

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 *D.A.H.*

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

TITLE: A Motion Authorizing 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:

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 vehicle sticker services were received from the following vendors.

- Third Millennium Associates
- Credentials Solutions

Attached is the memo discussed at the Finance Committee meeting on September 24, 2012 and a contract for Third Millennium. The memo provides an analysis of both proposals submitted for vehicle sticker services. Third Millennium submitted the lowest priced proposal. The Committee was also concerned that process changes needed for Credential Solutions would be a difficult adjustment for both staff and residents.

The Finance Committee voted unanimously to recommend that the Village Board award a contract to Third Millennium Associates (TMA) for vehicle sticker printing, mailing and processing services for the 2013-2015 vehicle registration periods 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 A. Hulseberg* _____ Date 9/25/12