

**AN ORDINANCE TO AUTHORIZE A MULTI-YEAR AMENDMENT TO CONTRACT 18022DFPS (PRINTING AND MAILING SERVICES) BETWEEN THE CITY OF WILMINGTON AND MAILROOM SYSTEMS, INC.**

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#4640

Sponsor:

Council  
Member  
Freel

**WHEREAS**, pursuant to Sections 2-308 and 8-200 of the City Charter, the City of Wilmington is authorized to enter into contracts for the supply of property or the rendering of services for a period of more than one year if approved by City Council by ordinance; and

**WHEREAS**, the City publicly advertised the specifications for Contract 18022DFPS - Printing and Mailing Services (the "Contract") - in accordance with the requirements of Section 8-200 of the City Charter, and subsequently awarded the Contract, a copy of which is available for review in the Department of Finance, to Mailroom Systems, Inc., the highest ranked proposer; and

**WHEREAS**, the primary purpose of the Contract is to provide printing and mailing services for tax and utility billing for the Division of Revenue, Department of Finance; and

**WHEREAS**, the term of the Contract is for a period of three (3) years from September 22, 2017 through September 21, 2020, at an estimated maximum price of One Hundred Twenty-Six Thousand Six Hundred Dollars (\$126,600.00) per year for an estimated maximum total price of Three Hundred Seventy-Nine Thousand Eight Hundred Dollars (\$379,800.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price, at the option of the City, subject to budget appropriations; and

**WHEREAS**, the quantities contained in the Contract were underestimated and need to be increased, which will thereby increase the total amount of the Contract; and

**WHEREAS**, the City would like to enter into an amendment to the Contract (the "Amendment"), a copy of which, in substantial form, is attached hereto and incorporated by reference herein as Exhibit "A", which would provide for an increase in quantities from a

maximum of 300,000 items per year to a maximum of 600,000 items per year, thereby increasing the estimated annual price of the Contract from a maximum of one hundred twenty-six thousand, six hundred dollars (\$126,600.00) to a maximum of two hundred fifty-one thousand, one hundred dollars (\$251,100.00); and

**WHEREAS**, the unit pricing in the Contract would be maintained; and

**WHEREAS**, the estimated maximum cost to the City of the Amendment would be two hundred fifty-one thousand, one hundred dollars per year (\$251,100.00) for an estimated maximum total price of three hundred ninety-one thousand, one hundred thirty-seven dollars (\$391,137.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same estimated maximum annual price of two hundred fifty-one thousand, one hundred dollars (\$251,100.00); and

**WHEREAS**, it is the recommendation of the Department of Finance that the City enter into the Amendment.

**NOW, THEREFORE, THE COUNCIL OF THE CITY OF WILMINGTON  
HEREBY ORDAINS:**

**SECTION 1.** The Amendment to the Contract between the City and Mailroom Systems, Inc., a copy of which, in substantial form, is attached hereto as Exhibit "A", for the period from March 1, 2019 through September 21, 2020, at an estimated maximum price of two hundred fifty-one thousand, one hundred dollars (\$251,100.00) per year for an estimated maximum total price of three hundred ninety-one thousand, one hundred thirty-seven dollars (\$391,137.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price, is hereby approved, and the City is hereby authorized and directed to execute as many copies of said Amendment, as well as all additional undertakings related

thereto, as may be necessary.

**SECTION 2.** This Ordinance shall be effective upon its passage by City Council and approval by the Mayor.

First Reading.....April 4, 2019  
Second Reading.....April 4, 2019  
Third Reading.....

Passed by City Council,

\_\_\_\_\_  
President of City Council

ATTEST: \_\_\_\_\_  
City Clerk

Approved this \_\_\_\_ day of \_\_\_\_\_, 2019.

\_\_\_\_\_  
Mayor

**SYNOPSIS:** This Ordinance authorizes the City to enter into a multi-year amendment to Contract 18022DFPS for printing and mailing services with Mailroom Systems, Inc. (the "Contract"), which increases the quantities under the Contract from a maximum of 300,000 items per year to a maximum of 600,000 items per year, thereby increasing the maximum estimated annual price of the Contract to \$251,100.00 and the maximum estimated total price of the Contract to \$391,137.00, with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price.

**FISCAL IMPACT:** The fiscal impact of this Ordinance is a contract for the period from March 1, 2019 through September 21, 2020, at an estimated maximum price of fifty-one thousand, one hundred dollars (\$251,100.00) per year for an estimated maximum total price of three hundred ninety-one thousand, one hundred thirty-seven dollars (\$391,137.00), with the possibility of two (2) additional extensions of one (1) year thereafter at the same annual price.

# EXHIBIT A

**AMENDMENT NO. 1 TO CONTRACT 18022DFPS DATED JULY 16, 2017 BETWEEN  
THE CITY OF WILMINGTON AND MAILROOM SYSTEMS, INC. TO INCREASE  
THE ESTIMATED QUANTITIES AND THE TOTAL CONTRACT AMOUNT**

THIS AMENDMENT (the "Amendment") is entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2019, by and between the CITY OF WILMINGTON, a municipal corporation of the State of Delaware (the "City"), and MAILROOM SYSTEMS, INC.

WHEREAS, the City and Mailroom Systems, Inc. wish to amend Contract 18022DFPS for printing and mailing services dated July 16, 2017 (the "Contract"); and

WHEREAS, the quantities listed in the Contract were underestimated and need to be increased, which will thereby increase the total amount of the Contract; and

WHEREAS, the unit pricing in the Contract will be maintained.

NOW, THEREFORE, WITNESSETH that the City and Mailroom Systems, Inc., in consideration of the mutual promises made below, agree as follows:

1. The chart titled Schedule 5 on Mailroom Systems, Inc.'s proposal, which is incorporated into the Contract pursuant to Article I of the Contract, shall be deleted in its entirety and replaced with the chart listed below (the "New Chart"). The New Chart shall apply for the remainder of the Contract term, including the renewal options (if exercised). The quantities are estimated.

Printing	600,000	EA	\$0.011	\$6,600
Folding – Tri-fold 8-1/2 x 11	600,000	EA	\$0.01	\$6,000
One Time Set-Up & Testing	1	EA	\$0.0	
Insert Statement & Return Envelope (2 pc)	1,200,000	EA	\$0.0065	\$7,800
Presorting	600,000	EA	\$0.015	\$3,900
Mailing – Postage	600,000	EA	\$0.378	\$226,800
Grand Total				\$251,100

2. The effective date of this Amendment shall be March 1, 2019. This Amendment is subject to approval by the City Council.
3. All other terms and conditions of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties, through their duly authorized representatives, have executed this Amendment to the Contract on the date first written above.

THE CITY OF WILMINGTON

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
By: J. Brett Taylor  
Title: Director of Finance

MAILROOM SYSTEMS, INC.

WITNESS: \_\_\_\_\_

\_\_\_\_\_  
By:  
Title:

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