

RESOLUTION NO. \_\_\_\_\_(CM)

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WATSONVILLE AWARDED SERVICES CONTRACT TO INFOSEND, INC., A CALIFORNIA CORPORATION, FOR PRINTING AND MAILING OF CITY UTILITY BILLS AND ONLINE BILL SERVICES, IN AN AMOUNT NOT-TO-EXCEED \$150,000 PER YEAR FOR THE NEXT THREE (3) YEARS, FROM NOVEMBER 1, 2024 TO OCTOBER 31, 2027; AND AUTHORIZING AND DIRECTING THE CITY MANAGER TO EXECUTE SAME**

**WHEREAS**, § 3-5.500 of the Municipal code provides that an RFP or RFQ process is found to be an effective and efficient way to procure professional services and procurement of professional services shall be based on proposals solicited from capable professionals and be evaluated based on a combination of factors including education, training, experience and demonstrated competence and professional qualifications necessary for the satisfactory performance of the services required; and

**WHEREAS**, § 3-5.540 of the Municipal Code provides that contracts for professional services estimated to cost more than One Hundred Thousand and no/100ths (\$100,000.00) Dollars must be awarded by the Council, and that the selection will be based on demonstrated competence and on the education, training and experience and professional qualifications necessary for the satisfactory performance of the services required; and

**WHEREAS**, a Request for Proposal (RFP) was issued on September 10, 2024, asking for qualified consultants to provide printing and mailing of city utility bills and online bill services; and

**WHEREAS**, the deadline for submittal of Request for Proposal was October 1, 2024; and

**WHEREAS**, a total of 2 companies submitted a proposal; these proposals were reviewed by City staff; and

**WHEREAS**, the City Manager has recommended that the proposal from InfoSend, Inc., a California corporation, in an amount not to exceed \$150,00 each year for the next three (3), be accepted as the best response.

**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 awarding contract to InfoSend, a California Corporation, for printing and mailing of city utility bills and online bill 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. The Council awards a contract to InfoSend, Inc., a California corporation, for printing and mailing City utility bills and online bill services, in an amount not to exceed \$150,00 each year for the next three years.

3. That the Contract for Consultant Services between the City of Watsonville and InfoSend, Inc., a California corporation, a copy of which is attached hereto and incorporated herein by this reference, is hereby approved.

4. The City Manager is hereby authorized and directed to execute said contract for and on behalf of the City of Watsonville with minor revisions that may be approved by the City Manager and the City Attorney.

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