



Legislation Text

File #: 2023-1228, **Version:** 1

Purchasing Type: Change Order (CO)

Public Hearing: YES NO

Department: Purchasing & Contracting

AGENDA ITEM:

Commission District(s): ALL

CO - Change Order No. 5 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/a Doxim Company. Amount Not To Exceed: \$1,218,152.00.

Information Contact: Michelle Butler, Esq., CPPO, Procurement Manager

Phone Number: (404) 687-3581

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 for additional funding to maximize full color production and optimize customer communication management. 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 to extend the contract's term for one (1) year to allow time for completion of enQuesta implementation. On October 26, 2021, the BOC approved Change Order No. 3 for an amount not to exceed \$576,138.00 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. 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. On December 20, 2022, the BOC approved Change Order No. 4 for an amount not to exceed \$1,258,976.00 to extend the contract through December 31, 2023, to cover additional costs associated with the change in the billing cycle going from bimonthly billing to monthly billing for all accounts and thereby increasing printing services cost in 2023. This request is to add funds and to extend the contract term to allow time for completion of enQuesta implementation.

RECOMMENDATION:

Recommend approval of Change Order No. 5 to extend the contract term through December 31, 2024 with:

Level One, LLC/a Doxim Company, Three Great Valley Parkway, Suite 100, Malvern, PA 19355

Amount Not To Exceed: \$1,218,152.00

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

ADDITIONAL INFORMATION:

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|------------------------------|--|
| 1. Contract Effective Date: | October 2, 2015 |
| 2. Contract Expiration Date: | December 31, 2023 |
| 3. Amount Spent To Date: | \$2,233,865.05 |
| | \$ 136,524.48 - Initial |
| | \$ 235,309.72 - 1 st Renewal |
| | \$ 164,232.50 - 2 nd Renewal |
| | \$ 216,277.76 - 3 rd Renewal |
| | \$1,481,520.59 - 4 th Renewal |
| 4. Funding: | Enterprise Operating (Finance) |