



Staff Report Consent Item 4

TO: East Bay Community Energy Executive Committee Members

FROM: Annie Henderson, VP, Marketing and Account Services

SUBJECT: Approval of Admail-Express Inc. Agreement for Printing and Mailing Services

DATE: July 18, 2018

Recommendation

Approve the Agreement for Printing and Mailing Services with Admail-Express Inc. for a term of July 18, 2018 to December 31, 2019 in an amount not to exceed \$1,125,000.

Background and Discussion

Over the next approximately year and a half, EBCE is required to provide multiple different customer notifications that require the services of a printer and mailer. Notifications include:

| Project | Schedule |
|--|----------------------------|
| 50,000 customer mailers (Joint Rate Mailer Phase 1) | Sept 2018 |
| 500,000 customer enrollment notifications/month (Phase 2) | Sept 2018 through Dec 2018 |
| 4,000-8,000 customer enrollment notifications/month (NEM) | Jan 2019 through Dec 2019 |
| 550,000 customer mailers (Joint Rate Mailer Phase 1 and 2) | June 2019 |
| 550,000 customer notifications (Power Content Mailer) | Oct 2019 |

EBCE wishes to use a singular vendor for print and mail services in order to increase efficiency, improve reliability, and ensure high quality of service. In June 2018, a competitive solicitation was issued, posted to the EBCE website, circulated to the Board of Directors, and emailed to the vendors used by other Bay Area Community Choice Energy programs.

A total of five proposals were received. A team of four EBCE staff and consultants reviewed and scored the proposal. Based on the scoring and follow up materials, EBCE staff recommends the selection of Admail-Express Inc. as the printing and mailing services vendor for customer notifications.

Admail-Express Inc. is a union shop based in Hayward. They have extensive experience in customer notification for utilities, water districts, and government agencies.

The agreement will be managed by the issuance of Task Orders for each notification project. Each Task Order will be provided with a cost estimate prior to beginning the project. All Task Orders in total will not exceed \$1,125,000. EBCE retains the right to solicit competitive bids for any Task Order.

Fiscal Impact

The cost of these customer notifications was included in the budget presented to and approved by the Board on June 20, 2018.

Attachment

- Agreement for Printing and Mailing Services with Admail-Express Inc.