

CITY COUNCIL AGENDA MEMO

MEETING DATE: 1/24/2022
DEPARTMENT: CUS
DIRECTOR: Denise Tacke, Director of Finance
AGENDA ITEM: Award of 2021-0440-AC
RECOMMENDED ACTION: Award/Rejection of Bid/Proposal

ITEM SUMMARY

RFP No. 2021-0440-AC for a one (1) year contract with nine (9) automatic one-year renewals for data processing, printing, and mailing of utility bills and inserts for Customer and Utility Services to DataProse, LLC in the estimated annual amount of \$218,066; and authorizing the City Manager to execute all necessary documents. **Approved**

BACKGROUND

This award is for printing and mailing of utility bills and inserts. This service includes receiving and processing a data transfer daily, CASS certification, printing and folding of bills and inserts, envelope inserting, presorting, metering, and mailing. Inserts are included when needed.

This process was done as a Request for Proposal based upon the following evaluation criteria:

Cost for bill processing, printing and mailing – 35%
Cost for insert printing – 15%
Qualifications and Work History – 15%
Solution and Work Plan – 20%
Insert Printing – 10%
Added Value – 5%

The evaluation team for the Utility Bill and Insert Printing and Fulfillment solicitation evaluated proposals from nine (9) companies. The recommendation for award is to DataProse, LLC, the highest ranked proposer based upon the evaluation criteria above.

Therefore, we recommend award to DataProse, LLC, for the estimated annual amount of \$218,066. The contract will be for one year with nine automatic one-year renewals with a total spend of \$2,180,660 if all renewal option years are exercised.

Failure to award this contract would eliminate our ability to send out utility bills to our customers each month.

FINANCIAL SUMMARY/STRATEGIC GOALS

Funding for this item is available in the 2021-22 Customer & Utility Services Budget. This award is for printing and mailing of utility bills and inserts. This is a one (1) year contract with nine (9) automatic one (1) year renewals with an anticipated total cost of \$2,180,660 if all renewal option years are exercised. The annual cost breakdown of this item is FY 2021-22 \$127,205, FY 2022-23 \$218,066, FY 2023-24 \$218,066, FY 2024-25 \$218,066, FY 2025-26 \$218,066, FY 2026-27 \$218,066, FY 2027-28 \$218,066, FY 2028-29 \$218,066, FY 2029-30 \$218,066, FY 2030-31 \$218,066 and FY 2031-22 \$90,861. All future year expenditures will occur within council approved appropriations.

Approval of this agenda item supports the City's Strategic Plan Critical Success Factor of Excellent, Innovative, and Accountable City Government.

ATTACHMENTS:

Description	Upload Date	Type
2021-0440 RFP Recap	1/11/2022	RFP Recap

City of Plano
2021-0440-AC
Utility Bill and insert Printing and Fulfillment
RFP Recap

Opening Date/Time:	November 2, 2021 at 2:00 PM
Number of Vendors Notified:	917
Vendors Submitting "No Bids":	18
Responsive Submissions:	9
Non-Responsive Submissions:	0

The following evaluation criteria were used in determining the best value award recommendation.

CRITERION	WEIGHT
Qualifications and work history	15%
Solution and work plan	20%
Insert printing	10%
Added value	5%
Cost for bill processing, printing, and mailing	35%
Cost for insert printing	15%
Total	100%

Vendor	Score	Rank	Total Cost
DataProse, LLC	4.388	1	\$238,729
Doxim	3.517	2	\$273,849
Variverge	3.405	3	\$199,948
CSG	3.143	4	\$276,928
Sebis	3.139	5	\$278,460
OSG Connect	3.133	6	\$638,840
Infosend	3.086	7	\$286,062
Finishing and Mailing	1.75	8	\$588,328
O'Neil	1.055	9	\$552,648

BAFO & Recommended Vendor	Total Cost
DataProse, LLC	\$ 218,066

Approval of Minutes

January 10, 2022
(Consent Agenda Item “A”)

Approval of Expenditures

Award/Rejection of Bid/Proposal: (Purchase of products/services through formal procurement process by this agency)

RFB No. 2022-0097-B for Hoblitzelle Park Trail Replacement at Red River, Project No. 7204, for the Parks & Recreation Department to Joel Brown & Co. LLC DBA J.B. & Co. LLC in the amount of \$1,395,335; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “C”)

RFP No. 2021-0440-AC for a one (1) year contract with nine (9) automatic one-year renewals for data processing, printing, and mailing of utility bills and inserts for Customer and Utility Services to DataProse, LLC in the estimated annual amount of \$218,066; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “D”)

Purchase from an Existing Contract

To approve the purchase of seven (7) Refuse Truck chassis in the amount of \$1,415,207 from Bond Equipment Company, Inc. and seven (7) Refuse Truck bodies in the amount of \$1,180,300 from Heil of Texas, for the total amount of \$2,595,507, for Fleet Services to be used by Environmental Waste Collections through existing contracts; and authorizing the City Manager to execute all necessary documents. (BuyBoard Contract No. 601-19 and BuyBoard Contract No. 599-19) (Consent Agenda Item “E”)

Approval of Change Order

To approve a decrease to the current awarded contract amount of \$2,234,209 by \$176,589, for a total contract amount of \$2,057,620, for OSP Fiber Cabling Network Phase II, Project No. 7130, from Gardner Telecommunications, LLC for the Technical Services Department; and authorizing the City Manager to execute all necessary documents. (Contract No. 2019-0346-B, Change Order No. 9) (Consent Agenda Item “F”)

Approval of Expenditure

To approve an expenditure for Landscape Architect professional services for Bob Woodruff Park North Core Renovation Construction Documents, Project No. 7260.1, in the amount of \$614,275 from Talley Landscape Architects Inc. for the Parks and Recreation Department; and authorizing the City Manager to execute all necessary documents. (Consent Agenda Item “G”)