

Mayor and Council Communication

DATE: 01/25/22

M&C FILE NUMBER: M&C 22-0062

LOG NAME: 13P ILA UTILITY BILLING TD WATER

SUBJECT

(ALL) Authorize Execution of a Purchase Agreement with DataProse, LLC, Using an Interlocal Agreement with the City of Allen in an Annual Amount Up to \$1,600,000.00 and Authorize Two Consecutive One-Year Renewal Options for the Same Annual Amount for Utility Bill Printing and Mailing Services for the Water Department

RECOMMENDATION:

It is recommended that the City Council authorize the execution of a purchase agreement with DataProse, LLC, using an interlocal agreement with the City of Allen in an annual amount up to \$1,600,000.00 and authorize two consecutive one-year renewal options for the same annual amount for utility bill printing and mailing services for the Water Department.

DISCUSSION:

In December 2021, the Water Department requested that the Purchasing Division enter into an agreement for utility bill printing and mailing services. The services include printing utility billing statements, delinquency letters and mailing of the same. The Water Department currently uses Central Square's billing system. The City of Fort Worth's (City) current contract will expire on February 21, 2022.

In August 2019, the City of Allen processed a Request for Proposals (RFP 2019-6-61) and received five (5) responses. An evaluation team scored each proposal and awarded the agreement to DataProse, LLC (DataProse). The City of Allen currently uses the same Central Square billing system. DataProse is the City's current vendor. DataProse meets specifications related to the Water Department's Central Square billing system and complies with United States Postal Service regulations.

Staff recommends entering into a contract with DataProse, for continued utility bill printing and mailing services based off the established interlocal purchasing agreement with the City of Allen in an annual amount up to \$1,600,000.00. Of that amount, approximately 80% will be spent on postage.

An administrative change order or increase may be made by the City Manager or his designee up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

State law provides that a local government purchasing an item under a Cooperative Purchasing Agreement satisfies state laws requiring that the local government seek competitive bids for purchase of the item. The City of Allen conducted competitive bidding for the contract during August 2019 (RFP 2019-6-61). The contract has a term through September 24, 2022 with the right to renew the contract for two (2) additional one-year periods or portions thereof.

A MBE/SBE goal is not assigned when purchasing from an approved purchasing cooperative or public entity.

Upon Council approval, the agreement will begin on February 22, 2022 and end on September 24, 2022, in line with the cooperative contract term. The agreement may be renewed at the City's option for two (2) additional one-year terms if the City of Allen renews its contract. Renewal of this agreement by the City does not require specific City Council approval, provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

The agreement serves ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Water & Sewer Fund to support the approval of the above recommendation and execution of the agreement. Prior to any expenditure being incurred, the Water Department has the responsibility to validate the availability of funds.

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Expedited