

I-5



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Adopt resolution awarding the purchase of check endorser equipment to Wausau Financial Systems, Mosinee, Wisconsin in the amount of \$51,991.00.(FIN)

MEETING DATE: September 3, 2003

PREPARED BY: Finance Director

RECOMMENDED ACTION: That the City Council adopt a resolution awarding the purchase of check endorser equipment to Wausau Financial Systems, Mosinee, Wisconsin in the amount of \$51,991.00.

BACKGROUND INFORMATION: On May 21, 2003, the City Council authorized staff to issue a Request for Proposals to replace obsolete check endorsement equipment and streamline the handling of bill payments to the City.

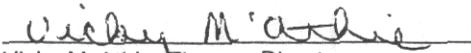
Proposals were received from six qualified vendors prior to the June 27, 2003 deadline. Proposals were evaluated on the basis of eight specific criteria outlined in the RFP including cost, industry experience, customer service and system capabilities relevant to the City of Lodi. Costs and system capabilities were 55% of the weighted average. Wausau Financial Systems solution best fits the needs based on these criteria.

The Wausau equipment will benefit the City in several ways:

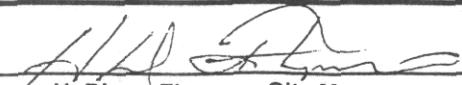
- Eliminates manual process of endorsement and writing account number(s) on checks;
- Reduces quarterly storage needs of 10-12 archive boxes due to elimination of paper documents (payment coupons);
- Improves efficiency of Finance staff to respond to customer inquiries by providing instant on-screen account information, including an image of the check which can be inserted into customer response letter;

The references of the top two candidates were contacted and interviewed for customer satisfaction. Project team including employees from Purchasing, Finance and ISD conducted on-site equipment demonstrations at both SMUD and UC Davis based on respondents RFP's. It was decided that Wausau equipment was superior to other candidates.

FUNDING: Electric Utility Capital Fund


Vicky McAthie, Finance Director

APPROVED: _____


H. Dixon Flynn -- City Manager



CITY OF LODI

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Evaluation Criteria	Maximum Points
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PRICE (25 POINTS)

Total Contract Price, including Annual Maintenance Costs	25
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SYSTEM CAPABILITIES (30 POINTS)

System capabilities as they pertain to the City of Lodi	30
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QUALIFICATIONS (35 POINTS)

Experience	10
Delivery Leadtime	5
Customer service/responsiveness to customers' service and support line requests; standard response	10
Reliability / dependability (References)	10

PROPOSAL RESPONSIVENESS (10 POINTS)

Adherence to the RFP provisions, specifications, terms and conditions	5
Completeness of answers	5
TOTAL SCORE PHASE 2 (100 POSSIBLE)	

RFP VENDOR LIST

Wausau Financial Systems

Omega

Remit Plus

DMP, Inc.

Key West Micro

Unilink

... Affordable Imaging

The 7731 system also offers two document feeders that can process a variety of items individually or in batches. The Power Hand Drop, added to ensure the best possible performance and throughput, positions and feeds individual documents for correct, consistent feeding. The Automatic Document Feeder, with all of the same benefits plus approximately 750 document capacity, allows the operator to perform other important tasks while the system is running.

Reading

The 7731 can optically read over nine standard MICR and OCR code line fonts in any zone of a document. This flexibility allows the 7731 to process a variety of documents and transactions, and eliminate both specialized hardware and software processes.

For the front office teller station, an optional magnetic card reader, which is located on top of the 7731, allows easy operator access and eliminates the need for a "space-consuming" stand alone card reader. It also reduces operator keying and provides added security.

Imaging

Front image capture is standard on the 7731 and rear image capture is available as an optional feature. In a

single pass, the 7731 provides a high quality image at 200 dpi in black and white and/or 100 dpi resolution in 16 levels of gray. A red-light camera, for improved reading of documents with red outlines, or a color-balanced-light camera, for improved reading of documents with red ink, may be added.

Encoding

Using quiet thermal transfer technology, the 7731 provides the best-in-class encoding functionality that can encode one of four standard MICR and OCR fonts in one pass at 30 dpm. Additional fonts can be downloaded from the host application to encode a variety of document types.

