

CITY OF PEORIA, ARIZONA  
COUNCIL COMMUNICATION

CC: 10 C  
Amend No. \_\_\_\_\_

Date Prepared: August 3, 2007

Council Meeting Date: August 21, 2007

TO: Terrence L. Ellis, City Manager

FROM: Brent Mattingly, Utilities of Finance *Bm*

THROUGH: Vicki Rios, Acting Revenue Manager *VR*

PREPARED BY: Marcy Belanger, Revenue Recovery Supervisor

SUBJECT: Authorization to approve a contract with Sourcecorp Statement Solutions for Automated mail processing for utility billing and sales tax returns and statements.

**RECOMMENDATION:**

That the Mayor and City Council approve a one-year term contract (P07-0079) with four (4) one-year extensions to Sourcecorp Statement solutions in the estimated yearly amount of \$400,500. Funding for this contract is already in place in the approved FY-08 budget for both divisions. Purchases will be made from the General Fund Revenue Recovery Sections Printing and Postage account numbers 1000-0480-522503 and 1000-0480-530006 and from the Sales Tax and Licensing Section Printing and Postage account numbers 1000-0420-522503 and 1000-0420-530006.

**BACKGROUND:**

The City of Peoria Revenue Recovery Division currently generates and mails approximately 607,000 utility bills and 43,800 delinquent notices annually. It is estimated that during the FY-08, the City will issue approximately 630,000 utility bills and 40,000 delinquent notices.

The City of Peoria Sales Tax Division currently generates and mails approximately 116,000 sales tax returns, 39,000 account statements and 11,000 renewals annually. During FY-08, the City will issue approximately 122,400 sales tax returns, 42,000 account statements and 12,000 renewals.

The contract with Sourcecorp Statement Solutions will provide for the printing and mailing of the utility bills, delinquent notices, sales tax returns, account statements, licenses and

**CITY CLERK USE ONLY:**

- Consent Agenda
- Carry Over to Date: \_\_\_\_\_
- Approved
- Unfinished Business (Date heard previous: \_\_\_\_\_)
- New Business

ORD. # \_\_\_\_\_ RES. # \_\_\_\_\_  
LCON# 07207 LIC. # \_\_\_\_\_  
Action Date: \_\_\_\_\_

renewals. The firm uses the most current mail presorting processes, enabling the City to mitigate the additional costs of recent United States Postal Service rate increases. In addition, the firm offers services to enable future utility billing statements to be made available to our citizens electronically.

The solicitation was advertised in the Arizona Business Gazette as well as at McGraw Hill Dodge, Bid Net and Bid Source and posted on the Materials Management web site, thirty-one firms requested the solicitation and a total of twelve firms submitted proposals for review. Three of these firms were interviewed by a committee with representation from Sales Tax, Revenue Recovery and Materials Management. Sourcecorp Statement Solutions was ultimately selected by committee as the most qualified firm for this project.

**SUMMARY:**

Staff recommends the Mayor and City Council approve the contract as proposed by Sourcecorp Statement Solutions (P07-0079), allowing the City to use its services for bill and statement preparation and mailing. Funding for this contract is already in place in the approved FY-08 budget for both divisions. Purchases will be made from the General Fund Revenue Recovery Sections Printing and Postage account numbers 1000-0480-522503 and 1000-0480-530006 and from the Sales Tax and Licensing Section Printing and Postage account numbers 1000-0420-522503 and 1000-0420-530006.



# City of Peoria, Arizona Notice of Request for Proposal



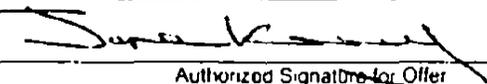
**ORIGINAL**

Request for Proposal No	P07-0079	Proposal Due Date	May 17, 2007
Materials and/or Services:	Automated Mail Processing for Utility Billing	Proposal Time	5 00 P.M. MST
Project No.	Location: City of Peoria, Materials Management	Contact	Christine Finney
	Mailing Address: 8314 West Cinnabar Avenue, Peoria, AZ 85345	Phone:	(623) 773-7115

In accordance with City of Peoria Procurement Code competitive sealed proposals for the material or services specified will be received by the City of Peoria Materials Management at the specified location until the date and time cited above. Proposals shall be in the actual possession of the City of Peoria Materials Management on or prior to the exact date and time indicated above. Late proposals will not be considered, except as provided in the City of Peoria Procurement Code. **Proposals shall be submitted in a sealed envelope with the Request for Proposal number and the offeror's name and address clearly indicated on the front of the envelope.** All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the **entire** Request for Proposal Package.

To the City of Peoria: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request for Proposal issued by the City. Any exception to the terms contained in the Notice of Request for Proposal must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. **The signature below certifies your understanding and compliance with Paragraph 1 of the City of Peoria Standard Terms and Conditions (form COP 202) contained in the Request for Proposal package issued by the City.**

For clarification of this offer contact

Name <u>JANE KERRY</u>	Telephone <u>602 435 8400</u> Fax <u>602 435 2216</u>
Company Name <u>SOURCE CORP</u>	Authorized Signature for Offer 
Address <u>3826 E. WATKINS</u>	Printed Name <u>JANE KERRY</u>
City <u>PHOENIX</u> State <u>AZ</u> Zip Code <u>85032</u>	Title <u>PROJECT MANAGER</u>

**ACCEPTANCE OF OFFER AND CONTRACT AWARD (to be filled in by City of Peoria Use only)**

Your offer is accepted by the City, subject to approval of each written exception that your proposal contained. The contract consists of the following documents: 1) Request for Proposal issued by the City, 2) Your offer in response to the City's Request for Proposal, 3) This written acceptance and contract award.

As the contractor, you are now legally bound to sell the materials and/or services listed by the attached award notice, based on the solicitation of proposals, including all terms, conditions, specifications, amendments and your offer as now accepted by the City. The Contractor shall not commence any billable work or provide any material, service or construction under this contract until the Contractor receives an executed Purchase Order or written Notice to Proceed.

Attested by  
Mary Jo Kief, City Clerk

cc IOC 07/21/07

Contract Number  
**L ~~COP-07207~~**

City Seal \_\_\_\_\_ Official File \_\_\_\_\_

City of Peoria, Arizona Effective Date \_\_\_\_\_

Approved as to form \_\_\_\_\_

Stephen M. Kemp, City Attorney

Terrence L. Ellis, City Manager