

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: David A. Hulseberg, Village Manager *DH*

DATE: September 25, 2012 (COW)(B of T) Date October 4, 2012

TITLE: A Motion Authorizing an Agreement with Cash Cycle Solutions for Utility Bill Printing and Mailing Services

SUBMITTED BY: Timothy Sexton, Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

On July 16, 2012, staff advertised a request for proposal (RFP) to provide utility bill printing and mailing services and vehicle sticker printing, mailing, and processing services. The purpose of combining the request was to determine if there would be additional savings proposed by a vendor to provide both services. Only one vendor submitted a proposal for both services. However, there was no cost savings for providing both services.

The RFP was sent directly to known printing and processing vendors and staff posted it on the Village website for other interested companies. Proposals for utility bill printing and mailing services were received from Cash Cycle Solutions, DATAMAX, Emdeon, Infosend, and Third Millennium Associates, Inc.

Attached is the memo discussed at the Finance Committee meeting on September 24, 2012 and a contract for Cash Cycle Solutions. The memo provides an analysis of all proposals submitted for utility bill printing and mailing services. All vendors had extensive experience, resources and customer base. Cash Cycle Solutions submitted the lowest priced proposal.

The Finance Committee voted unanimously to recommend that the Village Board award a contract to Cash Cycle Solutions, beginning June 17, 2013, to provide utility bill printing and mailing services for the Village of Lombard for the next three years, with an option for three additional years at the Village's request.

Review (as necessary):

Village Attorney X _____ Date _____
Finance Director X *Timothy Sexton* _____ Date 9/25/12
Village Manager X *David Hulseberg* _____ Date 9/25/12