

## Legislation Details (With Text)

**File #:** 15-11426      **Version:** 1      **Name:**

**Type:** Consent Item      **Status:** Approved

**File created:** 7/18/2019      **In control:** City Council Business Meeting

**On agenda:** 8/26/2019      **Final action:** 8/26/2019

**Title:** Delinquency Letter Printing and Mailing Services

### Attachments:

Date	Ver.	Action By	Action	Result
8/26/2019	1	City Council Business Meeting	Approve	Pass

## Delinquency Letter Printing and Mailing Services

### Action:

- A. Approve a unit price contract with United Printing Company for delinquency letter printing and mailing services for an initial term of two years, and**
- B. Authorize the City Manager to renew the contract for up to three, one-year terms with possible price adjustments and to amend the contract consistent with the purpose for which the contract was approved.**

### Staff Resource(s):

David Czerr, Charlotte Water  
Steve Miller, Charlotte Water

### Explanation

- This contract provides daily processing, printing, and mailing of delinquency letters to water customers who have a past due balance and have not submitted payment after two previous overdue notices.
- Delinquent customers receive an initial past due notification on their bill. If needed, a second notice is provided via phone call.
- On May 30, 2019, the city issued a Request for Proposals (RFP); three responses were received.
- United Printing Company best meets the city's needs in terms of qualifications, experience, cost, and responsiveness to RFP requirements.
- Annual expenditures are estimated to be \$183,600.

### Charlotte Business INclusion

No subcontracting goal was established because there are no subcontracting opportunities (Part C: Section 2.1(a) of the Charlotte Business Inclusion Policy).

### Fiscal Note

Funding: Charlotte Water Operating Budget