



Council Report

Report Number:	PUR2022-038
Meeting Date:	December 13, 2022
Title:	2022-118-OP Property Tax and Water and Wastewater Bill Production
Author and Title:	Ashley Wykes, Buyer

Recommendation(s):

That Report **PUR2022-038, 2022-118-OP Property Tax and Water and Wastewater Bill Production**, be received;

That Data Direct Group Inc. being the highest scoring proponent, be selected for the award of 2022-118-OP Property Tax and Water and Wastewater Bill Production;

That three (3) additional, one (1) year optional terms be awarded based on satisfactory performance, mutual agreement and successful completion of the original term;

That subject to receipt of the required documents, the Mayor and Clerk be authorized to execute the agreement; and

That the Procurement Division be authorized to issue a purchase order.

Department Head: _____

Financial/Legal/HR/Other: _____

Chief Administrative Officer: _____

Background:

The Revenue and Taxation Division issues Property Tax and Water and Wastewater bills to home and land owners within the City. In order to meet legislated deadlines an experienced company is required to work closely with the department to print and deliver tax and water/wastewater bills in a timely and appropriate manner.

Request for Proposal 2022-118-OP Property Tax and Water and Wastewater Bill Production was advertised and released in accordance with the Purchasing Policy. The proposal was opened by Launa Macey, Supervisor of Procurement. Three submissions were received as outlined in the chart below:

Company Name
Formost mediaOne
Gilmore Doculink
Data Direct Group Inc.

Each proposal was reviewed and evaluated based on the criteria set out in the proposal document with no issues identified.

Data Direct Group Inc. was found to be the highest scoring proponent. References were checked and found to be favorable.

Rationale:

As the City requires an experienced company to print and deliver property tax and water and waste water bills, staff are recommending the award of 2022-118-OP Property Tax and Water and Wastewater Bill Production to Data Direct Group Inc. The City shall have the option to renew the contract for three (3) additional one (1) year terms. Each optional renewal will be based on satisfactory performance and mutual agreement. After the initial term, an annual increase will be applied to the unit pricing, 60 days prior to the contract term, and will be based on the annual percentage change of the Consumer Price Index (CPI) – All Items – Ontario to a maximum of 3%.

Other Alternatives Considered:

No other alternative is being considered as a competitive process was conducted and the highest scoring proponent is being recommended.

Alignment to Strategic Priorities:

This report aligns with the City's strategic priority of Good Government. Property Tax and Water and Wastewater billing collection plays an integral role in the City's budgets, as the fees collected go directly back into the City's capital and operating budget plans.

Financial/Operation Impacts:

Funding for the production of property tax and water and wastewater bills are approved in the Revenue and Taxation Department's annual operating budget. The proposed 2023 Bill Production operating budget is \$40,000 which was based on prior year budgets and expenditures but does not account for inflationary costs currently being experienced in the supply chain. With the award of this project, the 2023 budget will be exceeded, however the department will right-size the budget for 2024 and future years.

Consultations:

Manager, Revenue and Taxation

Supervisor, Procurement

Department Head email: rtaylor@kawarthalakes.ca

Department Head: Ron Taylor, [Acting Corporate Services Director](#)

Department File: 2022-118-OP