



Legislation Text

File #: 15-4515, **Version:** 1

TO: Mayor and Commission

AGENDA DATE: 4/6/2020

FROM: Dr. Marc-Antonie Cooper, Interim City Manager

AGENDA ITEM: 8 - B

SUBJECT:

Request for approval of a contract with Cathedral, LLC to provide Utility Bill Printing and other printing services as outlined in the contract. - John A. Peters, III, PE, Director of Public Works & Utilities (386) 490-2522.

Strategic Goals: Fiscal Issues

LOCATION:

N/A

BACKGROUND:

As part of the review of potential cost savings initiatives presented to the Commission, the privatization of the utility bill printing process was identified as one of several options. Staff has investigated our options inclusive of a Request for Proposals (RFP). As part of our review, we found that the City of Winter Garden has a contract with Cathedral, LLC of Orlando to provide printing services inclusive of utility billing. The Winter Garden contract allows for "piggy backing" by other municipalities. We found the pricing in the Winter Garden contract to be highly competitive with other options. As such, we met with Cathedral representatives to review our needs, visited their facility, and negotiated an addendum to reflect our unique printing needs.

Attached to this Agenda memorandum is the Agreement with Cathedral, LLC, the City of Winter Park Agreement, and the negotiated Addendum to the Winter Park Agreement. As the City of Deltona Utility Division moves forward with new ultrasonic AMR meters and single billing cycles (currently six billing cycles), we will achieve significant savings (approximately \$65,000) with this contract.

Staff is recommending that the City Commission award the contract with Cathedral, LLC as presented. Upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item.

COST:

N/A

SOURCE OF FUNDS:

Funding is available in the Utility Billing Budget

ORIGINATING DEPARTMENT:

Public Works and Utilities

STAFF RECOMMENDATION PRESENTED BY:

John A. Peters, III, PE, Director of Public Works & Utilities

POTENTIAL MOTION:

"I hereby move to award the Contract with Cathedral, LLC to provide Utility Bill Printing services and other printing services as outlined in the contract and upon approval of this item authorizes any and all necessary actions, documents or budget transfers to facilitate Commission approval and further authorized the Interim City Manager to sign any documents necessary to further Commission approval of this item."