

**OPEX Corporation**

**DEPARTMENT OF PUBLIC UTILITIES**

**Ordinance. No. 237-2026**

**Division of Fiscal Control**

**Request for Legislation**

**An emergency ordinance authorizing the Director of Public Utilities to enter into one or more requirements contracts with OPEX Corporation for services necessary to provide hardware and software support and on-call maintenance for mail extractors, scanners, and ID assist tower, for a period of two years.**

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## Executive Summary

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### **Background/Purpose:**

The Department of Public Utilities, Division of Fiscal Control (UFC) is requesting legislation to authorize the renewal purchase of the On-Call Maintenance Service Agreement for proprietary equipment. UFC will utilize a direct award contract with OPEX Corporation (OPEX) to provide the necessary maintenance and service of the equipment. UFC has utilized OPEX mail opening equipment and on-call maintenance for more than 30 years.

UFC currently utilizes six OPEX mail opening/extracting machines and scanners to open and image all Water, Water Pollution Control, Sewer and CPP payments. All six opener/extractor and scanners were purchased from OPEX and installed by OPEX.

### **Scope of Work/Commodities/Services:**

The direct award contract with OPEX is needed to maintain our current:

1. 6 Falcon Based Machines,
2. 6 Model 72 Base Machine,
3. Falcon MICR and Annual License Fee,
4. Falcon Multi-slot ID Assist Towers,
5. Insight Software Annual License Fee,
6. Insight Falcon Scanner Stats Annual

### **Justification/Urgency:**

UFC is requesting legislation to purchase the On-Call Maintenance Service Agreement from January 1, 2027, to December 31, 2028, through OPEX Corporation.

OPEX Corporation is the authorized sole source provider for maintaining OPEX equipment. There are no other authorized dealers available to provide service/maintenance due to proprietary diagnostic software covered by various patents and copyrights.

The reliability of the equipment is the utmost importance in our daily operation to ensure our operation will not be down for any significant period of time. The one stop processing, the onsite customer support, and the working relationship between OPEX and UFC will ensure that the efficiencies, accurate application of payments and the integrity of the documents are processed and handled in timely manner and in compliance with our policies.

### **Anticipated Costs and funding source:**

\$176,130.00 for a period of two (2) years.  
Operating Fund – Fund 50, Subfund 003

### **Schedule or Term of Contract:**

Legislation is to lead to a direct award requirement contract for an On-Call Maintenance Service Agreement for a period of two (2) years.

**CSB Participation:**

Reason for no CSB participation:

- This is a direct award contract. Sole source, proprietary product. No opportunity for subcontracting.
- UFC will utilize direct award contract with OPEX Corporation (OPEX) to provide support for proprietary equipment and services.

**Current Contract:**

<b>Vendor Name</b>	<b>Vendor Address</b>	<b>Vendor Contact</b>	<b>OEO Participation</b>	<b>Contract Number</b>	<b>Contract Award Amount</b>
OPEX Corp.	305 Commerce Dr., Moorestown, NJ 08057	Lynda Hitchman	Sole Source, Proprietary Product. No Opportunity for Subcontracting.	MA-1505-RC2024-100	\$155,100.00

**Previous contract:**

<b>Vendor Name</b>	<b>Vendor Address</b>	<b>Vendor Contact</b>	<b>OEO Participation</b>	<b>Contract Number</b>	<b>Contract Award Amount</b>
OPEX Corp.	305 Commerce Dr., Moorestown, NJ 08057	Lynda Hitchman	Sole Source, Proprietary Product. No Opportunity for Subcontracting.	MA-RCD2022-006	\$138,220.00