

July 27, 2016

[REDACTED]

INC. FOR CENTRAL OFFICE MAIL/RECEIVING ROOM MANAGEMENT SERVICES

THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:

Authorize the first renewal agreement with Canon Business Process Services, Inc. to provide central office mail/receiving room management services to the Department of Facilities at an estimated annual

[REDACTED]

[REDACTED]

[REDACTED]

OPTION PERIODS REMAINING:

SCOPE OF SERVICES:

Vendor shall continue to manage the Board's Central Office mail/receiving room and provide all related services.

DELIVERABLES:

Vendor shall continue to provide the Board with tracking/delivery reports upon request, cost analyses on outbound mail upon request, and monthly reporting of all inbound and outbound activities.

OUTCOMES:

Vendor's services will result in the implementation of part or all of the following scope of services: operating the Board's mail/receiving room; performing daily mail pick-ups and deliveries to the post office; fulfilling all United States Postal Services ("USPS") requirements for pre-sorted, sleeve ACT tag, and dispatch mail; preparing mail under the USPS Value-Added Refund Program; providing and maintaining all necessary furniture and equipment for the operation of the mail/receiving room; daily tracking/delivery

Board members during the one year period following expiration or other termination of their terms of office.


from time to time, shall be incorporated into and made a part of the agreement.

Ethics - The Board's Ethics Code adopted May 25, 2011 (11-0525-PO2), as amended from time to time, shall be incorporated into and made a part of the agreement.

Contingent liability - The agreement shall contain the clause that any expenditure beyond the current

fiscal year is deemed a contingent liability, subject to appropriation in the subsequent fiscal year budget(s).

Approved for Consideration:



Approved:

