



# Public Works Utility Operations Department

**DATE:** July 5, 2022

**FROM:** Michelle Klose, Public Works Utility Water Director

**ITEM:** Permission to proceed with Utility Billing Fulfillment Services Contract option year 2

**REQUEST:**

Request to proceed with the Utility Billing Fulfillment Services Contract option year 2.

Please place this item on the July 12, 2022, City Commission meeting agenda.

**BACKGROUND INFORMATION:**

On February 25, 2020, the City Commission awarded the Utility Billing Fulfillment Services Contract to Peregrine Services. The contract term was for a one-year period with two additional one-year terms. Requesting approval to proceed with option year 2.

**RECOMMENDED CITY COMMISSION ACTION:**

Approve option year 2 for the Utility Billing Fulfillment Services Contract with Peregrine Services from August 1, 2022 thru July 31, 2023.

**STAFF CONTACT INFORMATION:**

Michelle Klose, Public Works Utility Operations Director, 355-1700, [mklose@bismarcknd.gov](mailto:mklose@bismarcknd.gov)



June 28, 2022

MR. TOM STITH  
SALES MANAGER  
PEREGRINE SERVICES, INC  
21451 W 121<sup>ST</sup> ST  
OLATHE KS 66061

Sent via email: [tstith@peregrinesolutions.com](mailto:tstith@peregrinesolutions.com)

Dear Tom:

The Board of City Commissioners is scheduled on July 19, 2022 to approve a one-year extension to the Service Agreement for Utility Billing Fulfillment dated August 1, 2020 with Peregrine Services, Inc. The extension term will be from August 1, 2022 and end July 31, 2023. Please sign the letter and return to me.

If you have any questions regarding this matter, please do not hesitate to contact Bernadette Houser at 701.355.1745.

Sincerely,

Michelle Klose, PE  
Director of Public Works Utility Operations

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The Contractor, Peregrine Services, Inc. agrees to enter into option year two of the Service Agreement for Utility Billing Fulfillment dated August 1, 2020. The option term is from August 1, 2022 – July 31, 2023. All other terms of the aforementioned agreement are in full force and effect.

Dated this 1 day of July, 2022.

PEREGRINE SERVICES, INC.

By: Tom Stith

Its: VP Sales

