



## Legislation Text

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**File #:** 2978-2018, **Version:** 1

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**Background:** This legislation authorizes the Finance and Management Director to establish a Universal Term Contract (UTC) for the option to obtain Bill Presentment services with Level One LLC. The largest user of bill presentment services is the Public Utilities Department, Water and Electricity Divisions. Other city agencies will also be able to use this contract for their bill presentment needs. Bill Presentment includes the printing and mailing of service bills, including the ability to access bills electronically. The term of the proposed option contract is for two (2) years from the contract execution. The contract may be extended for up to four additional two (2) year periods, subject to mutual agreement by both parties. In addition, the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO000978.

**Bid Information:** RFQ006999 was advertised and Proposals were received on November 2, 2017. Seven (7) responses were received.

An evaluation committee consisted of representatives from: the Public Utilities Department, the Fire Division, and the Office of the Treasurer. Of the seven (7) vendors that submitted proposals, three (3) were selected for further evaluation and scoring. After review of the evaluation committee's work, the Director of Finance and Management recommended acceptance of the proposal submitted by Level One LLC.

The vendor recommendation award to: Level One LLC; CC#001000, expires November 1, 2019, Categories - Negotiated Contract, \$1.00

Total Estimated first year expenditure: the value of the UTC contract is slightly over \$1 million.

**Emergency action** is requested so that the Public Utilities Department can begin the implementation of the project as quickly as is practicable. Originally, it was believed that the implementation would be delayed for another year. However, changes in schedules for other programs has made it more advantageous to go live with Level One LLC in spring 2019.

**Fiscal Impact:** Funding to establish this \$1 option contract is from the General Fund. City agencies will be required to obtain approval to expend from their own appropriations for their estimated annual expenditures.

To authorize the Finance and Management Director to enter into a contract with Level One, LLC for the option to purchase bill presentment services; to authorize the expenditure of \$1.00 from General Budget Reservation BRPO000978; and to declare an emergency. (\$1.00)

**WHEREAS**, there is a need to purchase Bill Presentment Services for the Divisions of Water and Electricity, as well as other divisions; and

**WHEREAS**, the Purchasing Office advertised and solicited proposals; and

**WHEREAS**, after review the Director of Finance and Management recommends acceptance of the proposal submitted by Level One, LLC.; and

**WHEREAS**, an emergency exists in the usual daily operation of the Department of Public Utilities in that it is immediately necessary to authorize the Finance and Management Director to enter into an option contract for the purchase of Bill Presentment services with Level One, LLC for use by the Water and Electricity Divisions for the immediate preservation of the public health, peace, property, safety and welfare; now, therefore

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF COLUMBUS:**

**SECTION 1.** That the Finance and Management Director is hereby authorized to establish an option contract for Bill Presentment services with Level One, LLC in accordance with solicitation RFQ006999 for the term expiring two (2) years from contract execution. The contract may be extended for up to four additional two (2) year periods, subject to mutual agreement by both parties, as follows:

Level One, LLC, Negotiated Contract, \$1.00

**SECTION 2.** That the expenditure of \$1.00 is hereby authorized from General Budget Reservation BRPO000978 of this ordinance to pay the cost thereof.

**SECTION 3.** That the funds necessary to carry out the purpose of this ordinance are hereby deemed appropriated, and the City Auditor shall establish such accounting codes as necessary.

**SECTION 4.** That for the reason stated in the preamble hereto, which is hereby made a part hereof, this ordinance is hereby declared to be an emergency measure and shall take effect and be in force from and after its passage and approval by the Mayor or ten days after passage if the Mayor neither approves nor vetoes the same.