

RESOLUTION 21-187

**A RESOLUTION AUTHORIZING THE ACCEPTANCE OF A PROPOSAL FOR
TEMPORARY UTILITY BILL PRINTING AND MAILING SERVICE**

WHEREAS, the City of Spring Hill had an agreement with Pinnacle Data Systems for utility bill printing and mailing services since 2011; and

WHEREAS, Pinnacle Data Systems was sold and is no longer available to print and mail the utility bills; and

WHEREAS, city staff has researched companies capable of printing and mailing utility bills in a timely manner; and

WHEREAS, Flex Digital is the only company that is compatible with our current software and capable of fast turnaround.

NOW, THEREFORE BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee the acceptance of the attached proposal from Flex Digital for a temporary, 3-month period of printing and mailing of utility bills, at a cost of \$12,305.00 per month.

BE IT FURTHER RESOLVED that staff is hereby directed to issue an Request for Proposals as soon as possible for the printing and mailing of utility bills.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this 18th day of October, 2021.



Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney



REQUEST: *Approval of Resolution 21-187*
SUBMITTED BY: April Goad, City Recorder; Pam Caskie, City Administrator
DATE: October 18, 2021
RE: Authorization of temporary agreement for Utility Bill Printing and Mailing
ATTACHMENTS: Proposal from Flex Digital; Memo

PURPOSE:

The purpose of this request is to authorize a temporary utility bill printing and mailing service until the proper RFP process can occur.

BACKGROUND:

The city has been using Pinnacle Data Systems since October of 2011 for printing and mailing utility bills. Pinnacle Data Systems recently sold to a company that is not currently equipped to process our utility bills. Our utility billing software company provided us with printing companies that are used by some of their customers. The only company that was compatible and equipped to get our bills out within 7 days is Flex Digital. The cost is comparable to that of Pinnacle Data Systems.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution 21-187 to authorize a temporary utility bill printing and mailing service. The cost of the service with Flex Digital is \$12,305.00 per month for three months. (Staff is working on a request for proposals for a permanent solution.)



5330 TECHNOLOGY LANE
 BIRMINGHAM AL 35217
 T (205) 841-7678 F (205) 849-5551
 WWW.FLEXDIGITAL.COM

Job # 21281004

Fax: 205.841.7322

BID FOR SERVICE

10/14/2021 8:31:07AM

Pricing Good for 30 Days

TO: **Donna Younger**
City of Spring Hill Tennessee

FAX: () -
 PHONE: (931) 486-2252

FROM: Tasha Davis
 tasha.davis@flexdigital.com

QUANTITY: 18,500
 DESCRIPTION: Spring Hill TN Water Bills
 JOB TYPE: 1st Class Letters
 PROCESSING TYPE: NCOA, Barcode

Data expected: 10/25/2021

Materials expected:

Art expected:

Scheduled complete: 10/27/2021 or sooner

SERVICES TO BE PERFORMED:

	Qty	Price	Charges
Data Load - Special Charge	1 @	0.0000 ea	\$0.00
Presort Data - 1st time	18,500 @	0.0000 ea	\$0.00
Clean/Code Addresses	18,500 @	0.0000 /m	\$0.00
NCOA Included in Package Price	18,500 @	0.0000 ea	\$0.00
Inserter Set-Up	1 @	0.0000 ea	\$0.00
Inserting Machine #10 (statement) - #10 DW Env w/tint & permit+ #9 SW Reply	18,500 @	0.0000 /m	\$0.00
2ND Insert by Machine #10 (generic #9 window env)	18,500 @	0.0000 /m	\$0.00
Folder - Setup	1 @	0.0000 ea	\$0.00
Folding - Machine 8.5 x 11	18,500 @	0.0000 /m	\$0.00
SuperWeb Setup - Single Page 24#	1 @	0.0000 ea	\$0.00
SUPERWEB 8.5x11 Trans Image-Contracted Price (duplex statement) - 24# 8.5x11	18,500 @	0.1021 ea	\$1,888.85
SETUP Perforating on SuperWeb	1 @	0.0000 ea	\$0.00
Perforating on SuperWeb	18,500 @	0.0000 /m	\$0.00
Paper			\$1,441.15

Total Production Costs: \$3,330.00

Estimated Postage: \$8,975.00

GRAND TOTAL: \$12,305.00

Postage must be provided in advance. Any difference will be reconciled on your invoice. Please make check payable to: **US POSTMASTER.**

Pricing for
 Monthly Cycle Billing Statements - 16,000 per month
 Past Due Statements - 2,500 per month

Package price: \$0.18 per single sheet statement includes
 -Paper
 -#10 double window generic envelope
 -#9 single window generic envelope
 -data processing & presorting for postal discounts
 -print color, duplex
 -fold/insert/seal
 -prep for USPS acceptance & submit to USPS

POSTAGE IS EXTRA AND MUST BE PAID IN ADVANCE

Customer agrees to pay for all labor, material, and services within 30-days from the date on the invoice. Any invoices not paid in that time are considered past due. Customer agrees to pay a monthly percentage rate of 1.5% on any past due balances. Payments will be applied first to late fees, finance charges, and then to oldest invoices first. Failure to pay when agreed is basis for legal action to be taken and Customer agrees in the event the account is placed for collection with an attorney to pay all costs of collection and a reasonable attorney's fee of thirty-three & one-third percent (33 1/3rd%) of the balance plus interest at placement and hereby waives all rights of exemption as to personal property under the laws of the State of Alabama, any federal laws, or those of any other state. Customer consents to the jurisdiction and venue of Jefferson County, Alabama, and waives their right to a trial by jury.

