



Legislation Text

File #: 18-2316, **Version:** 1

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 \$120,000.00 annually.

EXPLANATION: The Village utilizes Dataprose, LLC, to provide utility bill printing and mailing services. On January 23, 2018, Council approved authorization to continue utilizing the City of Baytown, Texas contract #026-12 with Dataprose, LLC, effective through January 31, 2019, to provide such services. The City of Baytown recently renewed the contract through January 31, 2020.

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 \$120,000 includes both bill printing and postage (printing approximately \$20,000 and postage approximately \$100,000).

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, 2020.

BUDGET AMENDMENT REQUIRED: NO

PUBLIC HEARING: NO

QUASI-JUDICIAL:

FIRST READING:

SECOND READING:

LEGAL SUFFICIENCY: YES

FISCAL IMPACT: Funds are allocated in the FY 2019 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 \$120,000.00 annually.