

March 19, 2018

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a one-year extension and amendment of the General Services Agreement with Retail Lockbox, Inc., approved by the City Council on March 17, 2014, for an additional amount not to exceed \$68,000 plus all applicable taxes, for the contract total not to exceed \$266,000 plus all applicable taxes to cover the cost of the remaining term of the contract and any additional processing costs and to renew the contract for 1 additional term of 1 year upon the same terms and conditions.

### **FISCAL IMPACT**

This amendment to the contract obligates the City to pay up to an additional \$68,000 plus all applicable taxes for the processing of business tax returns and payments remitted by mail. This amount is budgeted in the 2017-2018 Adopted Budget and will be requested in the future biennial budget.

### **STAFF CONTACTS**

Toni Call, Finance Director, 452-7863  
Jamie Robinson, Asst. Finance Director, 452-6843  
*Finance Department*

### **POLICY CONSIDERATION**

Bellevue City Code:

- Chapter 4.28 provides for the fair and equitable treatment of persons in the purchasing process. Because of the amount of the contract extension, Council approval is required.
- Chapter 4.28.040 (2): Council approval is required for contracts greater than \$90,000.

### **BACKGROUND**

The Tax Division has historically outsourced lockbox processing of business tax returns and payments. This service is currently provided by Retail Lockbox, Inc. Taxpayers remit payment via mail to a post office box. These payments are collected, processed, and a payment file is transmitted electronically to the Tax Division. Tax payments are deposited into the bank by the lockbox provider.

This two-year contract began on April 1, 2014 and was extended for an additional two-years, beginning April 1, 2016. This one-year extension will extend the contract to March 31, 2019.

### **EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

### **OPTIONS**

1. Adopt the Resolution authorizing execution of a one-year extension and amendment of the General Services Agreement with Retail Lockbox, Inc., approved by the City Council on March 17, 2014, for an additional amount not to exceed \$68,000 plus all applicable taxes, for the contract total not to exceed \$266,000 plus all applicable taxes to cover the cost of the remaining term of the contract and

any additional processing costs and to renew the contract for 1 additional term of 1 year upon the same terms and conditions.

2. Do not adopt the Resolution and provide alternate direction to staff.

### **RECOMMENDATION**

Option 1

### **MOTION**

Move to adopt Resolution No. 9388 authorizing execution of a one-year extension and amendment of the General Services Agreement with Retail Lockbox, Inc., approved by the City Council on March 17, 2014, for an additional amount not to exceed \$68,000 plus all applicable taxes, for the contract total not to exceed \$266,000 plus all applicable taxes to cover the cost of the remaining term of the contract and any additional processing costs and to renew the contract for 1 additional term of 1 year upon the same terms and conditions.

### **ATTACHMENTS**

Proposed Resolution No. 9388

### **AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

- A. General Service Agreement
- B. Previous Amendments to the General Services Agreement