

1 [Agreement - Pitney Bowes, Inc. - Mailroom Equipment and Supplies - Not to Exceed
2 \$23,550,000]

3 **Resolution approving the Agreement between the City, acting by and through the**
4 **Office of Contract Administration, and Pitney Bowes, Inc. for mailroom equipment,**
5 **supplies and postage, for an initial term of three years from February 1, 2025, through**
6 **January 31, 2028, with the option to extend the term for two additional years, for a total**
7 **contract duration of five years, and for a total not to exceed amount of \$23,550,000; and**
8 **to authorize the Office of Contract Administration to make necessary, non-material**
9 **changes to the Agreement prior to its final execution by all parties that do not**
10 **materially increase the obligations or liabilities to the City and are necessary or**
11 **advisable to effectuate the purposes of the Agreement.**

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13 WHEREAS, Umbrella Contract GRP0000022 with Pitney Bowes provides a variety of
14 mailroom equipment such as postage meters, automated mailing systems, envelope openers,
15 and document scanners for rental or purchase by all City departments to handle high volumes
16 of mail, manage their postage and track shipments; and

17 WHEREAS, Since 2021, nine City departments have leased or purchased mailroom
18 equipment and supplies from Pitney Bowes, the primary department user being the City
19 Administrator’s Office Reproduction and Mail Services (“ReproMail”), the City and County of
20 San Francisco’s central printing and mailing facility, which provides reprographic and mailing
21 services to all City departments; and

22 WHEREAS, Because this contract includes the purchase of United States Postal
23 Services (“USPS”) postage, nearly 99.66% of Umbrella Contract GRP0000022’s \$23,550,000
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1 not to exceed amount will be for the purchase of USPS postage, paid by the City to USPS
2 through its use of Pitney Bowes Inc.'s equipment; and

3 WHEREAS, Charter, Section 9.118(b) requires Board of Supervisors' approval by
4 Resolution of any contract which, when entered into, extends over 10 years, and of any
5 contract which, when entered into, costs the City \$10,000,000 or more; and

6 WHEREAS, The proposed Agreement contained in File No. _____, is substantially in
7 final form, with all material terms and conditions included, and only remains to be executed by
8 the parties upon approval of this Resolution; now, therefore, be it

9 RESOLVED, That the Board of Supervisors hereby approves the Agreement in
10 substantially the form contained in File No. _____; and, be it

11 FURTHER RESOLVED, That the Board of Supervisors authorizes the Office of
12 Contract Administration to make any modifications to the Agreement, prior to its final
13 execution by all parties, that the Office of Contract Administration determines, in consultation
14 with the City Attorney, are consistent with this Resolution, in the best interest of the City, do
15 not materially increase the obligations or liabilities of the City, are necessary or advisable to
16 effectuate the purposes of the Agreement, and are in compliance with all applicable laws,
17 including City's Charter; and, be it

18 FURTHER RESOLVED, That within 30 days of the Agreement being fully executed by
19 all parties, the Office of Contract Administration shall submit to the Clerk of the Board of
20 Supervisors a completely executed copy for inclusion in File No. _____; this requirement
21 and obligation resides with the Department, and is for purposes of having a complete file only,
22 and in no manner affects the validity of approved Agreement.