



City of Tacoma

PUB Resolution No.: _____
City Council Resolution No.: _____

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Andy Cherullo, Finance Director, Finance
Michael San Soucie, Treasury Manager, Finance/Treasury
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Tad Carlson, Finance/Purchasing
SUBJECT: Increase and Expand Scope of Retail Lockbox Services
Specification No: FI21-0595F Contract CW2246632 – City Council – February
21, 2023
DATE: 1/26/2023

RECOMMENDATION SUMMARY:

The Finance Department requests approval to increase Contract CW2246632 with Retail Lockbox Inc., Seattle WA, by \$150,000, plus applicable taxes, budgeted from various funds, for retail and wholesale lockbox services. This increase will bring the contract to a cumulative total of \$600,000, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

Retail Lockbox Inc. has been providing retail and wholesale lockbox services for the City of Tacoma for over 20 years. The volume of billings for Emergency Medical Services (EMS) from the Fire Department is increasing to the point where processing the payments in house is no longer efficient or sustainable. In response, we are adding Fire to our already existing services being completed for other billings from other departments within the City. We are also adding additional services for the Tax & License Department which will reduce our paper storage and move retainage of certain documents to an electronic format.

ISSUE: Tacoma Fire has introduced a more robust and expanded EMS program which has increased their billings and collections substantially. Due to this increase, their ability to process payments efficiently and effectively has been impacted. Retail Lockbox Inc. already provides these payment processing services for many other city departments.

ALTERNATIVES: Alternatives to this amendment would be to issue a new solicitation to address the Fire Department's needs; or the Fire Department could request to hire additional administrative staff and purchase the equipment fire would need to process these new payments in house. These alternatives are not cost-efficient .

COMPETITIVE SOLICITATION:

CONTRACT HISTORY: This contract was originally awarded to Retail Lockbox Inc. as a result of Request for Proposals (RFP) Specification No. FI21-0595F in September 2021.



SUSTAINABILITY: Five percent of the total award was reserved for consideration of sustainability.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			\$150,000
TOTAL			Up to \$150,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various			\$150,000
TOTAL			Up to \$150,000

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 150,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. Not applicable