



CITY OF HOUSTON - CITY COUNCIL

Meeting Date: 2/14/2017

ALL

Item Creation Date: 11/8/2016

L25787 - Mail Processing Services for Utility Water Bills - ORDINANCE

Agenda Item#: 2.

Summary:

NOT REAL CAPTION

Approve an ordinance awarding a contract to **LEVEL ONE LLC** on its low bid meeting specifications in an amount not to exceed \$3,662,939.55 for mail processing services for utility water bills for the Department of Public Works and Engineering.

Background:

Formal Bids Received for L25787 – Approve an ordinance awarding a contract to Level One LLC on its low bid meeting specifications in an amount not to exceed \$3,662,939.55 for mail processing services for utility water bills for the Department of Public Works and Engineering.

Specific Explanation:

The Director of the Department of Public Works and Engineering and the Acting Chief Procurement Officer recommend that City Council approve an ordinance awarding a **three-year contract, with two one-year options** to **Level One LLC** on its low bid meeting specifications for mail processing services for utility water bills in an amount not to exceed **\$3,662,939.55** for the Department of Public Works and Engineering.

This project was advertised in accordance with the requirements of the State of Texas bid laws. There were a total of 38 prospective bidders that downloaded the solicitation document from the Strategic Procurement Division's e-bidding website, and as a result, three bids were received as outlined below:

<u>Company</u>	<u>Total Amount</u>
1. QuestMark Information Management, Inc.	\$2,968,610.59 (Did Not Meet Specifications)
2. Level One LLC	\$3,662,939.55
3. HOV Services Inc.	\$4,864,106.68

This scope of work requires the contractor to provide all personnel, management, supervision, labor, materials, equipment, and incidentals necessary to process and mail utility bills on a daily basis or as required. Additional services will include document management, which provides electronic capture, storage, collaboration, retrieval, and delivery of the documents stored in their archive repository.

M/WBE Participation:

The invitation to bid was issued as a goal-oriented contract with a 11% M/WBE participation level. Level One LLC has designated the below-named company as its certified M/WBE subcontractor:

<u>Name</u>	<u>Type of Work</u>	<u>Dollar Amount</u>	<u>Percentage</u>
Bayside Printing Company	Bill Stock	\$402,923.35	11%

Pay or Play Program:

The proposed contract requires compliance with the City's "Pay or Play" ordinance regarding health benefits for employees of City contractors. In this case Level One LLC will provide health benefits to covered eligible employees in compliance with City policy.

Hire Houston First:

The proposed contract requires compliance with the City's "Hire Houston First" ordinance that promotes economic opportunity for Houston Businesses and support job creation. In this case the proposed contractor Level One LLC does not meet the requirements of HHF designation.

Fiscal Note:

Funding for this item is included in the FY17 Adopted Budget. Therefore, no Fiscal Note is required as stated in the Financial Policy Ordinance 2014-1078.



Kelly Dowe, Acting Chief Procurement Officer
Finance/Strategic Procurement Division

Department Approval Authority Signature

Estimated Spending Authority			
DEPARTMENT	FY2017	OUT YEARS	TOTAL
Public Works and Engineering	\$244,195.97	\$3,418,743.58	\$3,662,939.55

Amount of Funding:

\$3,586,684.55 – Water and Sewer System Operating Fund (8300)

\$76,255.00 – Dedicated Drainage & Street Renewal Fund (2310)

\$3,662,939.55 - TOTAL

Contact Information:

NAME:	DEPARTMENT/DIVISION	PHONE
Brian Blum, Division Manager	PWE	(832) 395-2717
Richard Morris, Division Manager	FIN/SPD	(832) 393-8736
Elнора Williams, Sr. Procurement Specialist	FIN/SPD	(832) 393-0209

ATTACHMENTS:**Description**

RCA#L25787-Level One LLC

Form A (Fair Campaign Ordinance)

Form B (Fair Campaign Ordinance)

MWBE Subcontracting Terms

POP Documents

Funding Information Spreadsheet

Tax Report

L25787 funding Information

PWE SignOff

Type

Signed Cover sheet

Backup Material

Backup Material

Backup Material

Backup Material

Financial Information

Backup Material

Financial Information

Backup Material