



**City Council Agenda Item**  
**March 1, 2016**

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**TO:** The Honorable Mayor and Members of the City Council  
**FROM:** James R. O'Connor, City Manager  
**DATE:** February 17, 2016

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**SUBJECT:** **Renewal of Contract 1449-C – Utility Bill Printing and Mailing Services**

**REQUESTED BY:** City Manager/Finance Director

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The following is requested as it relates to the above-referenced agenda item:

  X        Request Council review and approval based on the attached supporting documentation.

            No action required. (Information only)

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DEPARTMENTAL CORRESPONDENCE

To: James O'Connor, City Manager

Through: Phyllis Walton, Assistant Manager of Purchasing & Warehouse Operations

Through: Cynthia Lawson, Director of Finance

From: Carol S. Shoaf, Contract Administrator

Date: February 11, 2016

Subject: Renewal of Contract 1449-C, Utility Bill Printing and Mailing Services

**Background:**

In April of 2005, the Customer Service Division entered into a contract for the printing and mailing of Utility Statements with Sungard Business Systems. The contract was for three (3) years, and was renewable on a yearly basis with the written consent of both parties.

On November 1, 2008, Sungard Business Systems was purchased by Pinnacle Data Systems LLC, (PDS); PDS agreed to the same terms and conditions and signed a new contract that was effective until March 31, 2014. The contract was renewed on April 1, 2015 and will expire on March 31, 2016. The contract allows for a one (1) year renewal if both parties agree. PDS has provided document composition, printing, mailing, archiving, disaster recovery and electronic presentment services for 19 years. PDS prints 45 million pages per month and mails 14 million pieces of mail per month. PDS has the capacity to print over 1 billion images annually and mail over 300 million statements. PDS has a facility (100,000 sq ft.) in Norcross, GA and a second facility (75,000 sq. ft.) in Birmingham, AL. The City is serviced by the Birmingham, AL site however, in case of a disaster the Norcross, GA site would support the City.

PDS has provided first-class printing and mailing services to the City for the last six (6) years. Each month PDS prints, inserts, and mails approximately 35,400 Utility Statements, at a cost of about 61 cents per statement, including first class postage. The printing and mailing of Utility Statements is a critical service for the City and having a reliable business partner is of the utmost importance. They have provided excellent service for the entire contract period.

**RECOMMENDATION:**

- Place this item on the agenda for the March 1, 2016 meeting of the City Council.
- Recommend the City renew for an additional year with no cost increases to the City.
- The annual cost of this contract is approximately \$284,000.
- The funds for this contract come from 401.5100.531.342001- Postage and 401-5100-531-347001-Printing and Binding.

**SWOT ANALYSIS:**

**Strength:** PDS has provided reliable service for the last six (6) years.

**Weakness:** None

**Opportunity:** Maintain same service with no additional cost. Avoid cost associated with bidding and setting up new utility billing service would require testing of the new service and how it interfaces with our billing system.

**Threat:** Potentially compromise our ability to produce utility bills in a timely manner.

CONTRACT RENEWAL FORM  
CITY OF VERO BEACH

RE: Renewal of Contract 1449-C, Utility Billing Printing and Mailing Contract

The undersigned has carefully examined the original Contract Documents, Contract Renewal form and Introductory Letter, and is familiar with the nature and extent of the conditions that may in any manner affect the materials or services required.

The Contractor shall agree to furnish all supplies, materials, manpower, tools, solutions, chemicals, and services called for in the manner prescribed in the original Contract Documents and at the unit prices stated in the original contract, for each of the items or combination of items stipulated. It shall be understood that the City has provided the quantities shown in the bid schedule as estimates and that the quantities could increase or decrease. It is further understood that payment shall be in accordance with actual quantities delivered, as more specifically described in the Contract Documents.

I agree to continue deliveries or services as specified, in accordance with the Contract Documents, in the time and to the places identified, and complete deliveries or services not later than the number of days specified in the Contract Documents or by a City Authorized Representative, with zero cost increase for this renewal term.

