



Camarillo City Council

AGENDA REPORT

Date: November 13, 2024

To: Honorable Mayor and City Councilmembers

From: Greg Ramirez, City Manager

Submitted by: Mark Uribe, Finance Director

Subject: Utility Bills, Business Tax Renewals and Certificates Print and Mail Services – First Amendment

BACKGROUND

Data processing, printing and mailing services of the utility bills, business tax renewals and certificates are provided by InfoSend, Inc.

On November 10, 2021 the Camarillo City Council approved a professional services agreement for processing, printing and mailing services of the utility bills, business tax renewals and certificates with InfoSend, Inc. for a three-year term for a not-to-exceed amount of \$441,000 (Agreement No. 2021-170).

DISCUSSION

Infosend, Inc. has been a vital partner in supporting the City's processes for printing and mailing services of the utility bills, business tax renewals and certificates. The City of Camarillo has approximately 22,000 utility billing customers and 8,000 Business Tax customers.

To ensure the continued provision of these critical services, staff recommends a two-year extension to the Infosend, Inc. contract. This allows the City to continue outsourcing the data processing, printing, and mailing of utility bills, business tax renewals and certificates to Infosend, Inc. in a secure and timely manner. Infosend, Inc. has demonstrated its capability to reliably deliver these services over the course of the current contract.

FISCAL IMPACT

Funds for the processing, printing, and mailing of utility bills and business tax renewals and certificates are included in the Water Utility Account No. 860-1502-436.32-01, Sanitary District Fund Account No. 871-1503-437.32-01, and General Fund Account No.

101-1501-415.32-01 budgets. The annual cost of these services is approximately \$75,000 per year, excluding postage.

RECOMMENDATION

Authorize the City Manager to execute Agreement 2021-170A with InfoSend, Inc. for processing, printing, and mailing of utility bills and business tax renewals and certificates for not-to-exceed amount of \$150,000 for an additional two-year term, expiring December 31, 2026.

ATTACHMENTS

1. Infosend, Inc. Amendment

REFERENCE MATERIALS – AVAILABLE FOR REVIEW AT CITY HALL

None