

City Council Meeting

Agenda Item

Data Sheet

Meeting Date: December 2, 2024

Topic:

Approve a two-year Service Agreement with InfoSend, Inc. for Utility Billing Printing and Mailing Services (RFP 2024-12) for a total contract amount of \$110,000 (\$55,000 per year), approve the expenditure of funds therefor, and authorize the City Manager to execute any and all documents related to the purchases. These expenditures are included in the fiscal year 2024-2025 adopted budget.

Background:

To obtain the most favorable pricing and in accordance with the City’s Procurement Policy, sealed proposals (RFP 2024-12) were solicited for the services, which allowed interested parties to submit their qualifications and proposals to act as the primary vendor for utility billing printing and mailing services for City of Tomball utility accounts. A total of four (4) proposals were received, and after a thorough review it was determined that InfoSend was the lowest responsive bidder.

The agreement will include printing of monthly bills, delinquent notices, billing inserts, and mailing of all items. It was anticipated that this service would involve processing approximately 48,000 utility bills and inserts, and 8,000 delinquent statements annually. A breakdown of the submitted pricing is depicted below with an estimated annual contract amount. Staff is increasing the not-to-exceed contract amount by \$6,472 to account for additional utility accounts added during the year.

Description	Rate	Estimated Annual Cost
Monthly Billing Statements (double sided)	\$0.105	\$5,040.00
Monthly Insert (double sided)	\$0.206	\$9,888.00
Delinquent Statements (single sided)	\$0.105	\$840.00
#10 Envelopes (mailing envelopes)	\$0.024	\$1,344.00
#9 Envelopes (return envelopes)	\$0.021	\$1,176.00
Postage	\$0.540	\$30,240.00
Allowance for New Accounts		\$6,472
Estimated Annual Contract: \$55,000 per year		

The proposed services agreement will be for a two-year term beginning December 3, 2024, and expiring December 2, 2026, with a proposed contract amount of \$55,000 annually during the term of the contract.

Origination: Project Management

Recommendation:

Staff recommends approving a Service Agreement with InfoSend for Utility Billing print and mailing services for a not-to-exceed amount of \$110,000.

Party(ies) responsible for placing this item on agenda: Meagan Mageo, Project Manager

FUNDING (IF APPLICABLE)

Are funds specifically designated in the current budget for the full amount required for this purpose?

Yes: No: If yes, specify Account Number: # 600-612-6109
600-612-6304

If no, funds will be transferred from account # _____ To account # _____

Signed Meagan Mageo Approved by _____
Staff Member Date City Manager Date