

**AUTHORIZE THE SECOND AND FINAL RENEWAL AGREEMENT WITH CANON BUSINESS**

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

**SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize the second and final renewal agreement with Canon Business Process Services, Inc. to provide

**OPTION PERIOD:**

The term of this agreement is being renewed for one (1) year commencing September 15, 2017 and ending September 14, 2018.

**OPTION PERIODS REMAINING:**

There are no 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 analysis 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 of all accountable mail; daily processing and cost analysis of all outbound accountable mail; monthly reporting of all inbound and outbound activities; and move items as required by various departments as directed by the Board.

Vendor shall be paid during this option period as specified in the agreement, total not to exceed \$153,204 exclusive of postage costs (which are paid directly by the Board).

