



Intergovernmental Agreement Approval – County Mail Processing Services

City Council Meeting
June 19, 2018

Alan Alton
Acting Chief Financial Officer, Finance Department

CURRENT

- Mail processing services are integral to the business operations of the City.
- The City is currently being provided these services by an existing Intergovernmental Agreement with the County of Sonoma.
- The proposed agreement provides for efficient processing of all inbound and outbound mail including mail metering, barcoding, same day processing and delivery to the appropriate mail carrier.

PROPOSED

- The County of Sonoma, CA submitted a proposal to provide mail processing services.
- The Intergovernmental Agreement provides mail processing services for a three-year term with two (2) one-year renewal options.
- Purchasing has determined that no other vendor has access to equipment and software the County utilizes.

BENEFIT

- The County of Sonoma, CA possesses the personnel and resources to provide these services to the City.
- Processing mail through the County allows the City to receive the greatest amount of postage automation discounts.
- Section 51 of the City Charter expressly provides that the Council may contract with the County of Sonoma for performance by appropriate County employees of City functions.

RECOMMENDATION

- It is recommended by the Finance Department, that Council, by resolution, approve Intergovernmental Agreement F001724 for Mail Processing Services provided by the County of Sonoma, CA, in the total amount not to exceed \$500,000.

QUESTIONS?