



Legislation Text

File #: 17-0665, **Version:** 1

Consider and take action on a resolution authorizing an amendment to the agreement with Peregrine Corporation to extend the term of the agreement for utility billing printing and mailing services for an estimated total of \$125,637 (Interim Finance Director)

Approval of this item will extend the agreement with Peregrine Corporation for printing and mailing services through May 2018. The original agreement was from July 2014 to July 2017.

This agreement with Peregrine Services includes printing and postage for approximately 32,500 pieces (27,500 monthly statements and 5,000 delinquent notifications) per month for an estimated cost of \$125,637.

The attached cost breakdown spreadsheet details out the estimated cost for both printing and postage for the eleven (11) month agreement from July 2017 to May 2018.

It is anticipated that on April 2, 2018, Utility Billing will “go live” with the new software, Tyler Munis. Prior to this date, a Request for Proposal (RFP) for a new three (3) year contract term will be solicited and awarded. With Tyler Munis software, Utility Billing will change the bill print format from postcard size to letter size for both the monthly statements and delinquent notifications. The change in format is due to input received from citizens requesting a more detailed bill, as well as a larger size that is easier to identify in the mail.

The City has been receiving the same price for printing and mailing services on a month to month basis from Peregrine since the agreement's original expiration date, and the agreement was extended in the interim until the City implements the new utility billing software. This extension provides time to complete the procurement process and transition services to a new vendor, if needed.

Attachment

1. Data sheet
2. Proposed Resolution
3. Exhibit A - Proposed Amendment
4. Vendor Report Card
5. Peregrine Extension Cost Breakdown
6. Peregrine Agreement

FUNDING

{X} Funds are available from Utility Billing Printing Account 10207100-53130 and Postage Account 10207100-53110