



RESOLUTION NO. U-11295

1 A RESOLUTION related to the purchase of materials, supplies, equipment and
2 the furnishing of services; authorizing the City officials to enter into
3 contracts and, where specified, waive competitive bidding requirements,
4 authorize sale of surplus property, or increase or extend existing
5 agreements.

6 WHEREAS the City of Tacoma, Department of Public Utilities, requested
7 bids/proposals for the purchase of certain materials, supplies, equipment and/or
8 the furnishing of certain services, or proposes to purchase off an agreement
9 previously competitively bid and entered into by another governmental entity, or
10 for the sales of surplus, or desires to increase and/or extend an existing
11 agreement, all as explained by the attached Exhibit "A," which by this reference
12 is incorporated herein, and

13 WHEREAS in response thereto, bids/proposals (or prices from another
14 governmental agreement) were received, all as evidenced by Exhibit "A," and

15 WHEREAS the Board of Contracts and Awards and/or the requesting
16 division have heretofore made their recommendations, which may include
17 waiver of the formal competitive bid process because it was not practicable to
18 follow said process, or because the purchase is from a single source, or there is
19 an emergency that requires such waiver, and/or waiver of minor deviations, and
20 in the case of sale of surplus, a declaration of surplus has been made certifying
21 that said items are no longer essential for continued effective utility service, as
22 explained in Exhibit "A," and
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WHEREAS the Director requests authorization, pursuant to

TMC 1.06.269 A, to amend contract amounts up to \$500,000 and to approve term extensions and renewals for all items contained in Exhibit "A;" Now, therefore,

BE IT RESOLVED BY THE PUBLIC UTILITY BOARD OF THE CITY OF TACOMA:

That the Public Utility Board of the City of Tacoma hereby concurs and approves the recommendations of the Board of Contracts and Awards and/or the requesting division, and approves, as appropriate: (1) the purchase and/or furnishing of those materials, supplies, equipment or services recommended for acceptance; (2) the sale of surplus materials, supplies or equipment recommended for acceptance; (3) the Interlocal agreement that authorizes purchase off another governmental entity's contract; (4) the increase and/or extension of an existing agreement, and said matters may include waiver of the formal competitive bid process and/or waiver of minor deviations, all as set forth on Exhibit "A," and authorizes the execution, delivery and implementation of appropriate notices, contracts and documents by the proper officers of the City for said transactions, and (5) the administrative authority of the Director, per TMC 1.06.269 A., to amend contract amounts up to \$500,000 and to approve term extensions and contract renewals for all items in Exhibit "A."

Approved as to form:

/s/
Chief Deputy City Attorney

Clerk

Chair

Secretary

Adopted



TO: Elizabeth Pauli, City Manager
Tadd Wille, Deputy City Manager
Board of Contracts and Awards

FROM: Andy Cherullo, Director, Finance Department
Patsy Best, Procurement and Payables Division Manager, Finance Department

COPY: Public Utility Board, Director of Utilities, Board Clerk, City Council, City Clerk, EIC
Coordinator, LEAP Coordinator, Tad Carlson, Finance Department.

SUBJECT: Increase to Citywide Contract for Kiosk Payment Platform
RFP Specification No. CS17-0145F, Contract No. CW2221649 – December 15,
2021

DATE: November 23, 2021

Pursuant to the City of Tacoma March 12, 2020, state of emergency proclamation in response to COVID-19, made in accordance with Tacoma Municipal Code Chapter 1.10., contract awards for purchases must be approved by the City Manager or delegee.

RECOMMENDATION SUMMARY:

The Finance Department requests approval to expand and increase CW2221649 to Citybase Inc., Chicago, Illinois to allow more options for Tax & License customers to remit payments. Specifically, this request is to include a one-time \$96,105 payment for new hardware and software implementation and to increase annual maintenance by \$39,475 to \$102,101, plus any applicable taxes, for Kiosk Payment Platform. This increase, through 2024, will bring the contract to a cumulative total of \$890,802, plus any applicable taxes. Per TMC 1.06.269 approval of this contract will also approve ongoing maintenance payments until such time as City terminates the renewals.

STRATEGIC POLICY PRIORITY:

- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

BACKGROUND:

Providing convenient, user-friendly payment options is a service goal for the Finance Department Tax & License Division (Tax & License) and meets our mission to provide a fair, equitable, and safe working environment for businesses. The addition of Tax & License to the existing customer service contract will allow business owners to pay tax & license liabilities via remote pay station kiosks. As the City navigates through the pandemic and adheres to requirements and guidance from the State of Washington Department of Health and the Center for Disease Control's (CDC) on preventing the spread of COVID, Tax & License is adding additional options for customers to remit payment. Current options include appointments, drop-ins at the Customer Support Center in the Tacoma Municipal Building (TMB) during open hours, phone calls, and on-line calls via tools such as Teams or Zoom. Adding the kiosk will give our business owners who prefer to pay with cash or check another option to pay 24 hours a day, seven days per week.



ISSUE: Currently, Taxpayers who pay with a credit card have the option to pay over the phone or via our online service 24/7. The options available for business and individuals that prefer to pay their tax and license liabilities with cash or check are to come to the public counter at Tacoma Municipal Building (TMB) during business hours or to mail payment. This could result in taxpayers receiving late fees if they are not able to pay timely. By offering our cash and check-paying customers access to Kiosks, they will get the same flexibility and accessibility to pay their tax and license liabilities and we are providing fair and equitable resources to meet their needs.

ALTERNATIVES: The alternative is to not add a new kiosk to TMB and not add tax and license payment options to existing kiosks. The kiosks add an additional payment option for business owners as well as additional days (weekends) and hours (nights) of the week they can make their payments.

