



City Council Regular Meeting AGENDA ITEM

NUMBER: 24

SUBJECT:

Fourth Amendment to Mailroom Sorting and Postage Services Agreement with Las Vegas Presort LLC to Increase the Total Not to Exceed Amount for Fiscal Year 2023-2024 by \$40,000 to \$200,000, to Increase the Total Not to Exceed Amount for Fiscal Year 2024-2025 (First Renewal Year) by \$90,000 to \$200,000, and to Increase the Total Not to Exceed Amount for Fiscal Year 2025-2026 (Second Renewal Option Year) by \$90,000 to \$200,000 for a Total Not to Exceed Amount for the Agreement of \$852,000. (Citywide) (For Possible Action; Recommendation – Approve)

REQUESTED BY:

Michael Hudgeons, Director of Public Works

WARD:

(Citywide)

RECOMMENDATION OR RECOMMEND MOTION:

That the City Council approve the Fourth Amendment to Mailroom Sorting and Postage Services Agreement with Las Vegas Presort LLC which increases the total not to exceed amount during the term of the agreement by \$220,000 from \$632,000 to \$852,000.

FISCAL IMPACT:

Amount: \$220,000 (increase from previously approved \$632,000 to \$852,000)

Explanation: This is funded from the City Hall, Parking Services, and Community Correctional account.

ACCOUNT NUMBER:

00100-160164-430615
\$220,000

STAFF COMMENTS AND BACKGROUND INFORMATION:

Following an Invitation to Bid evaluation (Bid B-1626) for mailroom sorting and postage services, the City of North Las Vegas (City) entered into the Mailroom Sorting and Postage Services Agreement (Agreement) with Las Vegas Presort LLC (Vendor) on July 28, 2021. On October 12, 2021, City and Vendor entered into the First Amendment which increased the total annual not to exceed amount in the Agreement from \$100,000 per fiscal year to \$110,000. On June 27, 2023, City and Vendor entered into the Second Amendment to the Agreement which increased the total not to exceed amount of the Agreement for fiscal year 2022 to 2023 by \$32,000, from \$110,000 to \$142, 000. On March 28, 2024, the City and Vendor entered into the Third Amendment to the Agreement which increased the total not to exceed amount of the Agreement in fiscal year 2023-2024 by \$50,000 to \$160,000 from \$110,000. With this Fourth Amendment, the City and Vendor are increasing the total not to exceed amount of the Agreement for fiscal year 2023-2024 by \$40,000 to \$200,000, increasing the total not to exceed amount for fiscal year 2024-2025 (first renewal year) by \$90,000 to \$200,000, and increasing the total not to exceed amount for Fiscal Year 2025-2026 (second renewal option year) by \$90,000 to \$200,000 for a total not to exceed amount for the Agreement of \$852,000. The Agreement needs to be amended to account for an increase in usage.

CIP No.	Related Item:	
LIST CITY COUNCIL GOAL(S): Responsible Fiscal Management		
PREPARED BY:	Respectfully Submitted	MEETING DATE:
Michael Hudgeons, Director of Public Works	Micaela R. Moore, City Manager	June 5, 2024