



## **PUBLIC WORKS – UTILITY OPERATIONS**

**DATE:** February 18, 2020  
**FROM:** Michelle Klose, P.E., Director of Utility Operations  
**ITEM:** Award of Utility Billing Fulfillment Services Contract

### **REQUEST**

Consider the request to award the bid for utility billing fulfillment services.

Please place this item on the February 25, 2020 City Commission meeting.

### **BACKGROUND INFORMATION**

The utility billing fulfillment services proposal is for monthly utility billing services. The bids were opened on February 5, 2020. Bids were received from eight vendors.

The Utilitec bid was rejected because it did not include a service cost proposal on the bid sheet as per the Proposal Requirements. The bid tabulation is included for your review. Recommendation is to award the bid to the lowest bidder, Peregrine Services for \$8,635.40. Funds for this purchase are included in the 2020 Water Utility budget.

### **RECOMMENDED CITY COMMISSION ACTION**

Approve the award to Peregrine Services for \$8,635.40 estimated monthly cost based on the bid received for the utility billing fulfillment services. Amount will vary depending on number of bills mailed per month.

### **STAFF CONTACT INFORMATION**

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**UTILITY BILLING FULFILLMENT SERVICES  
Bid Tabulation  
Bid Opening February 5, 2020 at 4:00 p.m.**

VENDOR	Utility bill print and mail services ~17,800 pieces UNIT PRICE EACH	EST PRICE	# 10 Single Window Envelopes ~17,800 pieces UNIT PRICE EACH	EST PRICE	# 9 Return Envelopes pieces UNIT PRICE EACH	EST PRICE	10 X 13 Envelopes Est Qty 20 UNIT PRICE EACH	EST PRICE	10 X 13 Envelopes Est Qty 20 UNIT PRICE EACH	EST PRICE	Insert City provided Docs ~17,800 pieces UNIT PRICE EACH	EST PRICE	Initial Set-up, Design, Format, and Programming Charges UNIT PRICE EACH	EST PRICE	Vendor Total Total Bid	Time Estimates Design Formatting
Berehrne Services	\$0.4470	\$7,956.60	\$0.0200	\$356.00	\$0.018	\$320.40	\$0.12	\$2.40	\$0.0050	\$99.00	\$0.00	\$0.00	\$0.00	\$8,686.40	6 hours 5-7 days	4 hours
Questmark	\$0.4440	\$7,903.20	\$0.0160	\$284.80	\$0.023	\$409.40	\$0.00	\$0.00	\$0.0050	\$99.00	\$0.00	\$0.00	\$0.00	\$8,686.40	5-7 days	
Presort Plus	\$0.4390	\$7,814.20	\$0.0250	\$445.00	\$0.025	\$445.00	\$0.00	\$0.00	\$0.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$8,704.20	2-4 weeks	
Dataprose	\$0.4478	\$7,970.84	\$0.0177	\$315.06	\$0.023	\$409.40	\$0.35	\$7.00	\$0.0080	\$142.40	\$0.00	\$0.00	\$0.00	\$8,844.70	12 weeks total	
The Masters Touch	\$0.4580	\$8,170.20	\$0.0250	\$445.00	\$0.022	\$391.60	\$0.30	\$6.00	\$0.0000	\$0.00	\$0.00	\$0.00	\$0.00	\$9,012.80	2 days	5 days
Data Integrators	\$0.4490	\$7,992.20	\$0.020	\$356.00	\$0.019	\$338.20	\$1.00	\$20.00	\$0.0050	\$99.00	\$0.00	\$250.00	\$250.00	\$9,045.40	4 hours	
The Data Center LLC	\$0.5010	\$8,917.80	\$0.0250	\$445.00	\$0.020	\$356.00	\$0.22	\$4.40	\$0.0050	\$99.00	\$0.00	\$0.00	\$0.00	\$9,812.20	10-20 days	
	Used lowest presorted first class rate of \$.589 added to unit price if vendor did not include postage in the bid															
	All bids that did not include postage on the bid sheet had a postage statement in the proposal															