

AGENDA SUMMARY

The City of Daytona Beach

<u>DEPARTMENT/DIVISION:</u> Finance <u>STAFF CONTACT:</u> Patricia Bliss <u>ITEM TITLE:</u> Utility Bill Printing and Mailing Services Contract	Meeting Date: 9/20/2017 First Agenda Action: 9/20/2017 Second Agenda Action:
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ACTION (check one): Presentation Discussion Resolution Ordinance
 Resolution – PUBLIC HEARING Ordinance on first reading – PUBLIC HEARING


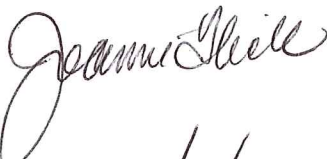

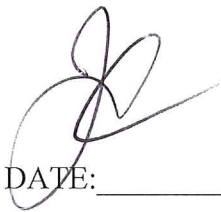
IS ITEM BUDGETED: YES NO BUDGET \$ 32,500.
 TOTAL COST \$ 32,517

VISION PLAN/STRATEGIC PLANNING INITIATIVE: Government- Improve access for citizens through inclusive approaches to governing, planned change and visible accountability.

BACKGROUND: 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. 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. Funds are available in the Water and Sewer Fund.

STAFF/BOARD RECOMMENDATION: Chief Financial Officer recommends approval.

REVIEWED BY AS REQUIRED:

DEPT./DIVISION HEAD	PURCHASING	LEGAL	CITY MANAGER
 DATE: <u>9/1/17</u>	 DATE: <u>9/5/17</u>	 DATE: <u>9/15/17</u>	 DATE: _____