



Legislation Text

File #: 3117, Version: 1

CC MEETING: February 21, 2017

DATE: February 9, 2017

TO: Erin Rinehart, City Manager

FROM: Bob Scott, Assistant City Manager

Consider Approval Of A Contract For Utility Bill Printing, Preparation, And Mailing Through An Inter-Local Agreement With The City Of Plano.

**BACKGROUND:**

The City of Carrollton has contracted with DP2 Billing Solutions LLC, DBA DataProse (Dataprose) for utility bill printing and mailing services for the past 3 years through an Inter-Local agreement with the City of Plano. Prior to 2014, the same services were contracted with DP2 Billing Solutions for many years utilizing an Inter-Local agreement through the City of Garland. The current contract ends on February 21, 2017. Staff has been pleased with the service levels provided by Dataprose.

The City of Plano (“Plano”) entered into a contract (2016-0370-C) based on a bid with Dataprose effective February 22, 2017. Plano’s contract allows for annual renewals through February 21, 2022. Plano’s award was based on Dataprose continuing to provide the best service levels for the least cost.

The City of Carrollton entered into an Inter-Local agreement with the Collin County Governmental Forum (CCGF) for the purpose of sharing bid awards between governmental agencies, and Plano is a participant. Carrollton is legally allowed to utilize their bid award without a separate sealed bid. The advantage for the City is reduced paperwork and lower prices due to higher volumes.

Staff requests approval to enter into a contract for utility bill printing and mailing services with Dataprose utilizing the Inter-Local option with Plano. Annual renewals through February 21, 2022 would be contingent on renewals by Plano.

**FINANCIAL IMPLICATIONS:**

Based on the new pricing, services from Dataprose are estimated at approximately \$43,000 for fiscal year 2017. Including growth in accounts, the costs for these services throughout the potential term of this contract are estimated not to exceed \$50,000.

Payment for these services will come from budgeted funds for the cost centers and account line items listed below:

<u>ACCOUNTING UNIT</u>	<u>LINE ITEM</u>	<u>BUDGET AMOUNT</u>
Utility Customer Service	Other Professional Services	\$43,000 to \$50,000

**STAFF RECOMMENDATION/ACTION DESIRED:**

Staff recommends that the City utilize the Inter-Local agreement with Plano to enter into contract with DP2 Billing Solutions LLC, DBA Dataprose until February 21, 2018 with annual renewals through February 21, 2022 contingent on renewals by Plano.