

Date August 22, 2022

**RESOLUTION APPROVING THE PROCUREMENT OF
MAIL PROCESSING SERVICES FROM MAIL SERVICES, LLC, AND APPROVING USE
OF STATE OF IOWA MASTER AGREEMENT NO. 19340B**

WHEREAS, the Finance Department, Procurement Division was requested to procure mail processing services for use by City Departments for fiscal years 2023, 2024 and 2025; and

WHEREAS, the Procurement Administrator has determined that the requested mail processing services have been competitively bid and are available from Mail Services, LLC (Shayne Huston, CEO/President, 4100 121st St., Urbandale, IA 50323) per State of Iowa Master Agreement No. 19340B between the State of Iowa and Mail Services LLC; and

WHEREAS, Des Moines Municipal Code Section 2-726 (k) provides for the procurement of goods and/or services from contracts established by the State of Iowa Department of Administrative Services, the Iowa Department of Transportation, or the Iowa Communications Network pursuant to procedures established by Iowa Code Chapter 8A and rules and regulations promulgated thereunder, without conforming to the competitive bidding requirements of the Procurement Ordinance; and

WHEREAS, annual funding for said procurement is available from various departmental operating budget accounts for fiscal 2023, and is anticipated to be budgeted for fiscal years 2024 and 2025, in amounts sufficient to cover annual estimated costs of \$190,000.00.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Des Moines, Iowa, that the procurement of mail processing services during fiscal years 2023, 2024 and 2025 from Mail Services LLC, at a total estimated annual cost of \$190,000.00, and per the general terms and pricing of State of Iowa Master Agreement No. 19340B with Mail Services, LLC, is hereby accepted and approved.

(Council Comm. No. 22-378) MOVED BY _____ TO ADOPT.

Approved as to Form:

/s/ Glenna K. Frank

SECOND BY _____

Glenna K. Frank, Assistant City Attorney

COUNCIL ACTION	YEAS	NAYS	PASS	ABSENT
COWNIE				
BOESEN				
GATTO				
MANDELBAUM				
SHEUMAKER				
VOSS				
WESTERGAARD				
TOTAL				

MOTION CARRIED

APPROVED

CERTIFICATE

I, LAURA BAUMGARTNER, City Clerk of said City hereby certify that at a meeting of the City Council of said City of Des Moines, held on the above date, among other proceedings the above was adopted.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my seal the day and year first above written.

Mayor

City Clerk