



RESOLUTION NO. 38801

1 A RESOLUTION related to the purchase of materials, supplies or equipment,
2 and the furnishing of services; authorizing the increase of the contract
3 with Retail Lockbox, Inc., by the amount of \$75,000, sales tax not
4 applicable, for a maximum cumulative contract total of \$1,190,873.01,
5 budgeted from the Treasury Operations Fund, for continuation of lockbox
6 receipting services while the City completes its contract selection, award,
7 and conversion to a new service provider.

8 WHEREAS the City has complied with all applicable laws and processes
9 governing the acquisition of those supplies, and/or the procurement of those
10 services, inclusive of public works, as is shown by the attached Exhibit "A,"
11 incorporated herein as though fully set forth, and

12 WHEREAS the Board of Contracts and Awards has concurred with the
13 recommendation for award as set forth in Exhibit "A"; Now, Therefore,

14 BE IT RESOLVED BY THE COUNCIL OF THE CITY OF TACOMA:

15 Section 1. That the Council of the City of Tacoma concurs with the Board
16 of Contracts and Awards to adopt the recommendation for award as set forth in
17 the attached Exhibit "A."

18 Section 2. That the proper officers of the City are hereby authorized to
19 increase the contract with Retail Lockbox, Inc., by the amount of \$75,000, sales
20 tax not applicable, for a maximum cumulative contract total of \$1,190,873.01,
21 budgeted from the Treasury Operations Fund, for continuation of lockbox
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1 receiving services while the City completes its contract selection, award, and
2 conversion to a new service provider, consistent with Exhibit "A."
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4 Adopted _____

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Mayor

7 Attest:
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9 _____
City Clerk

10 Approved as to form:
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13 City Attorney

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City of Tacoma
Finance Department

DATE: December 2, 2013
TO: Board of Contracts and Awards
SUBJECT: Lockbox Receipting Services for the City of Tacoma
 Budgeted from Treasury Operations (Fund number 5700-TRSOP)
 Request for Proposals FI06-0808F

RECOMMENDATION: The Finance Department, Treasury Division, requests approval to extend and increase the contract to **Retail Lockbox, Inc., Seattle, WA**, by \$75,000.00, sales tax not applicable, for lockbox receipting services for the City of Tacoma. This increase will bring the contract to a cumulative total of \$1,190,873.01, sales tax not applicable.

EXPLANATION: An extension to this contract is necessary to maintain lockbox receipting services from Retail Lockbox, Inc., while the City completes the contract selection, award, and conversion to a new service provider. Lockbox services provide for deposit of moneys and receipting of payments via U.S. mail for items such as tax and license payments, animal licensing payments, Click! Network payments and City utility payments.

COMPETITIVE BIDDING: This contract was originally awarded to Retail Lockbox, Inc., as a result of Request for Proposals Specification No. FI06-0808F in November, 2006. The contractor has agreed to extend the contract at the same terms and conditions as the original contract.

CONTRACT HISTORY: Resolution 37034 approved the contract award to Retail Lockbox, Inc., in November 2006 to provide lockbox services for an initial three-year period with the option to extend for two additional two-year periods. This request will extend the contract term to June 30, 2014, and bring the contract to a cumulative total of \$1,190,873.01, sales tax not applicable.

FUNDING: Funds for this contract are available in the Treasury Operations (Fund number 5700-TRSOP).

PROJECT ENGINEER/COORDINATOR: Teresa Sedmak, 253-591-5841.

Andrew Cherullo
Finance Director

cc: Teresa Sedmak, City Treasurer
 Richelle Krienke, Finance/Purchasing
 SBE Coordinator
 LEAP Coordinator