



## CITY COUNCIL MEMORANDUM

**FROM:** The Office of the City Manager   **DATE:** January 14, 2019  
**SUBJECT:** Authorize the City Manager to execute a service agreement with DataProse, LLC, for utility bill printing, mailing, and insert printing services through an Interlocal Agreement with the City of Plano, in an annual amount not to exceed \$142,250.  
**PRESENTER:** Mark Mills, Director of Finance

### **SUMMARY:**

The City Council is requested to consider and authorize the City Manager to enter into a service agreement for printing and mailing services with DataProse, LLC through an Interlocal Agreement with the City of Plano. The service agreement would be for an annual amount not to exceed \$142,250 for each of the three remaining renewals on Plano's contract. If each renewal option were exercised, this agreement would provide service through February 2022.

### **GENERAL DESCRIPTION:**

Since 2004, DataProse has provided utility bill printing, bill insert printing, and mailing services to North Richland Hills. The original contract included automatic renewals, with a thirty (30) day cancellation option prior to the expiration of each one-year term. In an effort to ensure the city is receiving appropriate and competitive pricing, staff began to evaluate the contracts of other area cities. In February 2017, the City of Plano entered into an agreement with DataProse. This agreement was a one-year contract with four additional one-year optional renewals.

The services provided under this agreement include the printing of utility billing statements, inserts from city departments, and the mailing of the statements and inserts. As long as funds are appropriated in the city's annual budget each year, North Richland Hills would be able to take advantage of the available pricing for the current renewal through February 2019 and each of the three remaining one-year renewals, provided the terms and conditions of the contract do not change. As long as the terms and conditions of the contract do not change the remaining renewals will not require additional City Council approval.

Staff has reviewed pricing for the services outlined in this contract and believe that the City of Plano contract provides the best pricing for our needs. By accessing the Plano contract through an existing interlocal agreement, staff anticipates annual savings of



roughly \$6,000. All state competitive bidding requirements have been met by purchasing services through this interlocal agreement.

**RECOMMENDATION:**

Authorize the City Manager to execute a service agreement with DataProse, LLC, for utility bill printing, mailing, and insert printing services through an Interlocal Agreement with the City of Plano, in an annual amount not to exceed \$142,250.