



City of Denton

City Hall
215 E. McKinney Street
Denton, Texas
www.cityofdenton.com

AGENDA INFORMATION SHEET

DEPARTMENT: Procurement
ACM: Christine Taylor
DATE: March 4, 2025

SUBJECT

Consider adoption of an ordinance of the City of Denton, a Texas home-rule municipal corporation, authorizing the City Manager to execute a contract extension between the City of Denton and Doxim Utilitec LLC, to continue utility and miscellaneous bill print and mail services for the City; providing for the expenditure of funds therefor; and providing an effective date (File 6975 – extending the contract with Doxim Utilitec LLC, for one (1) month, with the option for two (2) additional one (1) month extensions, in the total three (3) month term).

STRATEGIC ALIGNMENT

This action supports Key Focus Area: Foster Economic Opportunity and Affordability.

INFORMATION/BACKGROUND

To provide high-quality billing services while maintaining low cost, the City of Denton outsources the production and mailing of the City's utility bills. Since 2009, Ancor Information Management, LLC, dba Utilitec, which is now known as Doxim Utilitec LLC, has been the City's provider of these services. This partnership has improved self-service functionality for customers, increased staff efficiency, and, most importantly, consistently produced high volumes of accurate and timely utility bills.

On September 18, 2024 a new vendor was awarded the contract for bill print and mail services. To implement services with the new vendor, programming, and testing is needed to ensure complete and correct billing statements are sent to our residents. Extending the contract for Doxim will ensure that services are not interrupted while transitioning to the new vendor.

PRIOR ACTION/REVIEW (COUNCIL, BOARDS, COMMISSIONS)

On September 19, 2019, City Council approved a contract with Doxim Utilitec, LLC, in a not-to-exceed amount of \$1,951,725 (Ordinance 19-2045).

On August 6, 2024, Purchasing approved a six-month contract extension to March 10, 2025.

This item will be presented to the Public Utilities Board (PUB) on March 10, 2025, retroactively, due to the contract expiring prior to completion.

RECOMMENDATION

Award a contract extension with Doxim Utilitec LLC, to continue utility and miscellaneous bill print and mail service for the City, for a contract extension in a one (1) month, with the option for two (2) additional one (1) month extensions, in the total three (3) month term.

PRINCIPAL PLACE OF BUSINESS

Doxim Utilitec LLC
Lyon, MI

ESTIMATED SCHEDULE OF PROJECT

This Amendment modifies the Agreement term as set forth in Exhibit A Section 2 as extended to provide for an additional one (1) month term beginning on the final day of the current Agreement term. At the sole option of the City, this term may be extended for two (2) additional one (1) month terms.

FISCAL INFORMATION

These products and services will be funded through the using department's budget on an as-needed basis. The City will only pay for services rendered and is not obligated to pay the full contract amount unless needed.

EXHIBITS

Exhibit 1: Agenda Information Sheet
Exhibit 2: Original Ordinance, Contract, and Extension
Exhibit 3: Ordinance and Contract Extension

Respectfully submitted:
Lori Hewell, 940-349-7100
Purchasing Manager

For information concerning this acquisition, contact: Christa Foster, 940-349-7412.

Legal point of contact: Marcella Lunn at 940-349-8333.