



Legislation Details (With Text)

**File #:** 2021-3081    **Version:** 1    **Name:**

**Type:** Resolution    **Status:** Action

**File created:** 9/8/2021    **In control:** Board of Commissioners

**On agenda:** 10/26/2021    **Final action:**

**Title:** Commission District(s): ALL  
 CO - Change Order No. 3 to Contract No. 988895 Print & Mail Services, Electronic Billing Presentment and Data Processing (Annual Contract With 4 Options To Renew): for the Department of Finance-UCO to be used by the Department of Watershed Management (DWM), Public Works-Sanitation and the Peachtree DeKalb Airport. This contract consists of providing customized bill formatting, print and mail services, hosting the County's water and sewer portal and other miscellaneous statements to citizens and businesses. Awarded To Level One, LLC. Amount Not To Exceed: \$576,138.00.

**Indexes:**

**Attachments:** 1. Agenda Notes\_2021-3081, 2. UD CO Form - 2021-3081

Date	Ver.	Action By	Action	Result
10/26/2021	1	Board of Commissioners		
10/12/2021	1	FAB-Finance, Audit & Budget Committee	recommended for approval.	Pass
10/12/2021	1	Board of Commissioners	deferred to the next meeting	Pass
10/5/2021	1	Committee of the Whole	Accepted to the BOC agenda and assigned	

**Purchasing Type:** Change Order (CO)

**Public Hearing:** YES  NO     **Department:** Purchasing & Contracting

**AGENDA ITEM:**

**Commission District(s): ALL**

CO - Change Order No. 3 to Contract No. 988895 Print & Mail Services, Electronic Billing Presentment and Data Processing (Annual Contract With 4 Options To Renew): for the Department of Finance-UCO to be used by the Department of Watershed Management (DWM), Public Works-Sanitation and the Peachtree DeKalb Airport. This contract consists of providing customized bill formatting, print and mail services, hosting the County's water and sewer portal and other miscellaneous statements to citizens and businesses. Awarded To Level One, LLC. Amount Not To Exceed: \$576,138.00.

**Information Contact:** Cathryn G. Horner, Chief Procurement Officer

**Phone Number:** (404) 371-6334

**PURPOSE:**

Awarded by the BOC on July 28, 2015 for an amount not to exceed \$136,524.48. On October 11, 2016, the BOC approved the 1st renewal option for an amount not to exceed \$298,345.17. On October 10, 2017, the BOC approved the 2nd renewal option for an amount not to exceed \$365,050.00. On August 28, 2018, the BOC approved the 3rd renewal option for an amount not to exceed \$226,110.00. On November 13, 2018, the BOC

approved Change Order No. 1 for an amount not to exceed \$9,876.00. On June 25, 2019, the BOC approved the 4th renewal option for an amount not to exceed \$283,518.00. On October 27, 2020, the BOC approved Change Order No. 2 for an amount not to exceed \$538,742.00. This contract consists of providing customized bill formatting, print and mail services, hosting the County's water and sewer portal and other miscellaneous statements to citizens and businesses. This request is to extend the contract term for fourteen (14) months to allow time to complete the enQuesta implementation and mail the significant increase in communications to customers regarding the Chief Executive Officer's recent lift of the 2017 New Day Project moratorium.

**RECOMMENDATION:**

Recommend approval of Change Order No. 3 to extend the contract term through December 31, 2022 with:

Level One, LLC, Three Great Valley Parkway, Suite 100, Malvern, PA 19355

Amount Not To Exceed: \$576,138.00

and authorize the Chief Executive Officer to execute the change order and all associated documents.

**ADDITIONAL INFORMATION:**

- 1. Contract Effective Date: October 2, 2015
- 2. Contract Expiration Date: October 31, 2021
- 3. Amount Spent To Date: \$1,410,296.81
  - \$ 136,524.48 - Initial
  - \$ 235,309.72 - 1st Renewal
  - \$ 164,232.50 - 2nd Renewal
  - \$ 216,277.76 - 3rd Renewal
  - \$ 657,952.35 - 4th Renewal
- 4. Funding: Enterprise Operating (Finance)