

Utility Billing Print Service Contract



Public Works & Utilities

May 17, 2022



Background



- Public Works & Utilities produces more than 5,500 utility bills daily that require reliable and consistent printing and mailing services.
- The City of Wichita first contracted with HC3, Inc. to print and mail utility bills and correspondence in 2009.
- The current agreement ended December 31, 2021 and has been extended to May 31, 2022.



Selection Process



- RFP published on November 16, 2021
- Proposals due on December 14, 2021
- Seven proposals received
- Short-listed to three
- All three proposers were interviewed by a selection committee comprised of PW&U, Finance, Law and IT staff.



Evaluation Criteria



- Experience
- Project understanding
- Technical qualifications
- Project approach
- Cost
- Emerging business/disadvantaged business criteria



Recommended Vendor



HC3, Inc. is the recommended vendor, receiving the most #1 rankings from selection committee members.



Financial Considerations



	Current price	New price
Single page bill with return envelope	\$0.0884	\$0.0884
Two-page bill with return envelope	\$0.1784	\$0.1489
Single page letter	\$0.0678	\$0.0707
Two-page letter	\$0.1578	\$0.1212
Postcard	\$0.0900	\$0.0845



Recommendation



Approve the contract with HC3, Inc. for utility bill printing services for years 2022-2023, with the possibility of 4 annual extensions.



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