

RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS, AND NEIGHBORHOODS COMMITTEE REPORT relative to a Second Amendment to Contract No. C-122029 with United Business Mail for Mail Services.

Recommendations for Council action:

1. APPROVE and AUTHORIZE the City Clerk to execute the proposed amendment for the provision of pre-sorting and mailing services by United Business Mail for a cumulative term of five years, in an amount not to exceed \$2,062,000, subject to the approval of the City Attorney.
2. INSTRUCT the City Clerk to submit the necessary compliance documentation through the Los Angeles Business Assistance Virtual Network and coordinate with the Bureau of Contract Administration for the verification of these documents, and ensure that insurance documentation meeting the limits deemed appropriate by the City Administrative Officer's Risk Manager, has been submitted through TRACK4LA, prior to executing the contract.
3. FIND that in accordance with Charter Section 371(e)(10), and Los Angeles Administrative Code Section 10.15(a)(10), that a competitive bidding process is impractical for the performance of these professional services.
4. FIND that in accordance with Charter Section 1022 and the Personnel Department's findings that City employees do not have the necessary expertise to perform the proposed work to be contracted because of the special equipment required to complete the pre-sorting service.

Fiscal Impact Statement: The City Administrative Officer (CAO) reports that funding for this contract is available in the City Clerk's Elections expense account. There is no additional impact on the General Fund. The recommendation stated in this report is in compliance with the City Financial Policies in that ongoing revenues will be used to meet ongoing expenditures.

Community Impact Statement: None submitted.

TIME LIMIT FILE - MAY 1, 2016

(LAST DAY FOR COUNCIL ACTION - APRIL 22, 2016)

SUMMARY

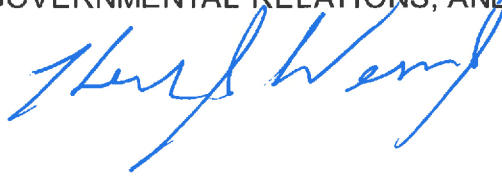
At its regular meeting held on March 18, 2016, the Rules, Intergovernmental Relations, and Neighborhoods Committee considered a report from the CAO dated February 26, 2016 relative to authorization for the City Clerk to execute a Second Amendment to Contract No. C-122029 with United Business Mail, to extend the term by an additional two years with a revised end date of February 29, 2018 and include additional contract compliance requirements, for pre-sort and mailing services for Vote-By-Mail ballot packages.

After providing an opportunity for public comment, the Committee approved the

recommendations in the CAO report. This matter is now forwarded to the Council for its consideration.

Respectfully Submitted,

RULES, ELECTIONS, INTERGOVERNMENTAL RELATIONS, AND NEIGHBORHOODS
COMMITTEE

A handwritten signature in blue ink, appearing to read "Henry Wesson", is written over the committee name.

<u>MEMBER</u>	<u>VOTE</u>
WESSON:	YES
HUIZAR:	YES
HARRIS-DAWSON:	YES

REW
3/18/16
FILE NO. 16-0241

-NOT OFFICIAL UNTIL COUNCIL ACTS-