Renewal Contract period begins April 1, 2016 through March 31, 2017.

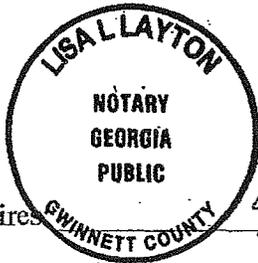
Pinnacle Data Systems.

PRINT: Mitch Anderson SIGNED: [Signature]

TITLE: Vice President Business Development

STATE OF FLORIDA  
COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this 11<sup>th</sup> day of FEB, 2016, by MITCH ANDERSON as \_\_\_\_\_, and \_\_\_\_\_ as \_\_\_\_\_, on behalf of the corporation. They are personally known to me or have produced DRIVERS LICENSE as identification and did (did not) take an oath.



NOTARY PUBLIC  
Sign: [Signature]  
Print: LISA L LAYTON  
State of Florida at Large (seal)  
Commission No.: W-00169511

GEORGIA

CONTRACT RENEWAL FORM  
CITY OF VERO BEACH

RE: Renewal of Contract 1449-C, Utility Billing, Printing and Mailing

ATTEST:

CITY OF VERO BEACH:

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_

Print: TAMMY K. VOCK

Print: Jay Kramer

Title: City Clerk

Title: Mayor

STATE OF FLORIDA

COUNTY OF INDIAN RIVER

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 2016, by Jay Kramer, Mayor of the City of Vero Beach, and attested by Tammy K. Vock, as City Clerk of the City of Vero Beach, Florida. They are both known to me and did not take an oath.

NOTARY PUBLIC

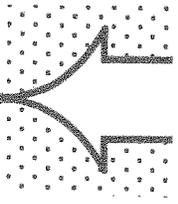
Sign: \_\_\_\_\_

Print: \_\_\_\_\_

State of Florida at Large (seal)

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

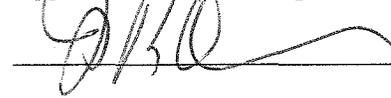


Approved as to technical requirements:

  
\_\_\_\_\_

Janet Roberts, Manager Customer Service

Approved as conforming to municipal policy:

  
\_\_\_\_\_

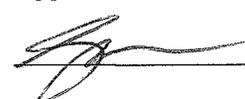
James R. O'Connor, City Manager

Approved as to form and legal sufficiency:

  
\_\_\_\_\_

Wayne Coment, City Attorney

Approved as to budget sufficiency:

  
\_\_\_\_\_

Cynthia D. Lawson, Director of Finance



## Detail by Entity Name

### Foreign Limited Liability Company

PINNACLE DATA SYSTEMS L.L.C.

### Filing Information

Document Number	M11000004446
FEI/EIN Number	63-1216795
Date Filed	09/02/2011
State	AL
Status	ACTIVE

### Principal Address

350 AUTOMATION WAY  
BIRMINGHAM, AL 35210

### Mailing Address

350 AUTOMATION WAY  
BIRMINGHAM, AL 35210

### Registered Agent Name & Address

REDDINGER, JIM  
ONE BEACH CLUB DRIVE #1601  
SANDESTIN, FL 32550

### Authorized Person(s) Detail

#### **Name & Address**

Title MGRM

REDDINGER, ROBERT  
4388 SHACKLEFORD RD  
NORCROSS, GA 30093

Title MGRM

HARPER, JOE, VP OPERATIONS  
350 AUTOMATION WAY  
BIRMINGHAM, AL 35210

Title MGRM

ANDERSON, MITCH, VP BUSINESS DEVELOPEMENT  
350 AUTOMATION WAY  
BIRMINGHAM, AL 35210

## Annual Reports

Report Year	Filed Date
2013	03/26/2013
2014	03/12/2014
2015	03/17/2015

## Document Images

<a href="#">03/17/2015 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/12/2014 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/26/2013 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/10/2012 -- ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">09/02/2011 -- Foreign Limited</a>	<a href="#">View image in PDF format</a>

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State of Florida, Department of State