



MEETING OF APRIL 4, 2023

TO: Mayor Jordan and City Council
THRU: Paul Becker, Chief Financial Officer
FROM: Cheryl Partain, Utilities Financial Services Mgr
DATE:
SUBJECT: **Amendment to Resolution 132-22 – Mailing Services Contract with DFI Technologies, Inc.**

RECOMMENDATION:

Staff recommends amending the contract with DFI Technologies, Inc. for mail processing for the City of Fayetteville as outlined in Resolution 132-22 to include the purchase and warehousing of envelopes for mailing and returning Utility Bills for up to \$42,037.00 in 2023 and to include the envelopes in the scope for the duration of the contract.

BACKGROUND:

City Council awarded DFI Technologies, Inc. Bid 22-33 In June of 2022. Envelopes were not included in that bid. Through an annual quote process, DFI Technologies, Inc. is the lowest quote.

DISCUSSION:

Through an annual informal quote process, DFI Technologies Inc. was the lowest bidder. They have been awarded the annual quote for the last three years. In order to expedite and streamline the process, staff recommends adding purchases and warehousing of envelopes from DFI Technologies, Inc. for the duration of their contract. Envelopes and warehousing will be included into the mailing services solicitation going forward.

BUDGET/STAFF IMPACT:

Budgeted funds are available in the Water/Sewer Fund - Utilities Financial Service Division operational budget to cover the cost. Anticipated cost of the 2 types of envelopes will not exceed budgeted amounts for 2023.

ATTACHMENTS: SRF - DFI Amendment 1 - Revised, DFI Contract Amendment 1 132-22 - Signed, DFI Bid - Envelopes, Resolution 132-22