



Legislation Text

File #: 23-2243, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management

AGENDA DATE: September 27, 2023

COUNCIL DISTRICT(S): All

DEPARTMENT: Office of Procurement Services

EXECUTIVE: Jack Ireland

SUBJECT

Authorize Supplemental Agreement No. 2 to exercise the second of two, one-year renewal options, to the service contract with FormMaker Software, Inc. dba Kubra for continued printing, insertion, mailing, and document composition services of invoices for the Water Utilities Department - Not to exceed \$1,733,273.75 - Financing: Dallas Water Utilities Fund (subject to annual appropriations)

BACKGROUND

This action does not encumber funds; the purpose of a service contract is to establish firm pricing for services, for a specific term, which are ordered on an as needed basis.

This Supplemental Agreement will provide for continued printing, insertion, mailing, and document composition services of invoices for the Water Utilities Department (DWU). Approximately 328,000 accounts are invoiced monthly for charges related to water, wastewater, sanitation, and stormwater services, of those approximately 236,000 are printed and mailed. In addition to invoices and notices, DWU communicates with its customers through inserts and/or onserts and provides remittance envelopes.

This service contract provides DWU with the ability to track carrier and remittance envelopes by using an intelligent mail barcode printed on the envelopes, secured hosted web portal to manage ad-hoc letters/forms and messages, access to multi-color printing, and perform online quality control related to DWU invoices. The contract also includes disaster recovery and redundancy, access to prevalent technologies in the printing, insertion, and mailing industry, while maintaining United States Postal Service compliance, achieving the lowest first-class postage rate and ensuring customers receive their invoices within one or two days.

On November 10, 2015, the City Council authorized a living wage policy that requires contractors to pay their employees a "living wage" rate as established annually by the Massachusetts Institute of Technology Living Wage Calculator for Dallas County by Resolution No. 15-2141. This contract renewal option includes the living wage of \$17.82.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 27, 2017, the City Council authorized a five-year service contract, with two one-year renewal options, for the printing, insertion, mailing, and document composition services of invoices for Dallas Water Utilities Department and Court and Detention Services with FormMaker Software, Inc. dba Kubra by Resolution No. 17-1526.

On June 8, 2022, the City Council authorized Supplemental Agreement No. 1 to exercise the first of two one-year renewal options with FormMaker Software, Inc. dba Kubra for printing, insertion, mailing and document composition services of invoices for the Water Utilities Department by Resolution No. 22-0873.

FISCAL INFORMATION

Fund	FY 2023	FY 2024	Future Years
Dallas Water Utilities Fund	\$0.00	\$1,733,273.75	\$0.00

M/WBE INFORMATION

In accordance with the City’s Business Inclusion and Development Policy adopted on September 23, 2020, by Resolution No. 20-1430, as amended, the M/WBE participation on this contract is as follows:

Contract Amount	Procurement Category	M/WBE Goal
\$1,733,273.75	Other Services	N/A
M/WBE Subcontracting %	M/WBE Overall %	M/WBE Overall Participation \$
N/A	N/A	N/A
• This item is Other Services which does not have an availability and disparity participation goal.		
• FormMaker Software, Inc. dba Kubra - Non-local; Workforce - 0.00% Local		

OWNER

FormMaker Software, Inc. dba Kubra
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Rick Huff, Vice President