



AGENDA MEMORANDUM

Action Item for the City Council Meeting August 15, 2023

DATE: August 15, 2023

TO: Peter Zanoni, City Manager

FROM: Drew Molly, P.E. Director of Water Systems and Support Services
DrewM@cctexas.com
(361) 826-1853

Josh Chronley, Assistant Director of Finance – Procurement
JoshC2@cctexas.com
(361) 826-3169

Amendment No. 9 Utility Bill Printing, Mailing, and Insert Printing Services

CAPTION:

Motion authorizing execution of Amendment No. 9 to the service agreement with USIO Output Solutions, Inc., of San Antonio for an amount not to exceed \$886,886.48, for a revised total amount of \$5,391,462.14, to provide additional utility bill printing and mailing services, with FY 2023 funds of \$221,722.00 from the Water Fund.

SUMMARY:

This motion would amend a service agreement for utility bill printing, mailing, and insert printing services for the Utility Billing Office. This would extend the current agreement through September 2024 without a change in the unit pricing from the original 2018 agreement. The unit pricing of \$0.119 remains competitive based on vendors providing comparable services for other municipal utilities.

BACKGROUND AND FINDINGS:

The Utility Billing Office uses a Contractor for printing, folding, processing, and mailing of the City's utility bills, delinquent notices, and inserts. The current Contractor is USIO Solutions, Inc., formerly Information Management Solutions, LLC, with the processing facility in San Antonio.

The original service agreement was procured through a competitive Request for Proposal for Utility Bill Printing, Mailing, and Insert Printing Services in 2018. Nine proposals were received and were evaluated under a pass/fail system. Then the qualifying firm was evaluated and scored according to the firm's experience and understanding of the scope of work according to the

published point system as outlined in the RFP. The Proposers were also interviewed and scored based on the same published criteria, and a final score was developed. City staff recommended the award to USIO Solutions, Inc. (formerly Information Management Solutions, L.L.C) and have been providing these services since 2018.

ALTERNATIVES:

Do not approve Amendment. A new Request for Proposal would have to be issued.

FISCAL IMPACT:

Funds for this Amendment are budgeted in the Water Fund.

FUNDING DETAIL:

Fund:	4010 Water Fund
Organization/Activity:	30010 Utility Billing Office
Project # (CIP Only):	n/a
Account:	530000 Professional Services

RECOMMENDATION:

Staff recommends authorizing the execution of Amendment No. 9 as presented for continuity of service.

LIST OF SUPPORTING DOCUMENTS:

Amendment No. 9