

**ACTION SHEET
PUBLIC UTILITES COMMITTEE MEETING OF 6/4/14**

ISSUE NO. 20

Request for approval of Amendment No. 2 to the Professional Services Agreement with Infosend for printing and mailing services for Utility Billing Division for the amount of \$115,820.00 exclusive of NMGRT. (Nick Schiavo)

Public Utilities Committee – 6/4/14
Finance Committee – 6/16/14
City Council – 6/25/14

PUBLIC UTILITES COMMITTEE ACTION: Approved to forward to 6/16/14 Finance Committee.

SPECIAL CONDITIONS OR AMENDMENTS:

STAFF FOLLOW UP:

VOTE:	FOR	AGAINST	ABSTAIN
COUNCILOR RIVERA, CHAIR	X		
COUNCILOR MAESTAS	Absent		
COUNCILOR BUSHEE	X		
COUNCILOR DIMAS	Absent		
COUNCILOR IVES	X		

City of Santa Fe, New Mexico

memo

DATE: May 14, 2014

TO: Public Utilities Committee

FROM: Nick Schiavo, Interim Public Utilities Dept. Director *NS*

ITEM AND ISSUE:

Approval of Contract Amendment #2 with Infosend Inc in the amount of \$115,820 plus GRT for FY 14/15.

BACKGROUND AND SUMMARY:

In November of 2012, an award of BID and contract was approved by the City Council to hire Infosend Inc. to provide printing and mailing services of utility bills, reminder notices, final notices and statement archiving. In April of 2013 an Amendment #1 was approved to include scope for printing and mailing of Water Conservation information and Water Quality Reports for the Water Division.

This contract amendment #2 is to continue all the work within both of the previous scopes for the new FY 14/15. Budget will be available in Utility Billing Admin fund 52205.510310 in the approved FY 14/15 Budget.

ACTION REQUESTED:

Staff requests review and approval of:

- Approval of contract amendment #2 with Infosend Inc. in the amount of \$115,820 plus GRT.
- Forwarding and recommendation of approval to the Finance Committee and City Council.

**CITY OF SANTA FE
AMENDMENT No. 2 TO
PROFESSIONAL SERVICES AGREEMENT**

AMENDMENT No. 2 (the "Amendment") to the CITY OF SANTA FE PROFESSIONAL SERVICES AGREEMENT, dated December 12, 2012 (the "Agreement"), between the City of Santa Fe (the "City") and InfoSend Inc. (the "Contractor"). The date of this Amendment shall be the date when it is executed by the City and the Contractor, whichever occurs last.

RECITALS

A. Under the terms of the Agreement, Contractor has agreed to provide consultant services as outlined in the original Agreement for the City.

B. Pursuant to Article 18 of the Agreement, and for good and valuable consideration, the receipt and sufficiency of which are acknowledged by the parties, the City and the Contractor agree as follows:

1. COMPENSATION.

Article 3, paragraph A of the Agreement is amended to increase the amount of compensation by a total of one hundred fifteen thousand eight hundred twenty dollars (\$115,820), plus applicable gross receipts tax, so that Article 3, paragraph A reads in its entirety as follows:

A. The City shall pay to the Contractor in full payment for services rendered, a sum not to exceed two hundred thirty one thousand six hundred and forty dollars (\$231,640), plus applicable gross receipts taxes.

2. TERM.

Article 5 of the Agreement is amended to extend the term of the Agreement, so that Article 5 reads in its entirety as follows:

This Agreement shall terminate on June 30, 2015, unless terminated pursuant to Paragraph 6, infra.

3. AGREEMENT IN FULL FORCE.

Except as specifically provided in this Amendment, the Agreement remains and shall remain in full force and effect, in accordance with its terms.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 2 to the City of Santa Fe Professional Services Agreement as of the dates set forth below.

CITY OF SANTA FE:

CONTRACTOR:
INFOSEND, INC.

JAVIER M. GONZALES, MAYOR

NAME & TITLE

Date: _____

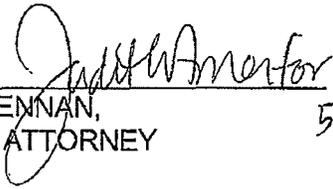
Date: _____

NM Taxation & Revenue
CRS # 02966947002
City of Santa Fe Business
Registration # 1200029289

ATTEST:

YOLANDA Y. VIGIL, CITY CLERK

APPROVED AS TO FORM:



KELLEY A. BRENNAN,
INTERIM CITY ATTORNEY

5/15/14

APPROVED:

MARCOS A. TAPIA, FINANCE DIRECTOR

52300 & 52343
Business Unit/Line Item



City of Santa Fe Summary of Contracts, Agreements, & Amendments

Section to be completed by department for each contract or contract amendment

1 **FOR:** ORIGINAL CONTRACT or CONTRACT AMENDMENT

2 Name of Contractor Infosend

3 Complete information requested Plus GRT
 Inclusive of GRT

Original Contract Amount: \$95,820.00

Termination Date: June 30, 2014

Approved by Council Date: December 12, 2012

or by City Manager Date: _____

Contract is for: bill printing

Amendment # 2 to the Original Contract# 12-1005

Increase/(Decrease) Amount \$ 115820

Extend Termination Date to: June 30, 2015

Approved by Council Date: Pending

or by City Manager Date: _____

Amendment is for: Increase scope, comp and term

4 **History of Contract & Amendments:** (option: attach spreadsheet if multiple amendments) Plus GRT
 Inclusive of GRT

Amount \$ 95,820.00 of original Contract# 12-1005 Termination Date: 06/30/2014

Reason: _____

Amount \$ 20,000.00 amendment # 1 Termination Date: NA

Reason: scope and comp

Amount \$ 115,820.00 amendment # 2 Termination Date: 06/30/2015

Reason: Increase scope comp and term

Amount \$ _____ amendment # _____ Termination Date: _____

Reason: _____

Total of Original Contract plus all amendments: \$ 231,640



City of Santa Fe Summary of Contracts, Agreements, & Amendments

5 Procurement Method of Original Contract: (complete one of the lines)

RFP# 13/07/P Date: July 4, 2013

RFQ _____ Date: _____

Sole Source _____ Date: _____

Other _____

6 Procurement History: _____
example: (First year of 4 year contract)

7 Funding Source: Water **BU/Line Item:** 52300 52343

8 Any out-of-the ordinary or unusual issues or concerns:
none
(Memo may be attached to explain detail.)

9 Staff Contact who completed this form: Maya Martinez
Phone # _____ -4271

10 Certificate of Insurance attached. (if original Contract)

Submit to City Attorney for review/signature

Forward to Finance Director for review/signature
Return to originating Department for Committee(s) review or forward to City Manager for review and approval (depending on dollar level).

To be recorded by City Clerk:

Contract # _____

Date of contract Executed (i.e., signed by all parties): _____

Note: If further information needs to be included, attach a separate memo.

Comments:

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