



Legislation Text

File #: Res. 2018-68R, **Version:** 1

AGENDA CAPTION:

Consider approval of Resolution 2018-68R, approving the award of a contract to Infosend Inc. for utility billing and notice services for a maximum term of four years in an amount not to exceed \$1,050,000.00; authorizing the City Manager or his designee to execute the said agreement on behalf of the City and declaring an effective date.

Meeting date: June 5, 2018

Department: Finance Department-Utility Billing

Amount & Source of Funding

Funds Required: \$1,050,000-Total 4 year contract, no FY18 funds

Account Number: 21006320.52095

Funds Available: \$270,200

Account Name: Printing and Publications

Fiscal Note:

Prior Council Action: Click or tap here to enter text.

City Council Strategic Initiative: [Please select from the dropdown menu below]

Choose an item.

Goal # 7 Maintain Fiscal Responsibility

Goal #8 Provide efficient & effective delivery of services

Comprehensive Plan Element (s): [Please select the Plan element(s) and Goal # from dropdown menu below]

- ☐ Economic Development - Choose an item.
- ☐ Environment & Resource Protection - Choose an item.
- ☐ Land Use - Choose an item.
- ☐ Neighborhoods & Housing - Choose an item.
- ☐ Parks, Public Spaces & Facilities - Choose an item.
- ☐ Transportation - Choose an item.
- ☐ Not Applicable

Master Plan: *[Please select the corresponding Master Plan from the dropdown menu below (if applicable)]*

Choose an item.

Background Information:

On February 1, 2018, nine (9) proposals were received for Outsourcing of Utility Bills and Notices, (218-143). A City staffed selection committee evaluated and ranked proposals. The selection committee conducted interviews with the top two (2) shortlisted proposers and following interviews, the committee recommends award to the top-ranked proposer, InfoSend, Inc.

The contract term is for one (1) year with the option to extend the contract for three (3) additional one (1) year period. Contract extensions may be awarded administratively in the form of a letter of agreement signed by the Purchasing Manager.

The total annual amount of the contract is not to exceed \$262,500 for a total not to exceed amount of \$1,050,000.00 for the full four (4) year term of the contract.

The scope of work includes overall management of City utility bills, notices, arrears letters, and data reporting.

Council Committee, Board/Commission Action:

Click or tap here to enter text.

Alternatives:

Click or tap here to enter text.

Recommendation:

City staff recommends approval of this item.