



June 22, 2023

BCC Agenda Date/Item: \_\_\_\_\_

Board of County Commissioners  
 Acting as the governing body of Water Environment Services  
 Clackamas County

**Approval of Amendment #2 extending duration and increasing funding to a contract with Metro Presort, Inc. for bill printing and mailing services. Amendment value is \$385,000 for 2 years, increasing contract value to \$1,610,000 for 7 years. Funding is through Water Environment Services Sanitary Sewer and Surface Water Operating funds. No County General Funds are involved.**

<b>Previous Board Action/Review</b>	<ul style="list-style-type: none"> <li>• Original contract executed on November 9, 2016.</li> <li>• Amendment #1 to add additional time and funds approved by the Board June 10, 2021 to extend contract to June 30, 2023.</li> <li>• Presented at Issues – June 20, 2023.</li> </ul>		
<b>Performance Clackamas</b>	Build Public Trust through Good Government		
<b>Counsel Review</b>	Yes	<b>Procurement Review</b>	Yes
<b>Contact Person</b>	Erin Blue	<b>Contact Phone</b>	503-742-4585

**EXECUTIVE SUMMARY:** Clackamas Water Environment Services (WES) directly bills approximately 21,000 residential accounts and 1,000 commercial accounts every month for sewer and surface water services. WES currently contracts with Metro Presort for the associated bill printing and mailing services. The original five-year contract, entered into on November 9, 2016 through June 30, 2021, provided an option for two (2) additional two (2) year renewals. This amendment exercises the option for the second two-year renewal, extends the term of the current contract from June 30, 2023 to June 30, 2025, and adds additional compensation of \$385,000. The \$385,000 in additional compensation includes inflationary adjustments of approximately 4-5% to the pricing for printing, postage cost increases, and additional resources for printing and mailing past-due notices and bill inserts.

**RECOMMENDATION:** Staff recommends that the Board of County Commissioners of Clackamas County, acting as the governing body of Water Environment Services, approve the amendment between Water Environment Services and Metro Presort, Inc. for utility bill printing and mailing services.

Respectfully submitted,

Greg Geist  
 Director, WES

Attachment: Amendment #2

For Filing Use Only

**AMENDMENT #2  
TO THE CONTRACT DOCUMENTS WITH METRO PRESORT, INC. FOR UTILITY  
BILLING PRINTING AND MAILING SERVICES  
Contract #4085**

This Amendment #2 is entered into between **Metro Presort, Inc.** ("Contractor") and Water Environment Services ("District") and shall become part of the contract documents entered into between both parties on **November 9, 2016** ("Contract").

The Purpose of this Amendment #2 is to make the following changes to the Contract:

1. ARTICLE I. **Term** is hereby amended as follows:  
District and Contractor desire to exercise the final two-year renewal option. The Contract termination date is hereby changed from June 30, 2023 to **June 30, 2025**.
  
2. ARTICLE III. **Compensation** is hereby amended as follows:  
The District has authorized an increase in Service Fees in accordance with the Contract during the two-year renewal. Service Fee Increase Schedule and Pricing is further described in **Exhibit A**, attached and hereby incorporated by reference. The District is authorizing additional compensation for the renewal of two (2) years of service in an amount not to exceed **three hundred eighty-five thousand dollars (\$385,000.00)**. The maximum compensation authorized under this Contract shall not exceed one million six hundred and ten thousand dollars (\$1,610,000.00).

ORIGINAL CONTRACT	\$ <b>875,000.00</b>
AMENDMENT #1	\$ 350,000.00 + Time
<u>AMENDMENT #2</u>	<u>\$ 385,000.00 + Time</u>
<b>TOTAL AMENDED CONTRACT</b>	<b>\$ 1,610,000.00</b>

Except as expressly amended above, all other terms and conditions of the Contract shall remain in full force and effect. By signature below, the parties agree to this Amendment #2 effective upon the date of the last signature below.

**Metro Presort, Inc.**

**Water Environment Services**

Brad Barton      June 1, 2023  
Authorized Signature      Date

\_\_\_\_\_  
Chair

BRAD BARTON  
Printed Name

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
Date

**Approved as to form**

Amanda Kelly      6/2/23  
County Counsel      Date

**Exhibit A**  
**Fee Service Increase Schedule & Pricing**

w/9		w/ no 9	w/9	w/ no 9	w/9	w/ no 9
<b>Current charges</b>		<b>Current charges</b>	<b>July 1 2023 Proposed</b>	<b>July 1 2023 Proposed</b>	<b>July 1 2024 Proposed</b>	<b>July 1 2024 Proposed</b>
dp	\$ 0.010	\$ 0.010	\$ 0.010	\$ 0.010	\$ 0.010	\$ 0.010
ncoa	\$ 0.005	\$ 0.005	\$ 0.006	\$ 0.007	\$ 0.007	\$ 0.007
fold	\$ 0.015	\$ 0.015	\$ 0.015	\$ 0.015	\$ 0.015	\$ 0.015
insert	\$ 0.020	\$ 0.015	\$ 0.020	\$ 0.015	\$ 0.020	\$ 0.015
meter	\$ 0.010	\$ 0.010	\$ 0.012	\$ 0.012	\$ 0.013	\$ 0.013
sort	\$ 0.010	\$ 0.010	\$ 0.012	\$ 0.012	\$ 0.013	\$ 0.013
laser	\$ 0.050	\$ 0.050	\$ 0.052	\$ 0.052	\$ 0.052	\$ 0.052
envelope	\$ 0.028	\$ 0.028	\$ 0.028	\$ 0.028	\$ 0.029	\$ 0.029
envelope	\$ 0.023	\$ 0.023	\$ 0.023	\$ 0.023	\$ 0.024	\$ 0.024
	\$ 0.171	\$ 0.166	\$ 0.178	\$ 0.174	\$ 0.183	\$ 0.178
letterhead	\$ 0.041	\$ 0.041	\$ 0.043	\$ 0.043	\$ 0.038	\$ 0.038

\*letterhead redues to \$.038 in Sept 2023

<b>Proposed for past due</b>	
dp	\$ 0.030
ncoa	\$ 0.010
fold	\$ 0.015
insert	\$ 0.020
meter	\$ 0.013
sort	\$ 0.013
laser	\$ 0.061
#10 envelope	\$ 0.031
#9 envelope	\$ 0.031
	\$ 0.224
letterhead	\$ 0.041

<i>Inserts</i>	<b>Color 24#</b>	<b>B/W 24#</b>	<b>Color 24# Hi Gloss</b>	<b>B/W 24# Hi Gloss</b>
<b>1/3 page buckslip</b>	0.0827	0.0627	0.089	0.069
<b>8.5x11 single sided</b>	0.11	0.07	0.12	0.08
<b>8.5x11 double sided</b>	0.14	0.08	0.15	0.09