

**CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM**



DEPARTMENT: Information Technology Services
Purchasing & Strategic Sourcing

AGENDA DATE: March 18, 2025

PUBLIC HEARING DATE: N/A

CONTACT PERSON NAME: Carolyn Patrick
Interim Director
Information Technology Services

PHONE NUMBER: (915)212-1408

Claudia A. Garcia
Director of Purchasing & Strategic
Sourcing

PHONE NUMBER (915)212-0043

DISTRICT(S) AFFECTED: All

STRATEGIC GOAL: No. 5 – Promote Transparent & Consistent Communication amongst all Members of the Community.

SUBGOAL: 5.2 Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications.

SUBJECT:

Discussion and action on the request that Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for Solicitation 2025-0334 Postage to The Pitney Bowes Bank, Inc. dba The Pitney Bowes Reserve Account, the sole source provider for postage for the mail sorter equipment, for a term of three (3) years, with an estimated amount of \$1,112,956.56. Supplier will be required to provide an updated sole source letter and affidavit each year.

BACKGROUND / DISCUSSION:

The city mailroom utilizes leased Pitney Bowes postage machines. Pitney Bowes is the postage meter approved for use throughout the entire U.S. postal system. This contract will be used for postage to support the daily mailroom activities and operations.

COMMUNITY AND STAKEHOLDER OUTREACH:

N/A

SELECTION SUMMARY:

Pitney Bowes is the sole source provider of postage for the mail sorting equipment used in the City Mailroom. This is a Non-Competitive Procurement under Local Government General Exemption: Section 252.022 - (7) a procurement of items that are available from only one source – (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.

CONTRACT VARIANCE:

No variance, new contract.

PROTEST

No protest received for this requirement.

PRIOR COUNCIL ACTION:

N/A

2025-0334 Postage

AMOUNT AND SOURCE OF FUNDING:

Amount: \$1,112,956.56
Funding Source: General Fund
Account: 239-1000-15250-523040-P1523

REPORTING OF CONTRIBUTION OR DONATION TO CITY COUNCIL:

Report any contributions or donations to City Council of an accumulated total of \$500 or more. Report the name of the elected official and the amount.


NAME	AMOUNT (\$)
Form was provided to the applicant	NA

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD:

Carolyn Patrick

Carolyn Patrick
Interim Director - Information Technology Services



Claudia A. Garcia, CPPO, CPPB
Director of Purchasing & Strategic Sourcing

Project Form
Non-Competitive

*****Posting Language Below*****

Please place the following item on the Regular Agenda for the City Council Meeting of March 18, 2025.

Strategic Goal 5 - Promote Transparent and Consistent Communication amongst all Members of the Community

The linkage to the Strategic Plan is subsection: 5.2 Leverage and expand the use of current and new technology to reduce inefficiencies and improve communications

Award Summary:

Discussion and action on the request that Director of Purchasing & Strategic Sourcing be authorized to issue Purchase Order(s) for Solicitation 2025-0334 Postage to The Pitney Bowes Bank, Inc. dba The Pitney Bowes Reserve Account, the sole source provider for postage for the mail sorter equipment, for a term of three (3) years, with an estimated amount of \$1,112,956.56. Supplier will be required to provide an updated sole source letter and affidavit each year. This contract will be used for postage to support the daily mailroom activities and operations.

Contract Variance:

No variance, new contract

Department:	Information Technology Services
Award to:	The Pitney Bowes Bank, Inc. dba The Pitney Bowes Reserve Account
City & State:	Salt Lake City, UT
Item(s):	All
Initial Term:	3 Years
Option Term:	NA
Total Contract Time:	3 Years
Annual Estimated Award:	\$370,985.52
Initial Term Estimated Award:	\$1,112,956.56
Option Term Estimated Award:	N/A
Total Estimated Award:	\$1,112,956.56
Account(s):	239-1000-15250-523040-P1523
Funding Source(s):	General Fund
District(s):	All

Non-Competitive Procurement under Local Government General Exemption: Section 252.022 - (7) a procurement of items that are available from only one source – (A) items that are available from only one source because of patents, copyrights, secret processes, or natural monopolies.

