



FINANCIAL & ADMINISTRATIVE SERVICES

DATE: July 25, 2024

TO: Chris Wilson, Interim City Manager

FROM: Robin Spencer, Contracts Analyst

DEPARTMENT: Financial & Administrative Services
Procurement Services Division

SUBJECT: Requesting approval to award contract number 12212 for water bill and notices services for the Water Resources Department

Background:

The Procurement Services Division conducted a solicitation for water bill and notices services for the Water Resources Department through the Greensboro e-Procurement System (GePS) under event number 11508. Three responsive bids were received. All responsive bids were reviewed and scored by a committee of five that consisted of Water Resources, Finance, and M/WBE employees. Of the three bids received, none were from a registered M/WBE firm with the State of North Carolina. CSG Systems, LLC was determined to be the vendor best qualified to provide these services for the Water Resources Department. CSG Systems, LLC is not a registered M/WBE firm with the State of North Carolina.

Recommendation:

The Procurement Services Division concurs with the recommendation of the Water Resources Department to award contract 12212 to CSG Systems, LLC. It is estimated that the water bill and notices services contract is estimated to be \$575,000 annually. Due to the complex nature of this printing process, the Water Resources Department is seeking a three-year contract with two possible one-year renewals. The estimated total contract value for this three-year contract with two possible one-year renewals is \$2,875,000.

Outreach:

- Solicitation notifications were sent out in GePS to 578 potential bidders.
- A direct solicitation notification was sent to eight potential M/WBE bidders.
- CSG Systems, LLC is not a registered M/WBE vendor with the State of North Carolina.

Financial information:

- Contract Number: 12212
- Account Number: 501-70-7012002.5429
- Contract Effective Dates: November 1, 2024-October 31, 2027 with two possible one-year renewals
- FY25
- Annual Estimated Cost: \$575,000.00
- Total Estimated Three-Year Award: \$1,725,000.00
- Total Estimated Five-Year Award: \$2,875,000.00