

# **EXECUTIVE BRIEF ELECTRIC UTILITY MEETING**

**AGENDA DATE:** March 30, 2021

**TITLE:**

Third Addendum with Level One LLC

**SUMMARY:**

The Third Addendum to the Master Services Agreement authorizes Level One LLC to provide processing, printing and mailing of utility bills from April 1, 2021 to April 1, 2022 in an amount not to exceed \$200,000.

**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 utility bills. The Agreement had two (2) additional one (1) year renewal options, which the City exercised and which expired as of April 1, 2021.

Earlier this year, the City initiated a Request for Proposal process for these utility billing services. However, due to the long-lead time needed for a new vendor to commence the services (and/or for the City to re-design its bills), adequate time did not exist to award the services to a new vendor or re-design the bills. Thus, the City has requested and Level One has agreed to extend the Master Services Agreement for an additional year. This will give the City the time it needs to re-solicit the services and build in the lead-time for a new vendor and/or re-design of the bills.

Under the City's Procurement Code, the City Commission can waive the competitive selection procedures set forth in the procurement policy upon the recommendation of the procurement division and/or City manager that it is not practicable or advantageous for the City to do so because goods and/or services cannot reasonably be acquired through the normal competitive selection process due to insufficient time, the nature of the goods or services, or other factors.

The Procurement Division is recommending waiver of the competitive selection procedures for the Third Addendum due to insufficient time for the City to select/utilize a new vendor for these services and/or re-design the utility bills. The Procurement Division and Electric Utility have conducted a good faith review of the available sources and believe a one (1) year extension of the Master Services Agreement with Level One LLC under these circumstances is in the best interests of the City.

**MOTION:**

Move to approve/disapprove the Third Addendum to the Master Services Agreement with Level One LLC in an amount not to exceed \$200,000.

**ATTACHMENT(S):**

Fiscal Impact Analysis

Third Addendum  
 Level One LLC Master Services Agreement

**FISCAL IMPACT ANALYSIS**

**A. Five Year Summary of Fiscal Impact:**

<b>Fiscal Years</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>	<b>2024</b>	<b>2025</b>
Capital Expenditures	0	0	0	0	0
Operating Expenditures	\$100,000	\$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
<b>Net Fiscal Impact</b>	<b>\$100,000</b>	<b>\$100,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
No. of Addn'l Full-Time Employee Positions	0	0	0	0	0

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

Account Number	Account Description	Project Number	FY21 Budget	Current Balance	Agenda Expenditure	Balance
401-1240-513.34-50	Other Contract Serv		\$935,860	\$127,082	-\$100,000	\$27,082