



STAFF REPORT

SUBJECT: Renewal of Utility Billing Services

DEPARTMENT: Finance

STAFF CONTACT: Rebecca Crosson

RECOMMENDATION:

It is the recommendation of the Purchasing Department that the contract for Utility Billing Services be renewed with DataProse.

BACKGROUND:

This contract went out for bid in FY 20-21 and was awarded to DataProse. The City reserved the right to renew this contract for an additional 4 years. After FY 24-25, there will be no more options for renewal, and it will be re-bid.

After contacting Mr. Curtis Nelson, he has confirmed that he is interested in renewing the contract with the following increase in pricing:

ITEM	FY 23-24	FY 24-25
Bills and late notices, including envelope and return envelope in PDF format	\$0.104/\$0.114	\$0.1144
Bills and late notices, including envelope and return envelope in XML format	\$0.104/\$0.1144	\$0.1254
Search and View bills	\$0.01	\$0.01
Special Inserts	\$0.01	\$0.01
Postage	\$0.455	\$0.455