

L. Utility Bills, Business Tax Renewals and Certificates Print and Mail Services – First Amendment

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.

AGREEMENT NO. 2021-170A

FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT

This Amendment to Agreement No. 2021-170 (Amendment) is entered into between the City of Camarillo, a California general law city and municipal corporation (City), and InfoSend, Inc, collectively referred to as the Parties. The effective date of this Amendment is December 16, 2024.

RECITALS

A. On November 10, 2021, the City Council approved Professional Services Agreement No. 2021-170 with InfoSend, Inc for bill print services in the amount of \$441,000 for a three-year period, effective November 10, 2021.

B. Pursuant to Section 22.4 of the Agreement, the parties wish to extend the Agreement for an additional two-year period to provide printing services for utility bills, business tax renewals, and certificates.

C. All capitalized terms not defined in this Amendment have the meaning set forth in the Agreement.

Section 1. Amendment. The Agreement is amended to add the following:

a. Section 1 is amended to read as follows: Subject to the provisions of Section 20 [Termination of Agreement], the term of this Agreement will be for a period of two years from the Effective Date, and thereafter, if renewed by both parties in writing prior to the end of the Term, will continue for a period of two years and expire December 31, 2026.

Section 2. Compensation and Payment. This Amendment is for a not-to-exceed amount of \$150,000, for a total agreement amount of \$591,000.

Section 3. Continuation of Terms of Agreement. Except as expressly modified by the terms and provisions of this document, the remaining terms and provisions of the Agreement remain in full force and effect.

THE AUTHORIZED REPRESENTATIVES of the Parties have caused this Amendment, Agreement No. 2021-170A, to be executed as of the Effective Date.

CITY OF CAMARILLO

Greg Ramirez, City Manager

ATTEST:

Kristy Buxkemper, City Clerk

COMPANY
Infosend, Inc.

By  10 / 25 / 2024

Name: Russ Rezai
Title: President

By  10 / 25 / 2024

Name: Mahmood Rezai
Title: Chief Executive Officer

Attachments:

InfoSend proposes fees for January 1, 2025, through December 31, 2026.

Utility Bill Statements and Delinquent Notices (CMR/CMB) Pricing:

\$0.022 Statement Data Processing

\$0.0572 Printing and Mailing Service

\$0.0168 Standard Paper Stock

\$0.0252 Standard #10 Outgoing Envelope

\$0.022 Standard #9 Return Envelope

Total \$0.1432

Business License Renewals (CM7) Pricing:

\$0.0242 Business License Data Processing

\$0.1221 Printing and Mailing Service

\$0.0168 Standard Paper Stock

\$0.0265 Standard #10 Outgoing Envelope

\$0.0257 Blue Bar #9 Return Envelope

Total \$0.2153

License Certificates (CM8) Pricing:

\$0.0242 Business License Data Processing

\$0.1166 Printing and Mailing Service

\$0.0168 Standard Paper Stock

\$0.0252 Standard #10 Outgoing Envelope

Total \$0.1828

Utility Bill Print Fee Color Tiers:

\$0.0462 for 2/2 printing

\$0.0528 for up to 3/3 printing

\$0.0572 4/0 or 4/1 printing

\$0.0638 4/4 printing

Business License Print Fee Color Tiers:

\$0.1045 for 2/2 printing

\$0.1111 for up to 3/3 printing

\$0.116 4/0 or 4/1 printing

\$0.1221 4/4 printing

Other Pricing and Misc. Fees:

\$0.44 Excess Pages Handwork Surcharge

\$0.209 Flat Envelope

\$0.35 Address Update

\$0.01 Inserts - Insertion Fee (No Change)

\$5.50 Batch Fee (No change)

\$0.0209 Print Image Archiving - 24 Month Retention

\$50 Monthly Data Security Surcharge

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| Title | City of Camarillo Infosend, Inc Amendment |
| File name | 2._InfoSend__Inc_Amendment.pdf and 1 other |
| Document ID | 0bafac4a837f4345f4445a72b93ff187b996e4e4 |
| Audit trail date format | MM / DD / YYYY |
| Status | ● Signed |

Document History



SENT

10 / 22 / 2024
15:40:26 UTC

Sent for signature to Russ Rezai (russ.r@infosend.com) and Mahmood Rezai (mahmood.r@infosend.com) from bmejia@cityofcamarillo.org
IP: 47.176.217.204



VIEWED

10 / 25 / 2024
23:23:09 UTC

Viewed by Russ Rezai (russ.r@infosend.com)
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SIGNED

10 / 25 / 2024
23:45:58 UTC

Signed by Russ Rezai (russ.r@infosend.com)
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VIEWED

10 / 25 / 2024
23:50:02 UTC

Viewed by Mahmood Rezai (mahmood.r@infosend.com)
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SIGNED

10 / 25 / 2024
23:50:46 UTC

Signed by Mahmood Rezai (mahmood.r@infosend.com)
IP: 12.173.122.162



COMPLETED

10 / 25 / 2024
23:50:46 UTC

The document has been completed.



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