

EXECUTIVE BRIEF REGULAR MEETING

AGENDA DATE: March 3, 2020

DEPARTMENT: Electric Utility

TITLE:

First Addendum Cost Increase and Second Addendum to the Master Services Agreement with Level One LLC

SUMMARY:

The Master Services Agreement First Addendum and Second Addendum provide authorization to Level One LLC to continue the provision of processing, printing and mailing of paper bills from April 1, 2019 to April 1, 2021.

BACKGROUND AND JUSTIFICATION:

On April 1, 2014 after conducting a competitive solicitation process, the City entered into a 5-year Master Services Agreement with Level One LLC for processing, printing and mailing of paper bills. The Agreement provided two (2) additional one (1) year renewal options after the initial 5-year term. On April 1, 2019, the City Manager approved the first year renewal via the First Addendum on an emergency basis due to the last minute realization that the Agreement was going to expire. The First Addendum have been brought forward to the City Commission for ratification and was approved by the City Commission on April 30, 2019. While reviewing the second year renewal option, the City realized that additional funds would be required for printing, mailing and postage for FY20 and is requesting approval for the additional \$110,000 for this fiscal year.

The Second Addendum is to exercise the second and final renewal option under the Agreement.

The total remaining anticipated cost for the First Addendum and the Second Addendum (for Fiscal Years 2020-2021) is not to exceed \$210,000.

MOTION:

Move to approve / disapprove the First Addendum cost increase and Second Addendum to the Master Services Agreement with Level One LLC in an amount not to exceed \$210,000 for Fiscal Years 2020-2021.

ATTACHMENT(S):

Fiscal Impact Analysis
First Addendum
Second Addendum
Level One LLC Master Services Agreement

FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact:

Fiscal Years	2020	2021	2022	2023	2024
Capital Expenditures	0	0	0	0	0
Operating Expenditures	\$110,000	\$100,000	0	0	0
External Revenues	0	0	0	0	0
Program Income	0	0	0	0	0
In-kind Match	0	0	0	0	0
 Net Fiscal Impact	 \$110,000	 \$100,000	 0	 0	 0
 No. of Addn'l Full-Time Employee Positions	 0	 0	 0	 0	 0

B. Recommended Sources of Funds/Summary of Fiscal Impact:

The FY 2020 budgeted amount is \$150,000: hence the request for additional funds in the amount of \$50,000: by a budget amendment.

Account Number	Account Description	Project Number	FY20 Budget	Budget Amendment	Agenda Expenditure	Balance
401-1240-513.34-50	Other Contract servs		\$150,000	\$50,000	-\$110,000	\$

C. Department Fiscal Review: Edward Liberty, Electric Utility Director