



RESOLUTION NO. 6835

A RESOLUTION OF THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD, TO WAIVE COMPETITIVE BIDDING AND ESTABLISH A CONTRACT-SPECIFIC SPECIAL PROCUREMENT FOR UTILITY BILL PRINTING AND MAILING SERVICES.

WHEREAS, Albany Municipal Code 2.66.060 (11), Oregon Revised Statutes 279B.085, and OAR 137-047-0285 allow the City Council, acting as the Local Contract Review Board, to authorize the use of the contract-specific special procurement process for the selection of goods and services contractors for a special purpose; and

WHEREAS, such authorization must be based on written findings submitted by the department seeking the exemption that describe the selected special procurement method to be used and the circumstances that support the use of the special procurement as set forth below; and

WHEREAS, currently InfoSend, Inc. is providing Utility Bill Printing and Mailing Services to the City for usage with the Utility Billing System (Springbrook); and

WHEREAS, the service agreement with InfoSend, Inc. expired, and the City is in the process of implementation of the Munis Enterprise Resource Program and a replacement system for the Utility Billing System (Springbrook); and

WHEREAS, reestablishing a contract with InfoSend, Inc. to continue usage of InfoSend's printing and mailing services until the new Utility Billing System has been implemented in 2021 is critical to City operations and in the City's best interest; and

WHEREAS, awarding a contract to InfoSend is unlikely to encourage favoritism in the awarding of public contracts or to substantially diminish competition for public contracts; and

WHEREAS, the City intends to conduct a request for proposals for printing and mailing services when Munis software requirements and specifications are known; and

WHEREAS, the use of a contract-specific special procurement process to continue the usage of InfoSend services will substantially promote the public interest in a manner that could not practicably be realized by complying with other City and state procurement rules.

NOW, THEREFORE, BE IT RESOLVED BY THE ALBANY CITY COUNCIL, ACTING AS THE LOCAL CONTRACT REVIEW BOARD:

SECTION 1. Adopts the following findings:

1. The Utility Billing Department requires a Utility Bill Printing and Mailing Service to coordinate the data processing, printing, and delivery of Utility Bills to Utility customers;
2. The existing Utility Billing System (Springbrook) currently utilizes InfoSend for Utility Bill Printing and Mailing Services;
3. The previous contract with InfoSend, Inc. expired and a new contract must be established for continuity of services to the public;
4. The existing Springbrook Utility Billing System will be replaced by Munis Utility Billing;
5. Utility Bill Printing and Mailing Services must continue on the Springbrook System until Munis Utility Billing is implemented, which is anticipated in 2021;

6. Approval of this contract-specific special procurement will be unlikely to encourage favoritism or diminish competition in the awarding of public contracts because a competitive RFP process will be conducted in approximately 2021.
7. The use of a contract-specific procurement process will provide time and cost savings and promote the public interest in a manner that may not be achieved should another sourcing method be utilized to establish a contract to provide printing and mailing services at this time.

SECTION 2. Notwithstanding the provisions of Albany Municipal Code Section 2.66.060, the Public Works Utility Billing Department is authorized and directed to use the contract-specific procurement method, waiving competitive bidding and establishing a contract with InfoSend, Inc. for Utility Bill Printing and Mailing Services to ensure Utility Bill Printing and Mailing Services remain intact for the existing Utility Billing System (Springbrook) throughout the implementation of a new Utility Billing System (Munis).

SECTION 3. The Public Works Director is hereby directed to negotiate and award a contract for Utility Bill Printing and Mailing Services with InfoSend, Inc. after the City has given public notice for seven days of its intent to award a contract, per Oregon Administrative Rules (OAR) 137-047-0285.

DATED AND EFFECTIVE THIS 23RD DAY OF OCTOBER 2019.



Mayor

ATTEST:



Deputy City Clerk

