



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 240563

Submitted Department/Preparer: Water

Revised 6/10/24

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing the Manager of Procurement Services to execute a \$1,508,075.71 professional, specialized or technical services contract Amendment No. 3 with Doxim Utilitec LLC, for the Water Bill Printing and Mailing Services, Renewal No. 2 project extending the contract's term and cost, for a total contract amount of \$2,626,547.23; and recognizing this ordinance as having an accelerated effective date.

Discussion

Project Justification

This project entails printing and mailing of bills for water services and other consumer correspondence using the KWIC (Kansas City Water Information Center) billing software.

Project Description

Each business day the contractor receives an electronically delivered file containing the current day's bills for water services, delinquent and turn off notices and other consumer correspondence. The contractor generates the bills for water services, provides the envelopes and letter stock which are used to print and mail out consumers' water bills and letters. The contractor sorts the mail to achieve the best possible postal rates and sends the mail to the United States Postal Service each business day. Additionally, this contract promotes customer E-bills to reduce paper usage and postage.

This project affects residents, commercial, and wholesale customers in Kansas City, Missouri, and wholesale customers outside of Kansas City, Missouri.

Ordinance/Original Contract

City Council passed Ordinance No. 210640 on August 12, 2021 authorizing a \$1,018,202.40 professional, specialized or technical services contract with Doxim Utilitec LLC for the Water Bill Printing and Mailing Services project.

Ordinance No. 210640 approved the original contract and two successive one-year renewals.

Renewal No. 1

The City executed a \$1,052,130.00 professional, specialized or technical services contract on September 2, 2022 under Contract No. 22003-1 with Doxim Utilitec LLC, for the Water Bill Printing and Mailing Services, Renewal No. 1 project.

The City executed a no-cost Amendment No. 1 under Contract No. 22003 on April 29, 2022 extending the term an additional 60 days.

Renewal No. 2

The City executed a \$1,118,471.52 professional, specialized or technical services contract on March 6, 2024 under Contract No. 22003-2 with Doxim Utilitec LLC, for the Water Bill Printing and Mailing Services, Renewal No. 2 project.

The City executed a no-cost Amendment No. 1 with Doxim Utilitec LLC on May 1, 2024 under Contract No. 22003-2 to extend the term until June 30, 2024 in order to continue water bill printing and mailing services.

The City executed a no-cost Amendment No. 2 with Doxim Utilitec LLC on June 14, 2024 under Contract No. 22003-2 to extend the term until July 31, 2024 for continued water bill printing and mailing services.

This proposed ordinance is for a \$1,508,075.71 Amendment No. 3 under Contract No. 22003-2 increasing the contract's term and cost for an additional one-year period beyond what Ordinance No. 210640 approved in order to continue water bill printing and mailing services.

Term

The term of this project is an additional 365 calendar days.

Contract Cost Summary

Original Contract (No. 22003): \$1,018,202.40

Renewal No 1 (No. 22003-1): \$1,052,130.00

Proposed Amendment No. 1: \$0.00

Total: \$1,052,130.00

Renewal No. 2 (No. 22003-2): \$1,118,471.52

Amendment No. 1: \$0.00

Amendment No. 2: \$0.00

Proposed Amendment No. 3: \$1,508,075.71

Total: \$2,626,547.23

MBE/WBE Goals

The Human Relations Department (HRD now known as CREO KC) originally established goals of 3% MBE and 3% WBE on this professional, specialized or

technical services project on December 2, 2020, which pre-dated the Annual Goal Program.

The original Contractor Utilization Plan was approved HRD on August 10, 2021 with 0% MBE and 6% WBE participation.

A Request for Modification was submitted to CREO KC on June 10, 2022 for the original Contract No. 22003, and was approved on June 22, 2022 changing a WBE subcontractor and participation remaining at 0% MBE and 6% WBE.

For Renewal No. 1 under Contract No. 22003-1, a Request for Modification was submitted to CREO KC on July 1, 2022, and was approved on July 6, 2022 with participation of 0% MBE and 6% WBE.

For Renewal No. 2 under Contract No. 22003-2, a Request for Modification was submitted to CREO KC on August 11, 2023, and was approved on September 28, 2023 with participation of 0% MBE and 6% WBE.

Doxim Utilitec LLC is committed to meeting the 0% MBE and 6% WBE goals on this project's amendment.

There are Affirmative Action Program requirements in this contract.

Original Solicitation/Selection

This Project was originally solicited in accordance with the City's requirements. Three proposals were received March 11, 2021 as follows:

- Doxim Utilitec LLC = \$1,018,202.40
- Kubra = \$1,043,146.20
- OSG = \$1,052,724.00

Doxim Utilitec LLC was selected for this project in accordance with Code of Ordinance Section 3-31(a).

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No
2. What is the funding source?
25-8010-801100-B = \$1,508,075.71 / Consumer Services, Water Fund
3. How does the legislation affect the current fiscal year?
This project was included in the FY25 Operating Budget.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.

No.

5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?

No.

Office of Management and Budget Review

(OMB Staff will complete this section.)

- | | | |
|---|---|--|
| 1. This legislation is supported by the general fund. | ☐ Yes | ☒ No |
| 2. This fund has a structural imbalance. | ☐ Yes | ☒ No |
| 3. Account string has been verified/confirmed. | ☒ Yes | ☐ No |

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Infrastructure and Accessibility (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☐ Engage in thoughtful planning and redesign of existing road networks to ensure safety, access, and mobility of users of all ages and abilities.
 - ☐ Enhance the City's connectivity, resiliency, and equity through a better-connected multi-modal transportation system for all users.
 - ☐ Build on existing strengths while developing a comprehensive transportation plan for the future.
 - ☐ Develop environmentally sustainable infrastructure strategies that improve quality of life and foster economic growth.
 - ☒ Ensure adequate resources are provided for continued maintenance of existing infrastructure.
 - ☐ Focus on delivery of safe connections to schools.

Prior Legislation

City Council passed Ordinance No. 210640 on August 12, 2021, which authorized a \$1,018,202.40 professional, specialized or technical services contract with Doxim

Utilitec, LLC, for the Water Bill Printing and Mailing Services project and two successive one-year renewals without further City Council approval.

Service Level Impacts

N/A

Other Impacts

1. What will be the potential health impacts to any affected groups?
N/A
2. How have those groups been engaged and involved in the development of this ordinance?
N/A
3. How does this legislation contribute to a sustainable Kansas City?
This project promotes E-Bills to reduce paper usage and postage and allows the opportunity to use recycled paper.
4. Does this legislation create or preserve new housing units?
No (Press tab after selecting)

Click or tap here to enter text.

Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

Yes - I have submitted documents for CREO Review (Press tab after selecting)
Please attach or copy and paste CREO's review.

The Human Relations Department (HRD, now known as CREO KC) originally established goals of 3% MBE and 3% WBE on this professional, specialized or technical services project on December 2, 2020, which pre-dated the Annual Goal Program.

The original Contractor Utilization Plan was approved HRD on August 10, 2021 with 0% MBE and 6% WBE participation.

A Request for Modification was submitted to CREO KC on June 10, 2022 for the original Contract No. 22003, and was approved on June 22, 2022 changing a WBE subcontractor and participation remaining at 0% MBE and 6% WBE.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

Click or tap here to enter text.

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?
No(Press tab after selecting)