

RESOLUTION NO. 3083

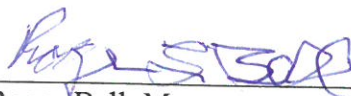
A RESOLUTION AUTHORIZING THE CITY ADMINISTRATOR TO SIGN THE COMBINED QUOTE AND PROFESSIONAL SERVICE AGREEMENTS WITH SPRINGBROOK EXPRESS, XPRESS BILL PAY AND DATABAR BILLING STATEMENTS, TO ACQUIRE A FINANCIAL SOFTWARE LICENSE, ONLINE BILL PAYMENT AND PROFESSIONAL SERVICES

WHEREAS, the City of Selah desires to begin implementation and conversion of the new cloud-based financial software to assist with the deficiencies in the present software and serve the ongoing needs of the City; and

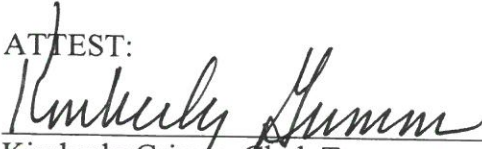
WHEREAS, the annual software fee is contemplated to be \$17,625 with a professional service agreement for Springbrooks Express and their forensic accounting services,

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON, that the City Administrator be authorized to sign such service agreements and to begin implementation expeditiously.

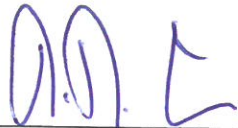
PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SELAH, WASHINGTON this 9th day of January, 2024.



Roger Bell, Mayor

ATTEST:


Kimberly Grimm, Clerk Treasurer



Rob Case, City Attorney

RESOLUTION NO. 3083



Proposal for City of Selah

1/4/2024

Overview - Preparation and Mailing of Billing Statements

Databar will process the data and prepare monthly statements, which will be sent out to City of Selah's customers. The Statements and Late Notices will be pre-printed in up to 3-colors and variable imprinted in black on the face and 1-color on the back. The Statements and Late Notices will be processed and mailed monthly within 48 hours of receipt and approval of data. Normal turnaround time is 24 hours.

Bill Preparation Costs

Our processes, which include managing the data, printing, folding and stuffing statements into outgoing envelopes, will be billed out at the following rates:

- First statement page will be printed and mailed at a rate of .426¢ per piece mailed at a quantity of 2300 every month plus first class postage.
- Additional pages, if required, will be at .369¢ each plus any extra postage if required;
- Late notices will be printed and mailed at a rate of .678¢ each at a quantity of 350 every month plus first class postage.
- Prices include the outgoing and return envelopes as well as the 8 ½ x 11 pre-perfed statements.

Setup Costs

Initial setup of the data import of statements will be charged as follows:

- Databar will charge \$550 for startup costs, including data analysis and testing;
- Databar will create the billing statement formats and backers at no cost to the City of Selah;
- Preparation for payment remittance processing at no charge.

Processing Support

Databar will configure bills for the exacting demands of a remittance processor if the City of Selah chooses, including:

- OCR imaging;
- Check digit verification;
- Testing with remittance processor.

Flyers, Inserts and Monthly Messages

Databar will help get messages out to the City of Selah's customers through:

- Newsletters – We can produce these onsite at our in-house print shop with no delay or freight costs;
- Inserts – Databar will insert machinable pieces at .05¢ each;
- Monthly Messages – Monthly messages are offered at no additional charge and can be submitted at the time of data transmission.
- Option for monthly newsletter printed on back of the bill. Charges may apply.

ViewPoint Image Service

Databar can make available images from all statements mailed within 24 hours by utilizing our ViewPoint Service. This web-based service allows viewing, printing and emailing of statement images from the City's desktop computers. Setup and cost for this additional service, if selected, are as follows:

- Databar will charge \$250 for initial setup;
- Images will be kept available online for twelve cycles at a rate of 4¢ each;
- Images can be stored permanently on disk or for a longer period of time for a small additional cost.

Additional Services:

Paperless Billing. \$0.022 per statement up loaded and \$0.132 cost per each customer using E-Notices online. Minimum may apply.

ELECTRONIC BILL PRESENTMENT AND PAYMENT

Databar teams with several companies to provide paperless billing, online payments and lockbox services. The Databar Team has developed an integrated billing and receivables management solution for customer payments that meet the demands of 21st century account settlement and customer satisfaction.

