



Legislation Text

File #: 22-1163, **Version:** 1

STRATEGIC PRIORITY: Government Performance & Financial Management
AGENDA DATE: June 8, 2022
COUNCIL DISTRICT(S): All
DEPARTMENT: Office of Procurement Services
EXECUTIVE: Elizabeth Reich

SUBJECT

Authorize 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 - Not to exceed \$637,860 - 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 according to annual budgetary appropriations.

This Supplemental Agreement will continue to provide 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. Invoices are printed daily, Monday through Friday (excluding official City holidays), inserted into envelopes with communication material, and mailed each business day.

This service contract also 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 most current living wage of \$15.21

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

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

FISCAL INFORMATION

Fund	FY 2022	FY 2023	Future Years
Dallas Water Utilities Fund	\$159,465.00	\$478,395.00	\$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	M/WBE %	M/WBE \$
\$637,860.00	Other Services	N/A	N/A	N/A
• The Business Inclusion and Development Policy does not apply to Other Service contracts.				
• FormMaker Software, Inc. dba Kubra - Non-local; Workforce - 0.00% Local				

OWNER

FormMaker Software, Inc. dba Kubra

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