

Council Meeting of
September 26, 2006

Honorable Mayor and Members
of the City Council
City Hall
Torrance, California

Members of the Council:

SUBJECT: General Services- Authorize purchase order for an electronic mail processing system. Expenditure: \$27,014.87

RECOMMENDATION

The General Services Director recommends that City Council;

1. Authorize a purchase order to Hasler, Inc., of Shelton, Connecticut, as a cooperative purchase order with the Western States Contract Alliance (WSCA) in the amount of \$27,014.87, to furnish and deliver a Hasler WJ250 electronic mail processing system (FEAP#620).
2. Appropriate \$27,014.87 from the Central Services Equipment Replacement Fund

FUNDING

Funding is available in the Central Services Equipment Replacement Fund.

BACKGROUND

The Central Services division processes a significant volume of mail on a daily basis. It is currently handling nearly 550,000 pieces of mail per year including incoming mail from the post office and outgoing City mail.

The existing mailing system was purchased approximately eight (8) years ago, and is now based on obsolete technology. As of December 2006, the United States Postal Service is requiring all mail to be processed with an inkjet based mail processing system. This would necessitate the purchase of a new machine to comply with the new regulations.

ANALYSIS

The Hasler WJ250 electronic mail processing system meets all of the postage specifications now required by the U.S. Postal Service. It will provide the City with a reliable postage machine with improved software capabilities, increased speed, and less maintenance than the current system. In addition, the Hasler machine is offered through the Western States Contracting Alliance (WSCA).

The WSCA was established in October 1993 and consists of a cooperative purchase alliance of fifteen (15) Western states. The goal of the alliance is to achieve cost effective acquisition through multi-state contracting and receiving volume discounts. The contracts awarded through WSCA are based on a competitive bid process. This contract allows the City to receive a discount of 17% off the manufacturer's current government price list.

The Torrance Municipal Code, (Section 22.3.15), (EXCEPTIONS COOPERATIVE PURCHASES) states, "a) The provisions of this Article will not apply to purchases made pursuant to any cooperative governmental purchase program, which purchases will be made in accordance with such procedures and regulations as shall be established by the City Manager. b) For the purposes of this Section, the term cooperative governmental purchase program means any combination between the City of Torrance and any other public agency or public agencies for the joint purchase of property or services".

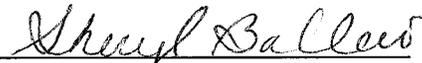
Respectfully submitted,

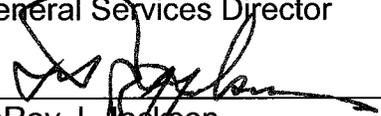
SHERYL BALLEW
General Services Director

By


Shant Megerdichian
Facility Operations Manager

CONCUR:


Sheryl Ballew
General Services Director


LeRoy J. Jackson
City Manager