



# City of League City, TX

300 West Walker  
League City TX 77573

## Text File

File Number: 18-0289

Agenda Date: 5/22/2018

Version: 1

Status: ATS Paused

In Control: City Council

File Type: Agenda Item

### Title

Consider and take action on rejecting all bids from RFP#18-015 for the printing and mailing of the City of League City utility bills for a 3-year contract period from June 2018 to June 2021 (Director of Finance)

### ..Background:

Approval of this item will reject all bid proposals received on January 16, 2018 for RFP #18-015 for the monthly printing and mailing of the utility bill. The contract date for this bid was June 1st, 2018 to June 30th, 2021.

The bid proposal reflected the anticipated conversion of the utility bill from a postcard format to a letter format to enhance privacy, provide more billing information, and allow for additional account related messaging capabilities.

When the sealed bids were received and reviewed, the letter format would cost the City an additional cost of \$62,280 per year, in comparison to the postcard format. Staff believes the change in format does not warrant the additional cost and recommends rebidding the contract to include the current postcard format as an option. The re-bid for the printing and mailing proposal will request pricing for both postcard and letter size statement formats.

The timing of the previous bid contract was intended to coincide with the “go live” date of May 7th, 2018 between Utility Billing and Tyler MUNIS. This “go live” date has been delayed until October 1st, 2018, allowing for more time to bill in both our current software system (Superion), and the software we are transitioning to in the new fiscal year (Tyler MUNIS). This will ensure a smoother conversion process as both systems will mirror each other and reflect that all payments, deposits and service activity is accurate and accounted for.

### Attachments:

1. Data Sheet
2. Bid Tabulation - RFP#18-015
3. Price Comparison
4. Postcard Size Example
5. Letter Size Example

### FUNDING

{x} NOT APPLICABLE

{ } Funds are available from Account # \_\_\_\_\_

{ } Requires Budget Amendment to transfer from Account # \_\_\_\_\_ to Account # \_\_\_\_\_