



Memorandum

Date: 3/4/2025
Meeting of: City Council

File No. AM No. 25-022
Type: Consent Item

TO: Members of the City Council
FROM: Mayor Angela Birney
DEPARTMENT DIRECTOR CONTACT(S):

Parks	Loreen Hamilton	425-556-2336
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DEPARTMENT STAFF:

Parks	Zach Houvener	Deputy Director
Parks	Alison Brandenburg	Administrative Supervisor

TITLE:

Approval of a Contract with Copiers Northwest, in the Amount of \$175,288, for City-Wide Mail Delivery Services

OVERVIEW STATEMENT:

Following completion of competitively bid IFB process, and in line with the City Purchasing Policy, we are requesting Council authorization of \$175,288.75 for Copiers Northwest to provide citywide mail delivery services.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☐ **Provide Direction** ☒ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

The contractor will provide daily mail pick-up, delivery, and postage services to 17 city facilities.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total Cost:
\$175,288.75

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:
0000297

Budget Priority:
Strategic and Responsive

Other budget impacts or additional costs: ☐ Yes ☒ No ☐ N/A

If yes, explain:
N/A

Funding source(s):
General Fund

Budget/Funding Constraints:
N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
2/25/2025	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

The current contract amendment has a completion date of March 31, 2025. Approval of the contract will allow the contractor to continue services.

ANTICIPATED RESULT IF NOT APPROVED:

If the contract is not approved, daily mail pick-up and delivery services will stop at all operating City facilities.

ATTACHMENTS:

Attachment A: Contract