



Legislation Text

File #: 21-619, **Version:** 1

STRATEGIC PRIORITY: Government Performance and Financial Management
AGENDA DATE: April 28, 2021
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize an increase to the master agreement with Nieman Printing, Inc. for the purchase of printed utility bill inserts for the Water Utilities Department - Not to exceed \$138,136, from \$552,744.00 to \$690,880.00 - Financing: Dallas Water Utilities Fund

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 master agreement will continue to provide for the purchase of printed utility bill inserts for the Water Utilities Department's customers to be included with the monthly water bill. Other City departments will also utilize this master agreement by coordinating with the Water Utilities Department for inclusion of their inserts with utility bills. Inserts provided through this agreement are trifold, multi-color, and printed on recycled paper. These inserts are utilized as a method to relay up-to-date information regarding items such as: water conservation, water quality reports, annual Water-Wise seminars and tour, recycling and bulk trash collection, storm water pollution prevention, and spay/neuter services, as well as other initiatives and programs.

Inserts are also posted on the Water Utilities Department's website for customers that receive electronic bills. In 2013, the Water Utilities Department launched the initiative "Go Green Go Paperless" to promote paperless billing and online payment. This initiative is advertised through bill inserts, as a special message on the invoice, on the back of the invoice envelope, at public meetings, and on the City's website. Since 2013, paperless participation has increased by approximately 39 percent.

The increase of funds is requested for this master agreement to extend the agreement so that the expiration date coincides with expiration date of the current agreement for water bill printing, insertion, mailing and document composition. The objective is to combine the specifications to advertise as one solicitation in the third quarter of fiscal year 2022.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On June 28, 2017, City Council authorized a three-year master agreement for printed utility bill inserts with Nieman Printing, Inc. by Resolution No. 17-1042.

FISCAL INFORMATION

Fund	FY 2021	FY 2022	Future Years
Dallas Water Utilities Fund	\$41,000.00	\$48,568.00	\$48,568.00

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	M/WBE %	M/WBE \$
\$138,136.00	Goods	32.00%	100.00%	\$138,136.00
• This contract exceeds the M/WBE goal.				
• Nieman Printing, Inc. - Local; Workforce - 100.00% Local				

OWNER

Nieman Printing, Inc.
10615 Newkirk, Suite 100
Dallas, TX 75220

Joanie Nieman, President