



Cover Memorandum/Staff Report

File #: 19-795

Agenda Date: 8/20/2019

Item #: 6.R.5.

TO: Mayor and Commissioners
FROM: Laura Thezine, Interim Finance Director
THROUGH: Neal de Jesus, Interim City Manager
DATE: August 20, 2019

APPROVAL OF RESOLUTION NO. 141-19 FOR UTILITY BILL PRINTING & MAILING SERVICES FROM ENCO UTILITY SERVICES FLORIDA LLC UTILIZING CITY OF MILTON CONTRACT (RFP #2017.10.014) - \$197,889

Recommended Action:

Motion to approve Resolution No. 141-19 for Utility Bill Printing & Mailing Services from Enco Utility Services Florida LLC (Enco), utilizing City of Milton Contract (RFP #2017.10.014) - \$197,889 and authorize the City Manager to approve renewal options, in the amounts below, contingent upon appropriations of funds.

Background:

On January 9, 2018, the City of Milton awarded an contract to Enco for utility bill printing and mailing services. Enco will print and mail our water and sewer statements to our residents. The proposed contract is valid through February 28, 2021 with the option to renew for successive twelve (12) month periods.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Estimated Contract Value		
Initial Term	September 22, 2019 - February 28, 2021	\$197,889
Renewal 1	March 1, 2021 - February 28, 2022	\$137,000
Renewal 2	March 1, 2022 - February 28, 2023	\$137,000
\$471,889		

This motion is in accordance with Code of Ordinances Section 36.02 Commission Approval Required.

City Attorney Review:

Approved as to form and legal sufficiency.

Funding Source/Financial Impact:

441-36-050-536.34-90 Bill Printing

441-36-050-536.42-10 Postage