



Legislation Text

File #: 20-4151, **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 \$130,000.00 annually.

EXPLANATION: The Village utilizes Dataprose, LLC, to provide utility bill printing and mailing services. On January 28, 2020, 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, 2022.

The Baytown contract provided utility bill statements at \$0.095 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 \$130,000.00 includes both printing and postage.

In order to ensure the Baytown contract provides the best price, staff performed price comparisons and found the following:

Entity	Base Price Per Statement (Postage not included)	Vendor
City of Baytown, TX	\$0.095	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, 2022.

Prior year expenditures are \$124,485.00.

BUDGET AMENDMENT REQUIRED: NO

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

FIRST READING: **SECOND READING:**

LEGAL SUFFICIENCY: YES

FISCAL IMPACT: Funds are allocated in the FY 2021 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 \$130,000.00 annually.