The Purchasing & Strategic Sourcing and Information Technology Services Departments recommend award as indicated to The Pitney Bowes Bank, Inc. dba The Pitney Bowes Reserve Account under the exemption listed above.

It is requested that the City Manager be authorized to establish the funding sources and make any necessary budget transfers and execute any and all documents necessary for execution of this award.



PURCHASING & STRATEGIC SOURCING DEPARTMENT

SOLE SOURCE AFFIDAVIT

THIS IS AN OFFICIAL PURCHASING DOCUMENT-RETAIN WITH PURCHASE ORDER FILE

Before me, the undersigned official, on this day, personally appeared a person known to me to be the person whose signature appears below, whom after being duly sworn upon his/her oath deposed and said:

1. My name is Bill Walter. I am over the age of 18, have never been of a convicted crime and am competent to make this affidavit.
2. I am an authorized representative of the following company or firm: Pitney Bowes Inc.
3. The above named company or firm is the sole source for the following item(s), product(s) or service(s):
Pitney Bowes postage meter sales and service
4. Competition in providing the above named item(s) product(s), service(s) is precluded by the existence of a patent, copyright, secret process or monopoly as stated under Section 252.022, Subchapter A of the Local Governmental Code 7A or as provided for under 7B-F of the same section. Also, attached hereto is a sole source letter, which sets forth the reasons why this Vendor is a sole source provider (dated and signed).
5. There is/are no other like item(s) or product(s) available for purchase that would serve the same purpose or function.
6. **Note: This Vendor understands that by providing false information on this Sole Source Affidavit, it may be considered a non-responsible Vendor on this and future purchases and may result in discontinuation of any/all business with the City of El Paso.**

Signature [Signature]

SUBSCRIBED AND SWORN to before me on this 29th day of JANUARY, 2025

[Signature]
NOTARY PUBLIC

Elizabeth P. Puglisi
PRINTED NAME

8/31/2029
MY COMMISSION EXPIRES

Notary # 0070288

COMPANY NAME: Pitney Bowes Inc.

ADDRESS, CITY, STATE & ZIP CODE 3001 Summer St., Stamford, CT 06926

PHONE: 1-800-672-6937 FAX NUMBER: N/A

CONTACT NAME AND TITLE: Bill Walter, Vice President, Government & GPO's Pitney Bowes Inc.

WEB ADDRESS: www.pitneybowes.com EMAIL: Bill.Walter@pb.com

FEDERAL TAX ID NUMBER: 06-0495050 TEXAS SALES TAX NUMBER: 10604950500

January 29, 2025

Norma I. Silveira
Senior Financial Research Analyst
Department of Information Technology Services
City of El Paso
218 N Campbell
El Paso, TX 79901

Dear Ms. Silveira:

Pitney Bowes Inc. (PBI) is uniquely qualified to provide sales and maintenance services for all PBI products for the following reasons:

1. PBI and its authorized partners are the only vendors authorized to maintain, distribute, and exchange a Pitney Bowes postage meter.
2. PBI is the only vendor authorized to provide postage rates and software/firmware updates for a Pitney Bowes postage meter.
3. PBI is the only vendor authorized to download postage to a Pitney Bowes postage meter via PBI's proprietary postage data center.
4. PBI products include PBI proprietary and copyright protected software and only PBI is uniquely qualified to modify such software as required to correct software issues.
5. All mailing system products are designed as an integrated system to be compatible with each other and any required changes in one product must be fully evaluated to ensure continued operability with each of the other products.

Please note that your warranty and service agreements do not cover any PBI equipment that needs to be repaired or replaced due to servicing of the equipment by someone other than PBI. If you receive service for repairs that were caused by servicing of the equipment by someone other than PBI, you will be charged for the service at PBI's current hourly rates and for any required parts.

If you have any further questions, please do not hesitate to contact me.

Regards,


Bill Walter
Vice President, Government & GPO's Pitney Bowes Inc.
M: +1 480 206 2984
E: bill.walter@pb.com