



CITY COMMISSION STAFF REPORT

DEPARTMENT: Finance - Utility Billing

SUBJECT: Motion to approve a Water Utility Billing Printing Services Agreement

CITY MANAGER RECOMMENDATION:

The City Manager submits the Water Utility Billing Printing Services agreement for Commission review and approval.

BACKGROUND OF ITEM:

During the latter part of FY 2021 and the first part of FY 2022, the City's current printing vendor (Pinnacle) was acquired by Doxim Inc., which resulted in a degradation of the service experienced by the City. Several scheduled printing distributions were significantly late. Therefore, on January 27, 2022, the CITY advertised its notice to bidders of the CITY's desire to hire a new firm to provide Water Utility Bill Printing Services, as more specifically described in the attached Utility Billing Printing Service Agreement.

ANALYSIS:

The City received six bidders with prices ranging from \$6,247.00 - \$9,983.00 per month. Infosend Inc. emerged as the most responsive and responsible bidder. The term of this Agreement shall be for three (3) years, commencing on or about May 30, 2022, and terminating on May 29, 2025. This Agreement may be renewed for up to one (1) additional two (2) year terms, subject to the written consent and agreement between the Parties.

STRATEGIC PLAN:

To maintain the "Someplace Special" mantra, the acquisition of timely, accurate, and reliable printing services is a crucial element in the City maintaining a reputation for delivering a high degree of professional customer service from its Water Utility Billing and Customer Service department.

FISCAL IMPACT:

The financial impact for FY 2022 is expected to be \$0. Additionally, the City's cost will be partially offset by Waste Management's obligation to pay for the cost of card stock. The total offset is not known at this time; we are working with the vendor to quantify these savings.


<u>General Ledger Acct. Number</u>	<u>Original Budget Amount</u>	<u>Prior Transfers to-date</u>	<u>Current Requested Amount</u>	<u>Total Remaining FY Budget With Current Request</u>
450-940-532471-536 (Printing)	\$10,000	\$0	\$0	\$6645.19
450-950-535170-536 (Postage)	\$38,000	\$0	\$0	\$26463.57

ALTERNATIVES:

This Agreement went through the City’s procurement process (ITB), and Infosend Inc. was chosen from six total vendors to be the most responsive and responsible bidder. There are no other alternatives available for this type of acquisition.

ATTACHMENTS:

Infosend Inc. ITB Agreement

Workflow History 			
User	Task	Action	Date/Time
Allen, Tedra	NEW ITEM: Not Yet Routed	*FINANCIAL IMPACT...	04/25/22 02:17 PM
Kendrick, Aaron	Assigned to Finance Director	COMPLETE: Forwar...	04/25/22 02:18 PM
Horowitz, Jacob	Assigned to Attorney	COMPLETE: Forwar...	04/26/22 10:25 AM
Allen, Tedra	Assigned to City Manager	COMPLETE: Forwar...	04/29/22 05:35 PM
Allen, Tedra	Assigned to City Clerk	APPROVE ITEM: En...	05/13/22 02:45 PM
Allen, Tedra	END WORKFLOW - APPROV...		05/13/22 02:46 PM