

Leg # 160162

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: Scott Niehaus, Village Manager
DATE: 4/12/2016 Agenda Date: 04/21/2016
TITLE: Utility Bill Printing & Mailing Services – Bid Waiver

SUBMITTED BY: Tim Sexton, Finance Director

RESULTS:

Date Bids Were Published: Bidding Closed:
Total Number of Bids Received..... 0
Total Number of Bidders Meeting Specifications 0
Bid Security Required Yes No
Performance Bond Required Yes No
Were Any Bids Withdrawn Yes No
Explanation:
Waiver of Bids Requested? Yes No
If yes, explain:
Award Recommended to Lowest Responsible Bidder..... Yes No
If no, explain:

FISCAL IMPACT:

Budget estimate: Approximately \$8,400/year
Amount of Award: Per statement fee \$0.08/bill see Attachment E for additional fees for additional services as needed. No increase from 2013 contract. Please note postage is billed based on actual postage costs paid to the United States Postal Service thru Business Ink, Co.

BACKGROUND/RECOMMENDATION:

Waive bids and extend contract with Business Ink, Co. starting June 17, 2016 for a period of 3 years for Utility Bill Printing and Mailing Services.

Has Recommended Bidder Worked for Village Previously Yes No
If yes, was quality of work acceptable Yes No
Was item bid in accordance with Public Act 85-1295? Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX Timothy Sexton Date 4/12/16
Village Manager XX Scott Niehaus Date 4/12/16

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.