



# Board Agenda Item 45

DATE: February 22, 2022

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer

SUBJECT: Agreement with Pre-Sort Center of Stockton, Inc., dba PacWest Direct

RECOMMENDED ACTION(S):

**Approve and authorize the Chairman to execute an Agreement with Pre-sort Center of Stockton, Inc., doing business as PacWest Direct, for presorting and metering service, effective March 1, 2022, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$2,150,000.**

Approval of the recommended action will allow the County to obtain presort and mailing services and receive reduced rates offered by the United States Postal Service (USPS) for presorted mail. This item is countywide.

ALTERNATIVE ACTION(S):

Should your Board not approve the recommended action, departments would be required to deliver all USPS mail directly to USPS facilities, and the County would be unable to utilize available discounts on postage rates for presorted mail.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended action. The maximum compensation in FY 2021-22 is \$143,333; \$2,150,000 for the term. Costs for services will be recovered through chargebacks based on utilization. Sufficient appropriations and estimated revenues are included in the Internal Services Department - Information Technology Services Division (ISD-IT) Org 8905 FY 2021-22 Adopted Budget and will be included in future budget requests.

DISCUSSION:

ISD-IT, through its Graphic Communications operation, utilizes coordinated presorting and mailing services countywide, including the mailing of 9"x12" priority flats, to maximize cost savings for the County.

On November 18, 2021, ISD - Purchasing Division released Request for Quotation (RFQ) No. 22-024 for presort and metering services. The RFQ was sent to 219 vendors registered in Public Purchase. The response period closed on December 6, 2021, and only one vendor, Pre-Sort Center of Stockton, Inc., doing business as PacWest Direct (PacWest Direct), responded to the RFQ.

PacWest Direct has been the County's vendor for presort and metering services for over ten years. The current agreement for presorting and metering services will expire on February 28, 2022. Approval of the

recommended agreement will allow for the continuation of countywide mailing services.

REFERENCE MATERIAL:

BAI #27, May 12, 2020  
BAI #35, October 22, 2019  
BAI #48, July 11, 2017

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Agreement with PacWest Direct

CAO ANALYST:

Sonia M. De La Rosa