

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott Niehaus, Village Manager
DATE: October 2, 2019 (COW)(B of T) Date: October 17, 2019
TITLE: Request for Waiver of Bids and Award of a Three (3) Year Contract with DataProse at the Per Unit Prices Included in the Contract.

BACKGROUND/POLICY IMPLICATIONS:

On July 31, 2019, staff advertised a request for proposal (RFP) to provide utility bill printing and mailing services. The purpose of combining the request was to procure a new contract for the above services. Our current contract with CSG, Inc. has run out as of June 30, 2019. With the implementation of monthly billing, a redesigned bill is needed for easier readability of the utility bill.

The RFP was sent directly to known printing and processing vendors. Proposals were received from five vendors.

- DataProse
- Sebis
- Infosend
- Creekside
- MicroDynamics

Attached is the memo prepared by staff, the agreement with DataProse, and an analysis of all proposals submitted for utility bill printing services. DataProse submitted the lowest priced proposal as well as demonstrated that all of the Village's needs can be met. Staff recommends that the Village Board award a three year contract to DataProse, LLC for utility bill printing and mailing with an option for three additional years at the Village's request.

Review (as necessary):

Village Attorney X	_____	Date	_____
Finance Director X	<i>[Signature]</i>	Date	10/3/19
Village Manager X	<i>[Signature]</i>	Date	10/4/19