



To: David A. Hulseberg
Village Manager

From: Tim Sexton
Director of Finance

Date: December 10, 2011

Subject: Vehicle Sticker Printing, Mailing and Processing

The Village contracted with Third Millennium Associates (TMA), for three years beginning in 2008, to process incoming vehicle sticker application mail in addition to mailing and printing. In 2010, the Village added online payments and processing. TMA also provides the Village with their proprietary vehicle sticker software. During the 2011-2012 Vehicle Sticker renewal period (March 15, 2011-April 30, 2011) sticker sales totaled \$420,443.50. Approximately 30,000 stickers were sold, 49% of applications were mailed or purchased online and 51% were processed by Village staff.

In 2007, Third Millennium Associates was the only company to specialize in providing this full service to include processing of applications. This year, the Finance staff will be looking to see if there are now other vendors who can provide the same services.

It is my recommendation that the Village renew the contract with TMA for 2011-2012, for printing, mailing and processing of vehicle sticker applications in an amount not to exceed \$38,000 (this amount includes approximately \$7,000 for postage). Please present these agreements to the Board of Trustees for their review and approval at their regular meeting on June 2, 2011.