, Inc. for a two-year term with a one-year extension option; and

WHEREAS, InfoSend, Inc., has agreed to standard City Purchase Order Terms and Conditions; and

WHEREAS, Finance Department staff request Council to approve the issuance of a Purchase Order through the City of San Luis Obispo Cooperative Purchasing Agreement for utility bill printing, bill inserts and mailing services under the proposal listed as Exhibit A.

NOW, THEREFORE, BE IT RESOLVED that the Council of the City of Santa Rosa approves the use of the City of San Luis Obispo Cooperative Purchasing Agreement and award of a Purchase Order with InfoSend, Inc. for a two-year term with a one-year extension option for a total amount not to exceed \$184,000.

IN COUNCIL DULY PASSED this 22nd day of June, 2021.

AYES: (7) Mayor C. Rogers, Vice Mayor N. Rogers, Council Members Alvarez, Fleming, Sawyer, Schwedhelm, Tibbetts

NOES: (0)

ABSENT: (0)

ABSTAIN: (0)

ATTEST: _____
City Clerk

APPROVED: _____
Mayor

APPROVED AS TO FORM: _____
City Attorney

Exhibit A - InfoSend Data Processing, Print and Mail Pricing Proposal