



## Legislation Details (With Text)

<b>File #:</b>	19-3281	<b>Name:</b>	AUTHORIZATION TO CONTINUE UTILIZING A CITY OF BAYTOWN, TEXAS CONTRACT, AS A BASIS FOR PRICING, FOR UTILITY BILL PRINTING AND MAILING SERVICES
<b>Type:</b>	Purchasing/Contract	<b>In control:</b>	Village Council
<b>On agenda:</b>	1/28/2020	<b>Final action:</b>	
<b>Title:</b>	AUTHORIZATION TO CONTINUE UTILIZING A CITY OF BAYTOWN, TEXAS CONTRACT, AS A BASIS FOR PRICING, FOR UTILITY BILL PRINTING AND MAILING SERVICES		
<b>Code sections:</b>			
<b>Attachments:</b>	1. 1. Baytown, TX - Renewal Letter, 2. 2. Baytown, TX - Additional Attachment		

Date	Ver.	Action By	Action	Result
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### 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 to the Village in the amount of approximately \$155,000.00 annually.

**EXPLANATION:** The Village utilizes Dataprose, LLC, to provide utility bill printing and mailing services. On January 22, 2019, Council approved authorization to continue utilizing the City of Baytown, Texas contract #026-12 with Dataprose, LLC, to provide such services. The City of Baytown recently renewed the contract through January 31, 2021.

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). The total annual cost of approximately \$155,000.00 includes both printing and postage.

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
City of West Palm Beach	Services Performed In-House	
Palm Beach County	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, 2021.

**BUDGET AMENDMENT REQUIRED:** NO

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

**FIRST READING:** **SECOND READING:**

**LEGAL SUFFICIENCY:** YES

**FISCAL IMPACT:** Funds are allocated in the FY 2020 utility customer service budget.

**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 to the Village in the amount of approximately \$155,000.00 annually.