

RESOLUTION 08-68 B

**A RESOLUTION AUTHORIZING AN EXPENDITURE FOR
CONTRACTING SERVICE OF UTILITY BILLING LETTER SIZE,
ENVELOPE BILL PRINTING AND MAILING**

WHEREAS, the City of Spring Hill wishes to convert to a new system of utility billing of which utility bills will now be issued on letter sized paper, enclosed in envelopes ; and

WHEREAS, Spring Hill Water Works is not equipped to process utility bills in this manner; and

WHEREAS, the City of Spring Hill has advertised for proposals for the printing and mailing service for letter sized, enveloped bills by sealed bid, on or before 10:00 a.m., December 5, 2008; and

NOW, THEREFORE BE IT RESOLVED, by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee that an expenditure of approximately \$50,430.00 per annum, is hereby authorized the service of printing and mailing letter sized, enveloped utility bills from AB Direct Pricing.

BE IT FURTHER RESOLVED that the expenditure be drawn from the Water-Sewer Fund.

Passed and adopted by the Board of Mayor and Aldermen of the City of Spring Hill, Tennessee, this ~~15th day of December, 2008.~~

Danny M. Leverette, Mayor

ATTEST:

April Goad, City Recorder

APPROVED AS TO FORM:

Tim Underwood, City Attorney

SUMMARY OF BIDS
For
City of Spring Hill, Tennessee
Utility Billing/Mailing Service
BID OPENING: December 5, 2008 10:00 A.M.

CONTRACTOR	BID	
PCS Info Group 105 Montgomery Avenue Oaks, PA 19456	With Return Envelope Without Return Envelope Final Notices	\$54,600.00 \$52,200.00 \$ 360.00
Complete Forms Supply 2559 D Pulaski Pike Columbia, TN 38401	With Return Envelope Without Return Envelope Final Notices	\$78,641.16 \$61,793.16 \$ 894.00
AB Direct Pricing (Color Q) 540 Richard Street Miamisburg, OH 45342	With Return Envelope Without Return Envelope Final Notices	\$50,430.00 \$48,444.00 \$ 360.00

The City of Spring Hill conducted a bid opening on the above referenced project. Acceptance of bids closed at 10:00 a.m. City Staff present were: Jim Smith, Interim City Administrator; Dot Anderson, Utility Billing Clerk; and April Goad, City Recorder.

Jim Smith, Interim City Administrator opened bids and read bid results as stated above.

After Staff Review, Contract may be awarded by Spring Hill Board of Mayor and Aldermen on Monday, December 15, 2008, 7:00 p.m.

The Bid opening concluded at 10:07 a.m.

CERTIFICATION:

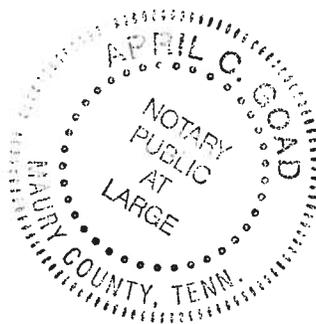
State of Tennessee
 Maury County
 City of Spring Hill

I hereby certify that this is a true copy of the original documents.
 Description: Bidon Utility Billing + Mailing

This, the 5th day of December, 2008.

April C. Goad
 April C. Goad, Notary Public
 City Recorder, City of Spring Hill, Tennessee

My Commission Expires: June 19, 2012



**Current Costs of Utility Billing
(Card Stock 3 ½" X 6")**

Labor Cost Per Year 2 employees – Total of 16 hours – 12 months	\$ 6,516.48
Costs of Card Stock	
Water Bills	\$ 9124.00
Final Notices	\$ 1,260.00
Laser Ink	\$ 1,200.00
Postage Billing	\$28,980.00
Postage Final Notice	\$ 4,140.00
Total yearly cost	\$51,220.48*

INVITATION TO BID

The City of Spring Hill will be accepting bids for the printing and mailing service of its monthly water bills. This is an all inclusive bid. Bid Specifications are available at Spring Hill City Hall, during regular business hours, 199 Town Center Parkway, Spring Hill, TN or can be accessed on the city website: www.springhilltn.org Those interested shall submit sealed bids in the format specified in the Request for Bids no later than **10:00 am local time (CST) December 5, 2008** at which time sealed bids will be publicly opened and read aloud. Quotations should be mailed or hand delivered to:

April Goad, City Recorder
Spring Hill City Hall
199 Town Center Parkway
Spring Hill, TN 37174
Sealed Bids for Water Billing/Mailing Service

The City of Spring Hill will not discriminate in the purchase of all goods and services on the basis of race, color, creed, sex, handicap or national origin. Verbal quotations or quotations received after the closing date will not be accepted. The City of Spring Hill reserves the right to reject any and all bids, to waive technicalities or informalities and to accept any bid deemed to be in the best interest of the City of Spring Hill.

SUBMITTED BY: James H. Smith, Interim City Administrator

RUN DATE: Sunday, November 23, 2008

City of Spring Hill

Water Bill Bid Specification Sheet

The City of Spring Hill will be changing its method of sending out water bills each month from its facility at 199 Town Center Parkway in Spring Hill, TN to outsourcing the responsibility to an independent party. The City of Spring Hill sends out approximately 10,110 water bills each month and approximately 500 to 900 Final Notices each month. This figure is subject to increase based on the growth of Spring Hill residents. The successful bidder will provide all printed material (see below), print the water bills, fold, insert the water bill and return envelope, seal, apply postage and mail. The City of Spring Hill will provide a file for executing the printed bills. Normally, this process will entail the insertion of the water bill and the return envelope. However, there will be instances where the City of Spring Hill would like to add additional pieces of information for its customers. Therefore, quote the cost per piece for each individual piece that may be added.

Your bid should reflect per piece cost for each item as well a per piece price for the printing of the bill, folding, inserting, applying postage and the individual cost for postage (see attached for the zip codes that comprise the mailing list).

Printed Material Required

Envelope = #10, 24# White Wove Standard Window with corner card printed in black ink
Water Bill = 8 1/2" x 11" , 20# white laser bond printed one side in laser reflex blue ink, with one horizontal micro perforation

Final Notice = Same specifications as water bill but printed one side in laser 185 Red ink.

*Reply Envelope = #9, 24# White Wove with face copy in black ink

*The City of Spring Hill would like a price with and without the reply envelope as we aren't sure if we want to provide the return envelope.

Mailing Service Required

- 1) Print Water Bills or Final Notices from file provided by City of Spring Hill.
- 2) Fold, insert bill and return envelope into window envelope and seal.
- 3) Presorted First Class postage paid with permit and mail.

All bids received by the City of Spring Hill will be reviewed according the processes, goods and services received as a package. The City of Spring Hill is not obligated to take the lowest bid.