



Legislation Text

File #: 21-0420, **Version:** 1

Consider and take action on a resolution authorizing a three-year agreement with Level One LLC a Doxim Company for the printing and mailing of monthly statements, inserts, and delinquency notifications in an amount not to exceed \$655,415 (Interim Director of Finance)

Approval of this item will authorize a three-year agreement for the cost to print and mail monthly statements, inserts, and delinquency notifications.

The request for proposal was issued on April 20, 2021, for the printing and billing contract for the Utility Billing Department. There were ten (10) proposals that were submitted and reviewed. Level One is the company that was rated highest by the three (3) evaluators based on the established criteria of organization and qualification, service quality, product appearance and quality, and pricing. Please see the evaluation summary attached.

The past three-year agreement cost \$497,528 but was tempered by the Tyler conversion which compressed billing and COVID19 which decreased delinquency notices. The FY2022 proposed budget includes funding for the anticipated increase to \$209,500 for the first year of the agreement.

The products offered are compatible with our current ERP system and will require little to no transition from the previous vendor.

Attachments:

1. Data Sheet
2. Proposed Resolution
3. Agreement with Level One
4. Evaluation Summary

FUNDING

{X} Funding in the amount of \$209,500 is included in the FY2022 proposed budget for the first year of the agreement, future years estimated expenses will be included in the FY23 & FY24 proposed budgets. The contract for the total of \$655,415 will be entered as follows: Account # 10207100-53110 Utility Billing Operating Budget Postage (FY22 \$161,500; FY23 170,000; FY24 \$170,915) & Freight & Account # 10207100-53130 Utility Billing Operating Budget Printing (FY22 \$48,000; FY23 \$50,000; FY24 \$55,000)

STRATEGIC PLANNING

{X} NOT APPLICABLE