



Legislation Text

File #: 67544, **Version:** 1

Fiscal Note

The proposed resolution authorizes a two (2) year, competitively selected contract with Business Communication Solutions, LLC for printing and mailing services for the Treasury and the Water Utility. The resolution also authorizes the Purchasing Agent to sign up to three (3) optional one-year renewals. The Treasury and Water Utility have included funding for this contract in their 2022 operating budget requests. Future operating budgets will need to include this funding subject to Council approval. No appropriation is required at this time.

Title

A RESOLUTION authorizing the Mayor and City Clerk to enter into a two (2) year, competitively selected contract with Business Communication Solutions, LLC for printing and mailing services for Treasury and Water Utility, and authorizing the Purchasing Agent to sign up to three (3) optional one-year renewals.

Body

WHEREAS, the Treasury and Water Utility requires printing and mailing services in order to inform citizens when they owe money to the City of Madison; and

WHEREAS, City Purchasing issued RFP #10010-0-2021-BP to solicit proposals for printing and mailing services, and received eleven (11) proposals; and

WHEREAS, an evaluation team consisting of three (3) City staff from different agencies conducted a detailed evaluation, scored and ranked each of the proposals using criteria including cost, technical questions, and local vendor preference;

WHEREAS, Business Communication Solutions, LLC received the highest score based on the company's responsiveness and responsibility, personnel competence and technical ability, cost and proven performance record; and,

WHEREAS, under MGO 4.26(3)(e), service contracts of more than one year that average more than \$100,000 per year in cost require Common Council approval and signature by the Mayor and City Clerk; and

WHEREAS, the average annual cost for printing and mailing services included in the bid is approximately \$338,000;

WHEREAS, upon execution by the Mayor, on behalf of the City of Madison, Business Communication Solutions, LLC will refrain from beginning work until a specific date has been authorized by the City of Madison via contract amendment; and

WHEREAS, Business Communication Solutions, LLC has agreed to hold pricing consistent as long as the authorized start date is within two (2) years of execution of this contract;

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and City Clerk are authorized to sign a contract on behalf of Treasury and Water Utility with Business Communication Solutions for the purposes and at the price described above, for a term of two (2) years; and,

BE IT FURTHER RESOLVED that the initial contract may be renewed at negotiated contract prices for three (3) additional terms of one (1) year each, upon mutual written agreement of the parties; and,

BE IT FINALLY RESOLVED that the Purchasing Agent is authorized to sign agreement(s) to effectuate the above - mentioned renewals, if upon consultation with the affected departments they determine such renewal to be in the City's best interest and the form of the renewal document is approved by the City Attorney.