



TO: Board of Contracts and Awards
FROM: Andrew Cherullo, Director, Finance Department
Michael San Soucie, Treasury Manager
COPY: City Clerk, SBE Coordinator, LEAP Coordinator, and Alex Clark,
Finance/Purchasing
SUBJECT: Increase and Extend the Citywide Contract for Retail Lockbox Services
Request for Proposal Specification No. FI14-0028F, Contract No. 4600010458
– Requested Public Utility Board October 23, 2019 / City Council Date
November 5, 2019
DATE: October 1, 2019

RECOMMENDATION SUMMARY:

The Finance Department, Treasury Division, requests approval to increase and extend the Citywide Contract 4600010458 with Retail Lockbox Inc., Seattle WA, by \$75,000, plus applicable taxes, for retail lockbox services. The increase will account for the additional scope added in previous amendments and the anticipated amendment for a two-year extension. This increase will bring the contract to a cumulative total of \$975,000, plus applicable taxes.

STRATEGIC POLICY PRIORITY:

Through the safekeeping and timely deposit of City monetary assets, the contract promotes the following strategic policy of encouraging and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

The City of Tacoma contracted with Retail Lockbox Inc. through a Request for Proposals, which searched for the most qualified firm that could perform retail lockbox services. During the first term of the contract and one two-year extension, Retail Lockbox Inc. has performed these services well and we have amended the contract to add additional scope for increased departmental needs.

ISSUE: To provide a more efficient option for depositing City funds than having employees processing all of our payments on their own, we wish to extend the term of our current contract for retail lockbox services. However, with the previously added scope and use of our first two-year extension, we have reached our original dollar threshold for the original contract. We need to increase the contract to account for this.

ALTERNATIVES: The alternative to increasing and extending the contract is to solicit for services again. We do not recommend this option in order to avoid the cost of an interruption in service and the time, effort, and cost a new solicitation requires. In addition, Retail Lockbox Inc has provided great service during the term of the current contract. Continuing with the current contract as originally written is the preferred option.



COMPETITIVE SOLICITATION:

Request for Proposals Specification No. F114-0028F was opened October 14, 2014. Three companies were invited to submit proposals in addition to normal advertising of the project. Two submittals were received.

Contract History: This contract was awarded as a result of Request for Proposals Specification No F114-0028F to Retail Lockbox Inc. in November 2014. Resolution No. 39163 noted approval of the original contract award in the amount of \$900,000 for a three-year term through November 30, 2017, with two two-year renewals.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Various Department Funds			Up To: \$75,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Assessments	Various	Various	\$75,000
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 75,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes