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## City Council Regular Meeting

**DEPARTMENT:** Administrative Services

**FROM:** Richard Abernethy, Director of Administrative Services

**MEETING:** November 18, 2024

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**SUBJECT:**

Consider approval of a multi-year contract with Matrix Imaging Solutions, dba DataProse LLC, through an Interlocal Agreement with the City of Plano for Utility Bill Printing and Mailing Services for the Water Department, with an initial one-year term and two optional administrative renewals for a total contract amount of \$259,500. *(Staff Contact: Richard Abernethy, Director of Administrative Services)*

**SUMMARY:**

The City of Burleson utilizes DataProse, LLC for printing, processing, and mailing of utility bills.

DataProse, LLC has been a reliable vendor processing our utility bills both timely and accurately since 2004. Of the total annual expenditure under this agreement, approximately \$19,500 covers DataProse's services, with the majority of the costs allocated to postage—a pass-through expense managed by DataProse.

Multiple cities benefit from an interlocal purchasing agreement by piggybacking on the City of Plano's contract with DataProse. This cooperative approach not only simplifies contract management but also improves cost efficiency across participating municipalities. Pricing has been compared to recent RFP processes from other cities that also opted to leverage DataProse, affirming that continuing with DataProse provides the best value for these services.

State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the item. The City of Plano's RFP 2021-0440-AC was competitively solicited to increase and simplify the purchasing power of local government entities.

Staff anticipates that approximately 130,000 utility bills will be processed during fiscal year 2024/2025. The cost for printing and processing these bills is \$19,500, while postage is expected to cost an additional \$67,000. The total annual cost for this service is expected to be approximately \$86,500. Because the cost of postage is a pass-through, the contractual spend for printing does not necessitate competitive solicitation. Pricing was still gathered from competitors and DataProse continues to offer the best value.

**RECOMMENDATION:**

Staff recommends approval of a multi-year contract with Matrix Imaging Solutions d.b.a DataProse for 1 year with (2) optional renewals in the amount of \$259,500.

**PRIOR ACTION/INPUT (Council, Boards, Citizens):**

November 14, 2022: 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.

**FISCAL IMPACT:**

Fund Name: Water/Wastewater

Amount: \$19,500

Financial Considerations: Printing and processing of utility bills

Budgeted Y/N: Y

Fund Name: Water/Wastewater

Amount: \$67,000

Financial Considerations: Postage

Budgeted Y/N: Y

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