Ink Jet Endorsing and Printing

To simplify the printing process for the front office, the 7731 offers optional programmable ink jet endorsers that print text and graphics at 100 dpi anywhere on the document. Tellers can endorse items and print forms, such as receipts, deposit tickets, and even certified checks. Print fonts are programmable and each endorsement can be altered from document to document as your needs dictate. The standard model offers you the choice of front or rear endorsing—and you can upgrade later to both front and rear.

Dot Matrix Endorsing

When configured with optional multi-pocket modules for back office processing, the 7731 provides dot matrix endorsement technology as part of the sorting operation. The programmable endorser can print up to 40 characters on a single line, in a fixed position, on the rear of the document. This lower cost technology offers the benefit of increased throughput. Front and rear endorsement stamps are also available.

Sorting

For a teller station unit, the 7731 is configured with a single document exit extension. For higher volume needs, it can be expanded to include dual pockets that hold approximately 100 documents each.

For the back office environment, the 7731 can be expanded to include multi-pocket modules. These modules, available in 3, 6, or 12 pocket configurations, provide built-in endorser technology and "pocket-full" sensor detection functionality. With an individual pocket capacity of approximately 250 documents and the option to add more pockets, the sorting function has been designed to maximize operator efficiency.

ATTACHMENT "C"

Flexible ... Reliable

Affordable Imaging

Imaging technology is the key to reducing the amount and travel of paper. This technology provides more efficient short and long term document archival and can eliminate the need for microfilm storage.

Strictly an image item processor, the 7731 is yet another way NCR makes imaging technology an affordable alternative in a low-volume environment. Front image capture is standard on the 7731 and rear image capture is available as an optional feature. Image transfer to the PC controller is fast, efficient and error free.

Turn Imaging Into Revenue... One of the easiest ways to capitalize on image processing technology is to offer a variety of new customer services which can generate revenue for your business. For checking account customers, these services include image statements. A few pages of crisp, clear, laser-printed images are an attractive alternative to receiving stacks of processed checks.

For more technologically advanced corporate customers, checks and statements can be delivered in a variety of ways: on CD-ROM or magnetic media, via LAN or WAN, or over the Internet.



Choice of Features

The 7731 can be quickly and easily configured or upgraded to address the varied processing requirements of the low-volume front or back office environments. Choose from the features listed below to customize the 7731 to meet your front or back office needs. For example, add a magnetic card reader and ink jet endorser to stream-

line teller station processing; or, add an automatic document feeder and extra pockets to optimize your back office item processing.

Document Feeding

As a teller station unit, the 7731 is configured with a single document entry extension that guides individual, hand-fed items into the processor.

ATTACHMENT "D"

RESOLUTION NO. 2003-167

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE PURCHASE OF CHECK
ENDORSER EQUIPMENT IN RESPONSE TO
REQUEST FOR PROPOSAL

WHEREAS, on May 21, 2003, the City Council authorized staff to issue a Request for Proposals (RFP) to replace obsolete check endorsement equipment and streamline the handling of bill payments to the City of Lodi; and

WHEREAS, proposals were received from six qualified vendors prior to the June 27, 2003 deadline; and

WHEREAS, proposals were evaluated on the basis of eight specific criteria outlined in the RFP including cost, industry experience, customer service, and system capabilities relevant to the City of Lodi. Costs and system capabilities were 55% of the weighted average; and

WHEREAS, staff determined that Wausau Financial Systems' equipment best fits the City's needs based on the criteria outlined in the RFP.

NOW, THEREFORE, BE IT RESOLVED that the Lodi City Council hereby awards the purchase of the check endorser equipment to Wausau Financial Systems, of Mosinee, Wisconsin, in the amount of \$51,991.00.

Dated: September 3, 2003

I hereby certify that Resolution No. 2003-167 was passed and adopted by the City Council of the City of Lodi in a regular meeting held September 3, 2003, by the following vote:

AYES: COUNCIL MEMBERS – Beckman, Howard, Land, and Mayor
Hitchcock

NOES: COUNCIL MEMBERS – None

ABSENT: COUNCIL MEMBERS – Hansen

ABSTAIN: COUNCIL MEMBERS – None



Susan J. Blackston
City Clerk