Setup Charges

<u>Qty</u>	<u>Description</u>	<u>Price</u>
1	Initial Setup, Configuration, and Development* Price includes: Online Payment, Auto Pay, and Card Swipe Modules. You will have the ability to accept the following payments: credit/debit cards, electronic funds transfers (EFTs), and bank bill pays. <i>*Your organization will be responsible for verifying that you have all the software modules necessary from your billing software provider for exporting a billing file and importing online transaction data.</i>	\$2,000.00
1	On-site Training Price includes: one 8 hour day of training. <i>NOTE: You shall reimburse roundtrip airfare and book hotel. Typically only one 8 hour day of training is necessary.</i>	\$500.00 + airfare/hotel
TOTAL:		\$2,500.00 + airfare/hotel

Additional Services Available

- Integrated Remote Deposit
- Lock Box
- Online Utility Service Signup Form
- Online Custom Payment Forms

Additional Equipment Available

- Credit Card Swipe Terminals (per unit) \$75.00
- Remote Deposit Scanners

**If you are interested in any of our additional services or equipment, please contact us for pricing.*

****This quote is valid for 60 days****

12:31

5G

Selah - New Logo

PDF - 26 KB

Order Form: Q-22150-1
 Date: 11/16/2023, 10:28 AM
 Expires On: 2/14/2024



Phone: (866) 777-0069
 Email: info@sprbrk.com

Ship To:
 Kimberly Grimm
 City of Selah
 115 W Naches Ave.
 Selah, Washington 98942

Bill To:
 City of Selah
 115 W Naches Ave.
 Selah, Washington 98942

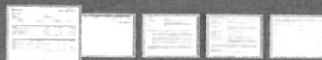
Account Manager	E-mail	Phone Number	Payment Terms
Jason Laulainen	jason.laulainen@sprbrk.com	(509) 284-8344	Net 30

Annual Product Pricing				
PRODUCT	RATE	QTY	DISC (%)	NET PRICE
Utility Billing Essential Subscription	USD 6,450.00	1	27.132	USD 4,700.00
Cash Receipting Essentials Subscription	USD 4,705.00	1	25.611	USD 3,500.00
Financial Essentials Subscription	USD 5,250.00	1	25.714	USD 3,900.00
Payroll Essentials Subscription	USD 5,725.00	1	26.638	USD 4,200.00
Enterprise User Subscription	USD 265.00	5	0.000	USD 1,325.00
Annual Product Pricing Total:				USD 17,625.00

Fixed Fee Professional Services					
PRODUCT	RATE	DESCRIPTION	QTY	DISC (%)	NET PRICE
Fixed Fee Professional Services	USD 8,500.00	Fixed Fee Professional Services	1	15.000	USD 7,225.00
Fixed Fee Professional Services	USD 1,500.00	Fixed Fee Professional Services	1	15.000	USD 1,275.00
Fixed Fee Professional Services	USD 8,000.00	Fixed Fee Professional Services	1	15.000	USD 6,800.00
Fixed Fee Professional Services	USD 10,500.00	Fixed Fee Professional Services	1	15.000	USD 8,925.00
Fixed Fee Professional Services Total:					USD 24,225.00

Estimated Professional Services						
PRODUCT	DESCRIPTION	LIST PRICE	NET PRICE	QTY	DISC %	NET PRICE
Data Conversion	Data Conversion	USD 150.00	USD 150.00	10	0.000	USD 1,500.00
Estimated Professional Services Total:						USD 1,500.00

Grand Total: USD 43,350.00
 * excludes applicable sales tax





CITY OF SELAH

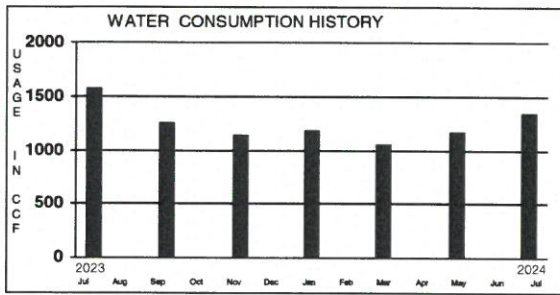
115 West Naches Ave | Selah, WA 98942
(509) 698-7328 | www.selahwa.gov
Mon – Fri 8:00am – 5:00pm

PAST DUE

ACCOUNT NUMBER		CUSTOMER NAME	
SERVICE LOCATION / NUMBER			BILLING DATE
BILLING PERIOD FROM TO		DUE DATE	AMOUNT DUE
PREVIOUS READING	PRESENT READING	DATE	CONSUMPTION

PREVIOUS READING	PRESENT READING	DATE	CONSUMPTION
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CHARGES		AMOUNT



DATABAR - FORM #XXXX - 1/3/2024 PLEASE RETURN THIS PORTION WITH YOUR PAYMENT



CITY OF SELAH

115 West Naches Ave
Selah, WA 98942

This stub ensures that your payment is processed accurately.

DUE DATE		AMOUNT DUE
SERVICE LOCATION / NUMBER		
ACCOUNT NUMBER	CHECK NO.	AMOUNT ENCLOSED
		\$