CITY OF MARYSVILLE AGENDA BILL

EXECUTIVE SUMMARY FOR ACTION

CITY COUNCIL MEETING DATE: July 28, 2014

AGENDA ITEM:	
Professional Services Agreement with Billing Document Specialists	
PREPARED BY: John Nield, Financial Operations Manager	DIRECTOR APPROVAL:
DEPARTMENT: Utility Billing	
ATTACHMENTS:	
Professional Services Agreement	
BUDGET CODE: 00143523.541000	AMOUNT: 112,500

SUMMARY:

Staff is requesting authorization to enter into a five (5) year Professional Services Agreement with Billing Document Specialists (BDS) to provide bill print and lockbox services for the City of Marysville Utility Customers. BDS was selected from six other companies through a Request for Proposal (RFP) process.

BDS will provide customers with their utility bills and be the provider that we collect, process and deposit utility payments made to the designated post office box. BDS offer combined services of bill printing and lockbox payment processing all under one company at a lower rate than our current provider. Because BDS offers both services, having one point of contact is critical to resolving issues, taking care of emergencies and coordination of changes, with ease of testing.

Based on May and June 2014 Activity Annualized, the yearly cost of using BDS services is estimated at \$112,435.08, the current provider's yearly cost for the same service is \$123,103.32, a savings to the City of nearly \$11,000 per year.

RECOMMENDED ACTION: Staff recommends that Council Authorize the Mayor to sign the Professional Services Agreement between the City of Marysville and Billing Documents Specialist.

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0.00 0.00 0.00 0.00 0.00 0.00 7,500.00	1	500.00	One Time Fee
0.00 0.00 0.00 0.00 0.00 0.00		0	Set Up Fee Lockbox
0.00 Monthly billed 500.00 0.00		500	Set up fee Bill Print
0.00 Monthly billed 500.00	3.00 836.00	1,200.00	Annual Due
0,00		Monthly billed 100.00	Annual Lockbox fee
		1,200.00	PO Box Annual Fee
0.00 2,537.50	5.00 866.25	655.00	Total Lockbox Charge
N/A 2,537,50 N/A	655,00 866.25	655	Monthly Lockbox Charge Based on 3,000 Lockbox Payments
			Cycle bills only 11,500 per month
23.00 172.50 1st one free, then	115.00 115.00	115	Bill Inserts City Provided - Per Month
8,490.75 9,005.50 8,397.19	8.61 8,318.67	9,388.61	Total Monthly Bill Print
8,490.75 9,005.50 8,397.19	8.51 8,518.6/	9,388.61	Based on 16,250 monthly billings
DataBar and Retail Lock			
Emdeon	BDS	AFTS	
Vendors			Costs / Invoice Sample