

City Council Regular Meeting

DEPARTMENT: Customer Service
FROM: Jesse Elizondo, Director
MEETING: November 14, 2022

SUBJECT:

Consider approval of a one-year contract extension with Dataprose, LLC for the purchase of utility bill processing services in the amount not to exceed \$79,300. (Staff Contact: Jesse Elizondo, Director of Customer Service)

SUMMARY:

The City of Burleson utilizes Dataprose, LLC (formerly CSG Systems, Inc.) for printing, processing, and mailing of utility bills. This contract was last amended on October 4, 2018 updating Section 1.1 – Fees for Goods & Services (detailed below). This amendment updated pricing and allowed for full color utility bills. The current agreement is valid through October 4, 2022 and this one-year extension will be valid through October 4, 2023. Dataprose, LLC has been a reliable vendor processing our utility bills both timely and accurately.

Staff anticipates approximately 138,000 utility bills will be processed during fiscal year 2022/2023. The cost for printing and processing these bills is \$19,300 while postage will cost an additional \$60,000. The total cost for this service is \$79,300.

Schedule 1.1 – Fees for Goods & Services

ServiceBill (Package Includes: data processing & simplex, CM·K (full color) imaging, 8.5x11, 24# white paper perforated at 3.5" from bottom, #10 window env., #9 single window reply env., folding, inserting, presorting and delivery to USPS)	\$0.10	Per Bill
Optional Services		
Search & ViewBill (Archive Package Includes: data processing, archive creation, search, access & hosting of archive files for twelve (12) months from creation date)	\$0.01	Per Bill
ViewBill Transmission (includes FTP transmission to client site or files copied to CDROM)	\$150.00	Per Transmission/CDROM
NCOALink – Automated address update service	\$0.25	Per Address Correction
Additional Impressions	\$0.035	Per Impression
Bill Suppression (data processing only – Group Y & Z)	\$0.04	Per Bill
Oversized Surcharge (8-99 page bills – Group C)	\$0.40	Per Bill
Oversized Surcharge (100+ page bills – Group D & E)	\$4.00	Per Bill
Additional Inserts	\$0.02	Per Insert
Offline Folding	\$0.01	Per Piece
Technical Services (including additional set-up beyond standard, formatting or custom reports, conditional logic & insert/forms composition)	\$125.00	Per Hour
Freight, Courier & Air Delivery	Cost	Per Request
Postage (1 oz.)	\$0.395	Per Bill

OPTIONS:

- 1) Approve a one-year contract extension with Dataprose, LLC for the purchase of utility bill processing services in the amount not to exceed \$79,300.
- 2) Deny

RECOMMENDATION:

Staff recommendations approval of the one-year contract extension.

FISCAL IMPACT:

Budgeted Y/N: Y

Fund Name: Water/Wastewater

Full Account #s: 401-2041-512-5515

Amount: \$19,300.00

Financial Considerations: Printing and processing of utility bills

Budgeted Y/N: Y

Fund Name: Water/Wastewater

Full Account #s: 401-2041-512-6007

Amount: \$60,000.00

Financial Considerations: Postage

STAFF CONTACT:

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