

RESOLUTION NO. _____ (CM)

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE AUTHORIZING AND DIRECTING THE PURCHASING OFFICER TO ISSUE REQUEST FOR PROPOSALS (RFP) FOR THE UTILITY BILL ONLINE, PRINT AND MAILING SERVICES, ESTIMATED COST OF \$400,000 FOR THE NEXT THREE YEARS BUDGETED IN THE WATER ENTERPRISE FUND AND ADOPTED IN THE BUDGET FOR FISCAL YEAR 2023-2024

WHEREAS, the City's current agreement for Utility Bill Online, Print, and Mailing Services has expired; and

WHEREAS, to provide the City's residents with the billing for water, wastewater and solid waste, a Request for Proposals (RFP) for the utility bill online, print, and mailing services for the City's Water Services Division is necessary: and

WHEREAS, in accordance with the City's Purchasing Policy, the City will seek bids from fully licensed and insured vendors to enter into a three-year (3) service agreement with the City, with the possibility of extending the agreement for a maximum of two (2) additional one-year periods.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WATSONVILLE, CALIFORNIA, AS FOLLOWS:

1. This action is exempt from the requirements of the California Environmental Quality Act (CEQA) in accordance with CEQA Guidelines Section 15378(b)(5), in that adopting a Resolution issuing Request for Proposals (RFP) for the Utility Bill Online, Print and Mailing Services does not meet CEQA's definition of a "project," because the action does not have the potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment and if a "project," is exempt under the "common sense" exception (14 Cal. Code Regs. § 15061(b)(3)) because it can be seen with certainty that there is no possibility that this

action may have a significant effect on the environment.

2. That the Purchasing Officer is hereby authorized and directed to issue Request for Proposals (RFP) for the Utility Bill Online, Print and Mailing Services.

3. That the deadline for submitting proposals is on Thursday, May 30, 2024, at 11:00 A.M.

4. The proposals should be delivered to the City of Watsonville, 250 Main Street, Watsonville, California, c/o Purchasing Officer. Bidders may mail proposals at their own risk to the City of Watsonville, c/o Purchasing Officer, 250 Main Street Watsonville, California, 95076.

5. That after the proposals are opened, they shall be analyzed, and a report submitted to the City Manager, who shall recommend awarding, or other action, to the City Council at its next regular meeting, or as soon thereafter as possible.
