



Legislation Details (With Text)

File #: 17-0608 **Name:** AUTHORIZATION TO CONTINUE UTILIZING A CITY OF BAYTOWN, TEXAS CONTRACT AS A BASIS FOR PRICING FOR UTILITY BILL PRINTING AND MAILING SERVICES

Type: Purchasing/Contract **In control:** Village Council

On agenda: 2/14/2017 **Final action:**

Title: AUTHORIZATION TO CONTINUE UTILIZING A CITY OF BAYTOWN, TEXAS CONTRACT AS A BASIS FOR PRICING FOR UTILITY BILL PRINTING AND MAILING SERVICES

Code sections:

Attachments: 1. 1. City of Baytown Renewal Letter

Date	Ver.	Action By	Action	Result
2/13/2017	1	Village Council Workshop		

ITEM: AUTHORIZATION TO CONTINUE UTILIZING A CITY OF BAYTOWN, TEXAS CONTRACT AS A BASIS FOR PRICING FOR UTILITY BILL PRINTING AND MAILING SERVICES

REQUEST: Authorization to continue utilizing a City of Baytown, Texas contract with Dataprose, LLC, as a basis for pricing, to provide utility bill printing and mailing services, including postage, to the Village in the amount of approximately \$136,000.00 annually.

EXPLANATION: The Village utilizes Dataprose, LLC, a non-local vendor, to provide utility bill printing and mailing services. On February 9, 2016, Council approved to continue utilizing the City of Baytown, Texas contract #026-12, with Dataprose, LLC, to provide utility bill printing and mailing services. The City of Baytown recently renewed the contract through January 31, 2018.

The Baytown contract provides utility bill statements at \$0.088 each (includes cost to provide forms, data process, laser print, fold, sort, tray, tag, mail and drop at USPS).

In order to ensure the Baytown contract provides the best pricing, staff reached out to other governmental entities and found the following:

Entity	Base Price Per Statement (Postage not included)	Vendor
City of Baytown, TX	\$0.088	Dataprose, LLC
City of Boca Raton	\$0.106	Dataprose, LLC
Martin County	\$0.096	Matrix Imaging Solutions
Broward County	\$0.105	Municipal Code
Palm Beach County	Services Performed In-House	
City of West Palm Beach	Services Performed In-House	

Dataprose, LLC, is a leading provider of billing statement services, including statement design, print and mail

services for municipalities nationwide.

Staff is seeking authorization to continue utilizing the City of Baytown contract as a basis for pricing for utility bill printing and mailing services, including postage through January 31, 2018, in the amount of approximately \$136,000.00 annually.

BUDGET AMENDMENT REQUIRED: NO

PUBLIC HEARING: NO **QUASI-JUDICIAL:**

FIRST READING: **SECOND READING:**

LEGAL SUFFICIENCY: YES

FISCAL IMPACT: Funds are allocated in the utility customer service budget. Estimated expenditures for bill printing and mailing services, including postage are approximately \$136,000.00 annually.

WELLINGTON FUNDAMENTAL: Responsive Government

RECOMMENDATION: Authorization to continue utilizing a City of Baytown, Texas contract with Dataprose, LLC, as a basis for pricing, to provide utility bill printing and mailing services, including postage, to the Village in the amount of approximately \$136,000.00 annually.