

**AGENDA BILL**

**Beaverton City Council  
Beaverton, Oregon**

**SUBJECT:** Contract Award – Services to Receive,  
Process, Print and Mail Utility Billing  
Statements

**FOR AGENDA OF:** 06-23-15 **BILL NO:** 15135

**MAYOR'S APPROVAL:** *Denny Drake*

**DEPARTMENT OF ORIGIN:** Finance *Al Claire*

**DATE SUBMITTED:** 05-29-2015

**CLEARANCES:** City Attorney *Jim B. King*  
CAO *Jim*  
Purchasing *K. Haratt*

**PROCEEDING:** CONSENT AGENDA  
(CONTRACT REVIEW BOARD)

**EXHIBITS:** 1. Bid Summary

**BUDGET IMPACT**

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$102,000	BUDGETED \$102,000*	REQUIRED \$0

\*The \$102,000 Amount Budgeted is included in the Recommended FY 2015-16 Budget as approved by the Budget Committee and forwarded to the City Council for adoption at tonight's meeting. The appropriation is split between the Water, Sewer and Storm Drain Funds.

**RECOMMENDED ACTION:**

Council, acting as Contract Review Board, awards a contract to Metro Presort, dba Metro Statement Solutions of Portland, Oregon, for Receiving, Processing, Printing and Mailing of printed Utility Billing statements in a form approved by the City Attorney and renewable yearly for four additional one-year periods at the City's option through FY 2019-20 based on Council's approval of the future budgets. The estimated annual cost for the services is \$102,000.

**HISTORICAL PERSPECTIVE:**

The City has had a contract since 2001 with an outside vendor (Wright Imaging) for receiving, printing, inserting, stuffing, mailing, and archiving Utility Billing customer statements. The City's approximately 19,000 customers are divided into four billing cycles each month. As each billing cycle is completed, an electronic file of billing information is sent to the vendor via File Transfer Protocol (FTP), where the file is processed and utility bills are printed, stuffed, sorted to ensure the lowest possible postage charges, postage is affixed and delivered to the US Postal Service.

**INFORMATION FOR CONSIDERATION:**

The Request for Proposal (RFP) was advertised in the Daily Journal of Commerce on April 24, 2015. Two (2) bids were received and opened on May 13, 2015, at 2:00 p.m. (see Exhibit 1).

An evaluation committee comprised of three staff members reviewed and evaluated the two proposals and scored them based on criteria that included knowledge, experience and qualifications of project team members and firm, project approach and understanding, relevant experience, minority owned, women owned, emerging small business (MWESB) and price. Staff found that Metro Presort, dba Metro Statement Solutions was the highest ranked proposer.

Staff recommends an initial contract period of one year with the option to extend the contract for four additional one-year periods for the receiving, processing, printing and mailing of printed utility billing statements.

