



Legislation Text

File #: 36248, **Version:** 1

Fiscal Note

No appropriation is required. Modest savings may be realized if some customers elect to receive electronic bills instead of paper bills.

Title

Authorizing the Mayor and City Clerk to sign a contract with Kubra Data Transfer, Ltd for printing, mailing, and online bill pay services for the Treasurer's office, Water Utility and Parking Utility.

Body

WHEREAS, the City intends to begin using the model of bill presentment and payment known as Electronic Bill Presentment and Payment ("EBPP") for some of its billing types, including water bills, certain parking utility fees, and real and personal property tax bills; and

WHEREAS, EBPP has the potential to save the City significant expenses by delivering bills electronically to customers who permit that form of delivery, saving printing and mailing costs, and facilitating online payments; and

WHEREAS, Kubra Data Transfer Ltd ("KUBRA") was selected by a team of city staff through a competitive RFP process as the vendor to provide EBPP services; and

WHEREAS, KUBRA has proposed a solution and pricing structure that will result in fewer bills being printed and mailed and budgeted expenses for 2015 assume existing costs with the result being a likely reduction in expenses; and

WHEREAS, KUBRA will cover the expense of credit card processing for the Water Utility by charging customers who choose to pay by credit card a convenience fee, further increasing savings to the City; and

WHEREAS, although this contractor was selected through a competitive process, MGO 4.26 requires Common Council approval for a service contract that exceeds three years and the proposed contract is for three (3) years with two optional one (1) year renewals;

NOW, THEREFORE, BE IT RESOLVED that the Mayor and City Clerk are authorized to execute necessary contract documents with Kubra Data Transfer Ltd and any payment processing providers, to provide both print and mail and Electronic Bill Presentment and Payment services for the Water Utility, Parking Utility, and Treasurer's office as described above, for a term of three (3) years with the option of two renewal terms of one (1) year each; and

BE IT FURTHER RESOLVED that the City Treasurer (or designee) is authorized to execute change orders to the contract that do not exceed the budgeted funds for this contract, if needed; and

BE IT FINALLY RESOLVED that the Mayor and City Clerk may sign contract amendment(s) to add similar services for additional departments if determined to be beneficial to the City, with the approval of the Finance Director and City Attorney, and subject to funds being available in the budget.