COMPETITIVE SOLICITATION: RFP Specification CS17-0145F was issued in May of 2017. Twenty-nine vendors were invited to bid in addition to normal advertising. Three responses were received and Citybase, Inc. was scored the highest.

CONTRACT HISTORY: This contract was originally awarded to Citybase Inc. for three years and included purchase, installation, and implementation of fourteen new remote utility bill pay station kiosks, and included automatic renewals for ongoing software support and hardware maintenance. The contract was approved by U-10977.

SUSTAINABILITY: Include an explanation of how sustainability factors were considered, per the [Sustainability-Related Resolutions, Proclamations, and Ordinances](#). Sustainability was included in the RFP in line with the requirements at the time.

EIC/LEAP COMPLIANCE: SBE comprised five percent of the scoring on the RFP.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund, Finance	106500	5412170	\$135,580
4700 Power	578100	5412170	\$125,312
TOTAL			\$260,892



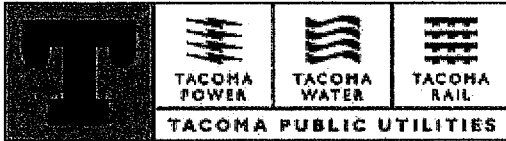
REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$ 96,105

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A



RESOLUTION NO.: U-11295
ITEM NO.: 2
MEETING DATE: DECEMBER 15, 2021

TO: Board of Contracts and Awards
FROM: Chris Mattson, Power Section Manager, Tacoma Power/Generation
Eric Shoblom, Cowlitz Facilities Manager, Tacoma Power/Generation
COPY: Public Utility Board, Director of Utilities, Board Clerk, EIC Coordinator, LEAP
Coordinator, and Dawn DeJarlais, Finance/Purchasing
SUBJECT: Supply 50,000 Pounds of Hatchery Trout to the Cowlitz Project as a Request for
Proposal
Specification No. PG21-0031F, Contract No. CW2243866 – December 15, 2021
DATE: December 1, 2021

RECOMMENDATION SUMMARY:

The Tacoma Power recommends a contract be awarded to the Washington State Department of Fish and Wildlife, Olympia, WA, in the amount of \$176,490, plus any applicable taxes, for an initial contract term from March 1, 2022 to December 31, 2022 with the option to renew for four additional one-year terms, for a projected contract amount of \$974,450, for the supply of 50,000 pounds of hatchery trout to the Cowlitz Hydroelectric Project.

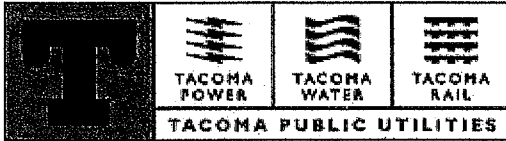
BACKGROUND:

The purpose of the contract is to provide Tacoma Power with the services necessary to continue to release 50,000 pounds of hatchery trout to designated lakes and streams in or around the Cowlitz River drainage as a requirement of the Federal Energy Regulatory Commission (FERC) license for the Cowlitz Hydroelectric Project (the "Project"). A 35-year FERC license for the Project was issued to Tacoma Power effective July 18, 2003. Article 6 of the FERC license, the Fisheries and Hatchery Management Plan, requires that Tacoma Power annually produce or fund the production of 50,000 pounds of hatchery trout to enhance recreational angling opportunities.

ISSUE: In order to operate the Cowlitz Hydroelectric dams, Article 6 in the Cowlitz Project FERC license agreement requires Tacoma Power to provide 50,000 pounds of hatchery trout. Tacoma Power is responsible to provide the trout annually throughout the 35-year license agreement. There are only a few organizations that provide this service.

ALTERNATIVES: By completing the competitive solicitation process, the best vendor is obtained to provide the required service. This process looks at many criteria, but vendor experience, quality of the service, and cost were the primary factors in this selection. The alternative to not purchase was not considered as this service to the community is a FERC requirement. The alternative to satisfy this requirement through Tacoma-owned fish facilities was evaluated and determined to be cost prohibitive as it would require significant infrastructure additions and long-term operational costs.

COMPETITIVE SOLICITATION: This Request for Proposal Specification No. PG21-0031F was opened on Tuesday, March 30, 2021. Four companies were invited to bid in addition to normal advertising of the project. Two submittals were received.



<u>Respondents</u>	<u>Location</u> <i>(city and state)</i>	<u>Submittal Amount</u>	<u>Score</u>
Washington State Department of Fish and Wildlife	Olympia, WA	\$974,450	91
Troutlodge	Sumner, WA	\$1,022,008.64	83

The Washington State Department of Fish and Wildlife submitted a proposal that resulted in the highest score after consideration of EIC participation goals.

Pre-bid Estimate: \$750,000

The recommended award is 23 percent above the pre-bid estimate.

CONTRACT HISTORY: New contract.

SUSTAINABILITY: The Washington State Department of Fish and Wildlife included in their proposal that they are committed to preserving, protecting, and perpetuating fish, wildlife, and ecosystems while providing sustainable fish and wildlife recreational and commercial opportunities. They work cohesively with other departments such as the Department of Ecology in addition to regional, state habitat and wildlife programs to ensure the sustainability of the environment.

EIC/LEAP COMPLIANCE: The scoring criteria included five points for EIC considerations.

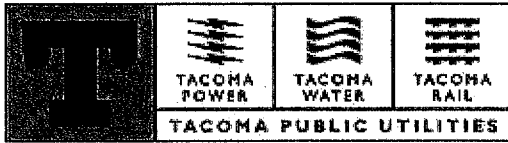
FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Power O & M, Nisqually Trout Farm	10000084306	565700	\$974,450
TOTAL			\$974,450

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4700 – Power O & M, Nisqually Trout Farm	10000084306	565700	\$974,450
TOTAL			\$974,450



FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$176,490

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A