



Gregory L. Geist
Director

Board of County Commissioners
Clackamas County

Members of the Board:

Approval of a Goods and Services Contract between
the Tri-City Service District and Metro Presort, Inc.
for the Provision of New Utility Billing Printing and Mailing Services

| | |
|--|--|
| Purpose/Outcomes | To approve a contract for the purchase, installation, training and support for new utility billing system printing and mailing services to better serve the Tri-City Service District customers. |
| Dollar Amount and Fiscal Impact | Contract maximum value is not-to-exceed \$87.50 per fiscal year, with a total Contract amount (including Clackamas County Service District No. 1 and the Surface Water Management Agency of Clackamas County) not-to-exceed \$875,000. |
| Funding Source | Tri-City Service District Operating Funds. No General Funds impacted. |
| Duration | Effective upon signature to June 30, 2021, with option for two (2) additional two (2) year renewals |
| Previous Board Action | None |
| Strategic Plan Alignment | 1. Customers will continue to benefit from a well-managed utility. 2. Build public trust through good government. |
| Contact Person | Doug Waugh, Finance and Administration Manager, (503) 742-4564 |
| Contract No. | N/A |

BACKGROUND:

The current utility billing printing and mailing services system being used by the Tri-City Service District (“District”) was implemented July 3, 2008. The District determined it was in its best interest to put the contract out for competitive bid.

On July 27, 2016 the District publicly advertised for proposals, through the Procurement Division, for a utility billing printing and mailing service provider.

Within the due date and time, seven (7) proposals were received: four (4) within the state of Oregon and the remaining three (3) outside Oregon. The four (4) in-state proposals were evaluated by a District evaluation team. It was determined that Metro Presort, Inc. scored the highest.

The term of this Contract is from contract execution through June 30, 2021. The annual compensation for this is less than the previous vendor. The cumulative not-to-exceed value of the contract is \$875,000. The vast majority of this amount constitutes reimbursing postage at actual cost.

The Contract was reviewed and approved by County Counsel.

RECOMMENDATION:

District staff recommends that the Clackamas County Board of County Commissioners, acting as the governing body of the Tri-City Service District, approve the Goods and Services Contract between Metro Presort, Inc. and the Tri-City Service District for provision of Utility Billing Printing and Mailing Services, and that the Director of Water Environment Services be given the authority to execute the contract without further Board action.

Respectfully submitted,

Gregory Geist
Director

Placed on the _____ agenda by the Procurement Department.



GEORGE MARLTON, JD
PROCUREMENT DIVISION DIRECTOR

PROCUREMENT DIVISION

PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

MEMORANDUM TO THE BOARD OF COUNTY COMMISSIONERS

Please place on the Board Agenda of **November 9, 2016**, this contract with Metro Presort, Inc. for **Utility Billing Printing and Mailing Services**. These services were requested by Greg Geist, WES Director and were publicly advertised in accordance with ORS 279. Seven proposal responses were received: Metro Presort, Inc. Moonlight BPO, InfoSend, Inc., Databar, Inc., Wright Imaging, Questmark and Encore Graphics, Inc. A selection panel reviewed and evaluated the Request for Proposals based on the selection criteria outlined in the RFP documents. Metro Presort, Inc. was the highest ranking firm and was selected to enter into contract. The contract amount is not to exceed \$175,000.00 per County fiscal year, \$875,000.00 for the first contract term. The contract term is from contract execution through June 30, 2021, with the option for two (2) additional two (2) year renewals. This contract has been reviewed and approved by County Counsel. Funds for these services are budgeted by Water Environment Services on behalf of the Tri-City Service District, a political subdivision of the State of Oregon.

Respectfully Submitted,

Kim A. Cook
Procurement Staff