



The CITY OF DAYTONA BEACH

— "THE WORLD'S MOST FAMOUS BEACH" —

Date: August 31, 2017

To: James V. Chisholm, City Manager

From: Patricia Bliss, Chief Financial Officer

Subject: Utility Bill Printing and Mailing Services

Request:

City Commission to adopt a resolution to award utility bill printing and mailing services to Northeast II, Inc. d/b/a TC Delivers, 8879 Boggy Creek Road, Orlando, FL 32824.

Considerations:

An RFP for utility bill printing and mailing services was issued June 21, 2017. The City received seven (7) proposals. The selection committee evaluated the proposals and recommended TC Delivers as the best for the City. The price per utility bill is \$0.08933. Based on an estimated 364,000 bills processed annually, the approximate one year cost is \$32,517. Services include printing of utility bills, inserting into envelopes, sorting by delivery address to take advantage of the lowest postage cost, and delivering to the United States Postal Service. The cost to insert additional flyers in same utility bill envelope is \$2.50 per 1,000.

The contract is for a three (3) year period with one (1) optional one-year renewal, which can be authorized by the City Manager. Contract to begin October 2017.

Funding:

Funds are available in the Water and Sewer Fund.

Recommendation:

City Commission approve the resolution to award utility bill printing and mailing services contract to Northeast II, Inc. d/b/a TC Delivers, 8879 Boggy Creek Road, Orlando, FL 32824. I request that this item be included on the next available commission meeting agenda.