



RIVERSIDE PUBLIC UTILITIES

Board Memorandum

BOARD OF PUBLIC UTILITIES

DATE: FEBRUARY 8, 2021

SUBJECT: APPROVE BID NO. 7796 WITH FPC GRAPHICS FOR PREPRINTED UTILITY BILLING PAPER FOR A TERM OF FIVE YEARS, AT \$73,031.06 PER YEAR, IN THE TOTAL AMOUNT OF \$365,155.30

ISSUE:

Award Bid No. 7796 with FPC Graphics for preprinted utility billing paper for a term of five years ending June 30, 2025, at \$73,031.06 per year in the total amount of \$365,155.30.

RECOMMENDATION:

That the Board of Public Utilities award Bid No. 7796 with FPC Graphics of Riverside, for preprinted utility billing paper for a term of five years ending June 30, 2025, at \$73,031.06 per year, in the total amount of \$365,155.30.

BACKGROUND:

The Billing Division of the Riverside Public Utilities (RPU) Department manages the billing for electric, water, sewer, and trash services for RPU customers. Approximately 110,000 accounts are billed each month requiring paper invoices to be mailed out to customers. On a monthly basis, RPU procures pre-printed, two-sided billing paper for all billings and past due notices,

DISCUSSION:

On September 22, 2020, the former supplier sent a cancellation of services for the pre-printed utility paper services.

On November 5, 2020, Request for Bid No. 7796 for Bill Printing Services was issued to secure a replacement vendor. The bids received are summarized in the table below:

Vendors	City Location	Bid Amount	Rank
FPC Graphics	Riverside, CA	\$73,031.06	1
Graphic Print Source	Corona, CA	\$75,788.96	2
Crabar GBF Inc.	Midlothian, TX	\$77,874.79	3
Curry Copy	Hemet, CA	\$114,246.23	4

After the evaluation of the proposals, the panel selected FPC Graphics as the lowest responsive

and responsible bidder.

On December 3, 2020, Purchase Order No. 213442 was issued to FPC Graphics in the amount of \$11,635 for the pre-printed billing paper required for December 2020 and January 2021.

The Purchasing Manager concurs that the recommended actions are in compliance with Purchasing Resolution No. 23256.

FISCAL IMPACT:

The fiscal impact of this action is \$365,155.30 over a five-year period. Sufficient funds in the amount of 73,031.06 for FY 2020/21 are available in account 6004009330-421000 in the Public Utilities Business Systems Division.

Prepared by: Carlie Myers, Assistant General Manager
Approved by: Todd M. Corbin, Utilities General Manager
Approved by: Al Zelinka, FAICP, City Manager
Approved as to form: Kristi J. Smith, Interim City Attorney

Certifies availability
of funds: Edward Enriquez, Chief Financial Officer/City Treasurer

Attachment: Bid Award Recommendation