



City of Kansas City, Missouri

Docket Memo

Ordinance/Resolution #: 250800

Submitted Department/Preparer: General Services

Revised 6/10/24

Docket memos are required on all ordinances initiated by a Department Director. More information can be found in [Administrative Regulation \(AR\) 4-1](#).

Executive Summary

Authorizing the Manager of Procurement Services to execute a \$1,705,000.00 Contract Amendment No. 5 with Doxim Utilitec, LLC, for continued services under the Water Bill Printing and Mailing Services project, to add a one (1) year contract extension for a total contract amount of \$4,360,251.23; authorizing one successive one-year renewal option without further City Council approval; and recognizing this ordinance as having an accelerated effective date.

Authorizing the Director Water Services Department to expend \$1,705,000.00 from Account Nos. 8010-801100-610110 (\$685,000.00) and 8010-801100-612400 (\$1,020,000.00), Consumer Services, to satisfy the cost of this amendment.

The MWBE goals on this Project Per CREO annual goals manual are MBE:0 WBE:6%

Discussion

This project involves the introduction of videos to enhance customer engagement, clarity, and transparency. The video bills aim to reduce the need for paper bills and mailing, thereby helping Water Services minimize its environmental impact and encourage more clients to opt for digital billing.

Fiscal Impact

1. Is this legislation included in the adopted budget? ☒ Yes ☐ No

2. What is the funding source?

Water Fund - 8010-801100-610110 and Water Fund - 8010-801100-612400

3. How does the legislation affect the current fiscal year?
This contract will be in effect the entire fiscal year.
4. Does the legislation have a fiscal impact in future fiscal years? Please notate the difference between one-time and recurring costs.
No
5. Does the legislation generate revenue, leverage outside funding, or deliver a return on investment?
Assists the water services department billing process.

Office of Management and Budget Review

(OMB Staff will complete this section.)

- | | | |
|---|---|--|
| 1. This legislation is supported by the general fund. | ☐ Yes | ☒ No |
| 2. This fund has a structural imbalance. | ☐ Yes | ☒ No |
| 3. Account string has been verified/confirmed. | ☒ Yes | ☐ No |

Additional Discussion (if needed)

Click or tap here to enter text.

Citywide Business Plan (CWBP) Impact

1. View the [Adopted 2025-2029 Citywide Business Plan](#)
2. Which CWBP goal is most impacted by this legislation?
Finance and Governance (Press tab after selecting.)
3. Which objectives are impacted by this legislation (select all that apply):
 - ☒ Ensure the resiliency of a responsive, representative, engaged, and transparent City government.
 - ☐ Engage in workforce planning including employee recruitment, development, retention, and engagement.
 - ☐ Foster a solutions-oriented, welcoming culture for employees and City Partners.
 - ☐
 - ☐
 - ☐

Prior Legislation

N/A

Service Level Impacts

This project will improve the performance and infrastructure of the City's operations related to snow removal and road access.

Other Impacts

1. What will be the potential health impacts to any affected groups?
NA
2. How have those groups been engaged and involved in the development of this ordinance?
NA
3. How does this legislation contribute to a sustainable Kansas City?
NA
4. Does this legislation create or preserve new housing units?
No (Press tab after selecting)

Click or tap here to enter text.

Click or tap here to enter text.

5. Department staff certifies the submission of any application Affirmative Action Plans or Certificates of Compliance, Contractor Utilization Plans (CUPs), and Letters of Intent to Subcontract (LOIs) to CREO prior to, or simultaneously with, the legislation entry request in Legistar.

No - CREO's review is not applicable (Press tab after selecting)

Please provide reasoning why not:

Per the goals manual section .01 purchase only contracts. These contracts are exempted from contract goals based on availability analysis, historical data and feasibility of subcontract opportunities.

6. Does this legislation seek to approve a contract resulting from an Invitation for Bid?

No(Press tab after selecting)

7. Does this legislation seek to approve a contract resulting from a Request for Proposal/Qualification (RFP/Q)?
No(Press tab after selecting)