



Legislation Details (With Text)

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**Type:** Procurement Change Order      **Status:** Agenda Ready

**File created:** 12/11/2023      **In control:** City Council

**On agenda:** 1/16/2024      **Final action:**

**Title:** Approve the award of Change Order #1 to Option Year One of Contract 21-357, Bill Print and Mail Services, to AB Data for an amount not to exceed \$100,000, a total award of \$314,637, and for an additional six months

**Sponsors:**

**Indexes:**

**Code sections:**

**Attachments:**

Date	Ver.	Action By	Action	Result
1/16/2024	1	City Council	approved	Pass

**CITY COUNCIL AGENDA ITEM**

**ACTION REQUESTED:**

Approve the award of Change Order #1 to Option Year One of Contract 21-357, Bill Print and Mail Services, to AB Data for an amount not to exceed \$100,000, a total award of \$314,637, and for an additional six months

**DEPARTMENT:** Finance Department

**SUBMITTED BY:** Rachel Mayer, Director

**BOARD/COMMISSION REVIEW:**

N/A

**BACKGROUND:**

The City began using AB Data as its utility bill print and mail service provider in 2009. The last extension to the 2009 contract ended on December 31, 2017. Since then, the City has been waiving the code to extend the contract. The intention was to wait to hire a new bill print and mail vendor after the City implemented a new utility billing software.

However, the timeline for the new utility billing software has been repeatedly delayed. The current timeline is to conduct a Request for Proposals (RFP) in 2024 and 2025 and implement the new software in 2025, 2026 and 2027. Knowing that a new utility billing software may not be live until 2027, the Finance Department decided it was not appropriate to continue delaying a new procurement for bill print and mail services.

The City is currently conducting RFP 23-185, Bill Printing and Mailing Services. It is anticipated that an award will be presented to the City Council in Q1 2024.

**DISCUSSION:**

The current contract term with AB data ended on December 31, 2023. This change order is requested to extend the contract with AB Data six months to June 30, 2024. Additional time is needed to continue existing bill print and mail services until RFP 23-185 is awarded and the new vendor is onboarded.

If this change order is not approved, the City would not have a vendor to print and mail the utility invoices and the City is not set up to be able to print and mail the 60,000 invoices per month internally.

**FISCAL IMPACT:**

CIP#: N/A

Utility bill printing and mail services are budgeted in the Printing Services account listed below. In 2024 the Finance Department budgeted \$195,000 for this service. \$100,000 was budgeted for this service in the Electric Utility Fund and an additional \$95,000 was budgeted for this service in the Water Utility Fund. The requested award is within budget for this expense.

<b>Account Number</b>	<b>Fund Description</b>	<b>Total Budget Amount</b>
15171300-531310	Electric Utility Fund	\$100,000
15171500-531310	Water Utility Fund	\$95,000