



Office of the City Manager

CONSENT CALENDAR
July 28, 2026

To: Honorable Mayor and Members of the City Council
 From: Paul Buddenhagen, City Manager
 Submitted by: Henry Oyekanmi, Director, Finance
 Subject: Contract No. 32600030 Amendment: DataProse for Bill Printing and Mailing

RECOMMENDATION

Adopt a Resolution authorizing the City Manager to amend Contract No: 32600030 with DataProse, to provide printing and mailing services, increasing the amount by \$150,000 for an amended total amount not to exceed \$200,000 and extending the term for 18 months, until December 31, 2028.

FISCAL IMPACTS OF RECOMMENDATION

The total contract amount is not to exceed \$200,000. Resources for this contract come from the General Fund, Rental Housing Safety Program (RHSP), Marina Fund and Zero Waste Fund. Funding will be included in the budget for each fiscal year that the contract is in effect.

CURRENT SITUATION AND ITS EFFECTS

The City sends out over 150,000 bills and notices a year for Zero Waste, Rental Housing Safety Program, Marina Berth Fees, Environmental Health Permits, Business License Renewals, and Residential Parking Permit renewals. DataProse prints and mails out every bill and notice to the City's specifications and offers discounted bulk rates for postage.

DataProse has been a reliable and cost-effective vendor for the City. However, Finance will be going out to bid to ensure best value after the implementation of AMCS, the Zero Waste billing system. This will be the last extension of this contract.

Effective January 1, 2026, local agencies are required to satisfy noticing requirements for certain contracts for services that meet the criteria outlined in Government Code Section 3204.1 as amended by AB 339. This project does not meet the criteria in Government Code Section 3504.1 and is exempt from the noticing requirement.

BACKGROUND

Since 1998 the City has used a printing and mailing service for the Zero Waste bills, Rental Housing Safety Program notices, Marina Berth Fees, Environmental Health

Permits, Business License Renewals, and Residential Parking Permit renewals. This has saved the City time, labor, and postage costs- and ensures timely sending of bills notices. DataProse was selected to provide printing and mailing services after conducting a competitive solicitation.

ENVIRONMENTAL SUSTAINABILITY AND CLIMATE IMPACTS

Our goal is to continue the trend of decreasing paper bills and move towards becoming paperless with online payment systems.

RATIONALE FOR RECOMMENDATION

To continue to provide citizens with bills, notices, and renewals via mail.

CONTACT PERSON

Henry Oyekanmi, Director, Finance, 510-981-7301

Emily Teruya, Manager Revenue Collections, Finance, 510-981-7261

ATTACHMENTS:

1: Resolution Contract Amendment #32600030 DataProse

RESOLUTION NO. ##,###-N.S.

CONTRACT NO. 32600030 AMENDMENT AND EXTENSION: DATAPROSE FOR
BILLING PRINTING AND MAILING SERVICES

WHEREAS, Several City departments require ongoing printing and mailing services for bills, notices, and renewals, and have departmental budgets for those; and

WHEREAS, DataProse has been a reliable and cost-effective vendor for bill printing services and provides discounted postage rates; and

WHEREAS, the City will conduct an RFP before the end of this contract term.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that the City Manager is authorized to amend Contract No: 32600030 with DataProse, to provide bill printing and mailing services to the City, increasing the amount by \$150,000 for an amended total amount not to exceed \$200,000 and extending the term until December 31, 2028.

