

(Bid No. 14-050)

15-5374  
EM SUBMISSION NO.: EM1572013

PRESENTED: 10-2-13

ADOPTED: 10-3-13

BY THE EMERGENCY MANAGER:

RESOLUTION TO SSS PRINTING FOR PRINTING AND MAILING OF UTILITY BILLS

BY THE EMERGENCY MANAGER

RESOLUTION

The Department of Purchases and Supplies has solicited a bid for printing and mailing of utility bills for three years as requested by the Customer Service Center; and

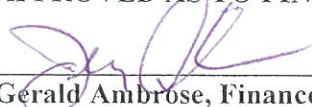
SSS Printing, 901 Market St., New Cumberland, PA was the lowest bidder from ten solicitations for said requirements. The funding for this request will come from the following account numbers: 101-253.202-900.000 (50% of the contract), 101.253.203-900.000 (50% of the contract); and

IT IS RESOLVED, that the Proper City Official, upon the Emergency Manager's approval, are hereby authorized to enter into a three year contract with SSS Printing for printing and mailing of utility bills in an aggregate amount not to exceed \$64,440.00 plus the cost of postage. (General Fund) \$21,480.00 FY14, \$21,480.00 pending adoption of FY15 budget, \$21,480.00 pending adoption of FY16 budget

APPROVED-PURCHASING DEPT:

  
Derrick Jones, Purchasing Manager

APPROVED AS TO FINANCE:

  
Gerald Ambrose, Finance Director

APPROVED AS TO FORM:

  
Peter M. Bade, City Attorney

EFM DISPOSITION:

ENACT ☒ REFER TO COUNCIL \_\_\_\_\_ FAIL \_\_\_\_\_



Michael K. Brown, Emergency Manager

DATED: 10-3-13

071013 - DFJ

## RESOLUTION STAFF REVIEW FORM

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**DATE:** August 20, 2013

**Agenda Item Title:** Laser Printing, Mailing Water Bills

**Prepared By:** Douglas Bingaman, CSC

**Background/Summary of Proposed Action:** Contractor shall provide labor and equipment for duplex laser printing, sorting and mailing of water bills for Fiscal Years 2014-2016. Contractor shall provide nine separate billings per month with an anticipated total of about 40,000 bills per month. Contractor shall provide CASS Certification with postal bar code printing and OCR laser variable printing.

**Financial Implications:** Total funds (\$64,440.00) for this contract are available from 101-253.202-900.000 (50%) and 101-253.203-900.000 (50%). The breakdown for the 3-year contract is as follows:

1<sup>st</sup> Year, FY14 - \$21,480.00

2<sup>nd</sup> Year, FY15 - \$21,480.00

3<sup>rd</sup> Year, FY16 - \$21,480.00

**Budgeted Expenditure:** Yes\_\_X\_\_ No\_\_\_ Please explain, if no:

**Account #:** 101-253.202-900.000  
101-253.203-900.000

**Pre-encumbered:** Yes\_\_X\_\_ No\_\_\_ Requisition # Bid 14-050

**Other Implications (i.e., collective bargaining:** None

**Staff Recommendation:** Recommend Approval

**Staff Person:**   
(Dept. Head/Authorized Staff)