CONTRACT

210640

Ordinance Fact Sheet

A-E/Negotiated Form

Brief Title	Approval Deadline	Reason			
Approving a professional, specialized or technical		To authorize a professional, specialized or technical services			
services contract for the Water Bill Printing and		contract and expenditure; and to authorize two successive one-year			
Mailing project		renewal options without additional Council approval.			
Details		Roles and Responsibilities			
Reason for Contract		Sponsor			
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.		Department or Programs Affected	Water Services Department Water Services Department		
The contract is for one year with two		Recommended	Doxim Utilitec LLC		
options without further City Council a	approvai.	Awardee Contract	Doxim Guinee LLC		
		Compliance			
Discussion		Certification	No XX Yes		
Project Justification		Obtained?	Croups or Individuals		
This project entails printing and maili and other consumer correspondence		Opponents	Groups or Individuals		
Water Information Center) billing sof			None known		
, 6			None known		
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.			Reason for Opposition		
		Responsibilities	Design Engineering: Inspections:		
			Construction or Project Management:		
			Service Monitoring:		
		Policy/Program Impact			
		Policy or Program	· · · · · · · · · · · · · · · · · · ·		
		Emphasis			
		Change	XX No Yes		
		Operational Impact Assessment			
			Contract Central		

Details

Solicitation

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

- Kubra = \$1,043,146.20
- OSG = \$1,052,724.00

Vendor Selection

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

Human Relations Approval

Subcontracting information was submitted to the Human Relations Department for review and determination on May 11, 2021, and was approved on July 15, 2021. See the attached docket memo.

Grant Funding

Is it good for the children? Yes.

How will this contribute to a sustainable Kansas City?

This project also promotes customer E-bills to reduce paper usage and postage and allows the opportunity to use recycled paper.

Estimated Duration of Contract:

one year with two successive one-year options to renew

Fact Sheet Prepared by: Date:

Leona Walton 7/16/2021

Contracts Manager

Reviewed by: Date:

John Clarkson 7/22/2021

Customer Service Officer

Reference Numbers: Contract No. 22003

Finances

City's Estimate				
of Cost		\$		985,986.00
Bid or	Lowest Contract			
Proposal Data	Cost Submitted	\$	NA FOR	
	No .of Proposals Considered		A-E	
	Reason for rejecting lowest	t contra	ct cost subm	itted
	Other Didders or		<u> </u>	ontract Costs
	Other Bidders or Contractors Considered			Submitted
	Contractors Considered	_ _{\$} -	NA FOR	Submitted
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Fund Sources	22 2040 204	100 D.	#4 040 0	20.40
and Appropriation	22-8010-801			J2.4U
Account Codes	Consumer Se	ervices		
For This Contract				
Source of				
-uture				
Operating Funds Maximum Amount				
of Proposed				
Contract		\$	1.	018,202.40
Amount of		-	1	010,202
Contingency		\$		
Engineering &		•		
Administration		\$		
		•		
TOTAL		\$	1,	018,202.40
				•
Council Committe	ee Actions			
Do Pass			Hold	
Do Pass (as amen	ded)		W/o Recom	mendation
Committee Sub			Do Not Doc	c

Do Pass	Hold
Do Pass (as amended)	W/o Recommendation
Committee Sub.	Do Not Pass