

RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: JUNE 12, 2017

ITEM NO: 9

SUBJECT: APPROVAL FOR THE ANNUAL PURCHASE OF MUNICIPAL SERVICES STATEMENT PAPER STOCK FROM AMERICAN SOLUTIONS FOR BUSINESS FOR \$57,900

ISSUE:

Approve the annual purchase of municipal services statement paper stock from American Solutions for Business.

RECOMMENDATION:

That the Board of Public Utilities approve the annual purchase of municipal services statement paper stock from American Solutions for Business as a follow on from Bid No. 6418 in the amount of \$57,900.

BACKGROUND:

On average, Riverside Public Utilities (RPU) prints 123,000 municipal statements monthly. These statements provide customers with billing and consumption data on a monthly basis. The back of the municipal statements has historically provided information such as messages about conservation and other pertinent information an RPU customer might utilize such as the free shade tree program. These messages typically change dependent on the direction of Programs and Services. RPU municipal statements is one of the most visible ways information is communicated to RPU customers.

DISCUSSION:

Prior to Fiscal Year 2016/17, Riverside Public Utilities (RPU) went out to bid for a municipal services statement provider on the recommendation of the City Finance Department to ensure RPU was receiving a product that was cost efficient. Of the 9 respondents, the first apparent low bidder (Creative Color Printing) withdrew their bid. The second apparent low bidder (US Mailing House) was then contacted and selected. After several failed attempts by the vendor to provide a satisfactory product, services were subsequently canceled. Since it was critical to continue to have the ability to bill RPU customers, and it was past the pricing hold deadline, American Business Solutions was contacted and was able to continue to provide RPU with municipal services statement paper stock as it had done so since 2006 as a follow on from previous years.

Due to the criticality of having municipal services statement paper stock, RPU has continued using American Solutions for Business as its provider and may continue to do so in accordance with Article 2, Section 201(g) of the City's Purchasing Resolution, in which competitive procurement is exempt when in the best interest of the City to retain the same vendor if the vendor offers the same or better price, terms and conditions. American Solutions for Business is offering the same price, terms and conditions as in bid #6418 for Fiscal Year 2016-17.

To retain consistency and to allow for uninterrupted production of RPU billing statements, it is recommended that RPU continues to utilize American Solutions for Business to provide municipal services statement paper stock.

The Purchasing Services Manager concurs that the recommended actions comply with the City of Riverside's Purchasing Resolution No. 22576.

FISCAL IMPACT:

Sufficient funds are included in the Fiscal Year 2017-18 budget in Public Utilities' Business Support Account No. 6004000 – 426800 (Special Department Supplies).

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Approved by: Girish Balachandran, Utilities General Manager
Approved by: John A. Russo, City Manager
Approved as to form: Gary G. Geuss, City Attorney

Certifies availability
of funds: Laura Chavez-Nomura, Utilities Assistant General Manager/Finance