

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

_____ Resolution or Ordinance (Blue)
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: September 12, 2007 (COW)(B of T) Date September 20, 2007

TITLE: A Motion Authorizing Execution of an Agreement with Third Millennium Associates, Inc. for Vehicle Sticker Printing, Mailing and Processing Services

SUBMITTED BY: Timothy Sexton, Director of Finance

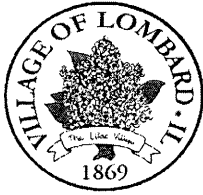
BACKGROUND/POLICY IMPLICATIONS:

Please see attached memo.

Review (as necessary):

Village Attorney	<u> X </u>	Date	_____
Finance Director	<u> X </u> <i>Timothy Sexton</i>	Date	<u> 9/13/07 </u>
Village Manager	<u> X </u>	Date	_____

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



To: William Lichter
Village Manager

From: Tim Sexton
Director of Finance

Date: September 12, 2007

Subject: Vehicle Sticker Printing, Mailing and Processing

For the last five years, the Village has used an outside company to print and mail vehicle sticker applications for the Village. This process has worked out very well, freeing up staff time and eliminating equipment that was used just for this process. However, as discussed with the Village Board during the Finance Department restructuring in March of this year, we determined that it would be more efficient to contract out the processing of the incoming vehicle sticker application mail. The company that we have used for the previous five years is capable of only printing and mailing applications.

Third Millennium Associates (TMA) is the only company that specializes in providing this full service to include processing of applications. TMA contracts with MB Bank (also the Village's primary bank) to process all incoming applications through the mail, update the database records, and mail the vehicle sticker back to the residents. TMA will also provide the Village with their proprietary vehicle sticker software. We will receive daily electronic updates from MB's processing of the mailed-in applications. In addition, Village staff will process any walk-in applications as well as those put in the drop box in front of Village Hall. We estimate that approximately 90% of applications will be mailed, and the other 10% of applications will be processed by Village staff.

The cost for TMA to print and mail applications, as well as provide the Village with their proprietary vehicle sticker software, is estimated to be \$19,315 for the first year and \$15,320 per year after the first year. The first year has an additional \$3,995 for licensing of the software. These costs are similar to the prior company we used (excluding the software licensing), at \$15,250 using last year's prices. In addition, we estimate the cost for TMA to process all incoming mail to be \$18,339 in the first year, and \$17,739 per year after the first year. There is a \$600 one-time set-up fee in the first year. In total, first year costs are expected to be \$37,654, and the cost for years two and three are expected to be \$33,059, with a three year total of \$103,772.

It is my recommendation that the Village enter into a three year contract with Third Millennium Associates, Inc., in an amount not to exceed \$103,772, for printing, mailing and processing of vehicle sticker applications. Please present these agreements to the Board of Trustees for their review and approval at their regular meeting on September 20, 2007.