

CONTRACT

210640

Ordinance Fact Sheet

A-E/Negotiated Form

<u>Brief Title</u>	<u>Approval Deadline</u>	<u>Reason</u>
Approving a professional, specialized or technical services contract for the Water Bill Printing and Mailing project		To authorize a professional, specialized or technical services contract and expenditure; and to authorize two successive one-year renewal options without additional Council approval.

Details

Reason for Contract

This contract will provide water bill printing and mailing services for correspondence to be sent to Kansas City, Missouri residential and commercial customers, and wholesale customers outside of Kansas City, Missouri.

The contract is for one year with two successive one-year renewal options without further City Council approval.

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 in an effort to reduce paper usage and postage.

This ordinance will also authorize the Director of Water Services to execute two additional one-year renewals of the Water Bill Printing and Mailing contract without further City Council approval.

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

Roles and Responsibilities

Sponsor	Water Services Department
Department or Programs Affected	Water Services Department
Recommended Awardee	Doxim Utilitec LLC
Contract Compliance Certification Obtained?	<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes
Opponents	Groups or Individuals None known Reason for Opposition
Responsibilities	Design Engineering: Inspections: Construction or Project Management: Service Monitoring:

Policy/Program Impact

Policy or Program Emphasis Change	<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
Operational Impact Assessment	

Contract Central

