

August 6, 2018
BP840064

Postal Presort, Inc.
820 W. 2nd Street
Wichita KS 67203

Ladies &/Or Gentlemen:

Please be advised that the City of Wichita wishes to enter into an agreement with Postal Presort Inc. to provide **Mail Room Services** for the Finance Department / Purchasing Division at the following quoted prices:

Service Charge - \$.075 per envelope

Pick-up Fee - \$3.00

Certified Mail Services - \$1.25 per envelope

These services are to include applying proper postage, sorting, applying a barcode and delivering to the Post Office.

This informal agreement will be in effect for a period of one (1) year, from **September 1, 2018 through August 31, 2019**, with options to renew under the same terms and conditions for four (4) additional one (1) year periods by mutual agreement of both parties. This agreement will be subject to cancellation upon thirty (30) days written notice by the City of Wichita.

The Vendor also agrees to comply with the Non-Discrimination and Equal Employment Opportunity Statement which is attached and made a part of this agreement by reference hereto.

Postal Presort, Inc.
August 6, 2018
Page Two

If you are in full agreement with the above, **please have the president or corporate officer of your company sign and return one copy of this letter to our office.** The second copy should be retained for your files.

Sincerely,

Hannah Lang
Senior Buyer

HL/sb
Attachment

POSTAL PRESORT, INC.

Signature

Title *(President or Corporate Officer)*

Printed Name

Telephone Number

Postal Presort, Inc.
820 W. 2nd Street
Wichita, KS 67203

July 23, 2019
BP840064

Ladies &/Or Gentlemen:

Please be advised that the City of Wichita wishes to exercise its option with your firm for **Mail Room Services** for the Finance Department, Purchasing Division at the following quoted prices:

Service Charge - \$.075 per envelope

Pick-up Fee - \$3.00

Certified Mail Services - \$1.25 per envelope

These services are to include applying proper postage, sorting, applying a barcode and delivering To the Post Office.

This informal agreement will be in effect for a period of one (1) year, from **September 1, 2019 through August 31, 2020**, with options to renew under the same terms and conditions for three (3) additional one (1) year periods by mutual agreement of both parties. This agreement will be subject to cancellation upon thirty (30) days written notice by the City of Wichita.

The Vendor also agrees to comply with the Non-Discrimination and Equal Employment Opportunity Statement that is attached and made a part of this agreement by reference hereto.

If you are in full agreement with the above, **please have the president or a corporate officer of your company sign and return one copy of this letter to our Purchasing Office.** The second copy should be retained for your files.

Sincerely,

Hannah Lang
Senior Buyer

MAW/HL/lk
Attachment

POSTAL PRESORT, INC.

Signature

Printed Name

Title (*President or Corporate Officer*)

Telephone Number



RECEIVED
MAY 21 2020
PURCHASING

Broadstroke, Inc.
820 W. 2nd Street
Wichita, KS 67203

May 14, 2020
contract 18840064
(former # BP840064)

Ladies &/Or Gentlemen:

Please be advised that the City of Wichita wishes to exercise its option with your firm for **Mail Room Services** for the Finance Department, Purchasing Division at the following quoted prices:

Service Charge - \$.075 per envelope

Pick-up Fee - \$3.00

Certified Mail Services - \$1.25 per envelope

These services are to include applying proper postage, sorting, applying a barcode and delivering To the Post Office.

This informal agreement will be in effect for a period of one (1) year, from **September 1, 2020 through August 31, 2021**, with options to renew under the same terms and conditions for two (2) additional one (1) year periods by mutual agreement of both parties. This agreement will be subject to cancellation upon thirty (30) days written notice by the City of Wichita.

The attached Exhibit A and B are incorporated into this contract as if fully set forth here.

If you are in full agreement with the above, please have the **President or a corporate officer of your company sign and return one copy of this letter to our Purchasing Office**. A second copy should be retained for your files.

Sincerely,

Hannah Lang

Hannah Lang
Senior Buyer

MAW/HL/ik
Attachment

BROADSTROKE, INC.



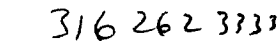
Signature



Printed Name



Title (President or Corporate Officer)



Telephone Number



Broadstroke, Inc.
820 W. 2nd Street
Wichita, KS 67203

June 24, 2021
18840064

Ladies &/Or Gentlemen:

Please be advised that the City of Wichita wishes to exercise its option with your firm for **Mail Room Services** for the Finance Department, Purchasing Division at the following quoted prices:

Service Charge - \$.075 per envelope

Pick-up Fee - \$3.00

Certified Mail Services - \$1.25 per envelope

These services are to include applying proper postage, sorting, applying a barcode and delivering To the Post Office.

This informal agreement will be in effect for a period of one (1) year, from **September 1, 2021 through August 31, 2022**, with options to renew under the same terms and conditions for one (1) additional one (1) year period by mutual agreement of both parties. This agreement will be subject to cancellation upon thirty (30) days written notice by the City of Wichita.

The attached Exhibits A and B are now mandatory addenda to all City Purchasing contacts. They are incorporated into this renewal of the original contract by reference, and acceptance of this contract renewal acts as an acceptance of these additional terms.

If you are in full agreement with the above, **please have the President or a corporate officer of your company sign and return one copy of this letter to our Purchasing Office.** A second copy should be retained for your files.

Sincerely,

Hannah Lang
Hannah Lang
Senior Buyer

MAW/HL/am
Attachment

BROADSTROKE, INC.

Allen Woolf

Signature

C.O.O.

Title (President or Corporate Officer)

ALLEN WOOLF

Printed Name

316-262-3333

Telephone Number