



AGENDA MEMORANDUM

Future Item for the City Council Meeting of July 31, 2018
Action Item for the City Council Meeting of August 14, 2018

DATE: July 31, 2018

TO: Keith Selman, Interim City Manager

FROM: Constance Sanchez, Director of Finance
ConstanceP@cctexas.com
(361) 826-3227

Kim Baker, Assistant Director of Financial Services-Purchasing Division
KimB2@cctexas.com
(361) 826-3169

Utility Bill Printing, Mailing, and Insert Printing Services for One-Year Not to Exceed Amount \$886,886.48, with Four One-Year Options for a Total Potential Multi-year Amount of up to \$4,434,432.40

CAPTION:

Motion approving a one-year service agreement for utility bill printing, mailing, and insert printing services with Information Management Solutions, L.L.C. of San Antonio, Texas for an estimated expenditure of \$886,886.48, with four one-year options for a total potential multi-year amount of \$4,434,432.40.

PURPOSE:

This motion is to approve a service agreement for utility bill printing, mailing, and insert printing services for the Utility Billing Office.

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 Contractor will efficiently process the bills and notices to obtain the best possible postage rate for the City. The Utility Billing Office staff will have access to retrieve archived documents stored electronically by the Contractor. The Utility Billing Office plans to work with the awarded contractor on a new design of the utility bill and delinquent notices. The current contract will expire in September.

The Purchasing Division conducted a competitive Request for Proposal to obtain proposals from qualified firms to provide Utility Bill Printing, Mailing, and Insert Printing Services. 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 recommends the award to Information Management Solutions, L.L.C., as they are determined to be the overall Best Value to the City.

ALTERNATIVES:

N/A

OTHER CONSIDERATIONS:

None

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and State statutes regulating procurement.

EMERGENCY / NON-EMERGENCY:

Non-emergency

DEPARTMENTAL CLEARANCES:

Finance

FINANCIAL IMPACT:

X Operating ☐ Revenue ☐ Capital ☐ Not applicable

Fiscal Year: 2017-2018	Current Year	Future Years	TOTALS
Line Item Budget	\$714,145.37	\$886,886.48	\$1,601,031.85
Encumbered / Expended Amount	\$71,704.13	\$0.00	\$71,704.13
This item	\$0.00	\$886,886.48	\$886,886.48
BALANCE	\$642,441.24	\$0.00	\$642,441.24

Fund(s): 4010 - Water

Comments: The contract term will start in FY2018-2019, the contract value will be budgeted in future years during the normal budget process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Service Agreement 1578 – Utility Bill Printing, Mailing, and Insert Printing Services
RFP 1578 – Evaluation Matrix Summary