

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

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

TO: PRESIDENT AND BOARD OF TRUSTEES
FROM: Scott Niehaus, Village Manager
DATE: February 8, 2023 (COW)(B of T) February 16, 2023
TITLE: Motion to Approve Three Year Extension with DataProse, Inc.

SUBMITTED BY: Tim Sexton, Director of Finance

FISCAL IMPACT:

The Village of Lombard is anticipating the annual cost to be similar as is previous years. Our annual budget for water and sewer bill printing services is \$85,000. Approximately 75% (\$63,750) of that budgeted amount is spent on postage.

BACKGROUND/POLICY IMPLICATIONS:

For the past three years, the Village has been contracted with DataProse, Inc. for all bill printing. DataProse has provided uninterrupted service, with no issues for those three years. Staff is seeking approval to exercise a three-year renewal with DataProse as stated in the original contract signed in October 2019.

Staff recommends that the Village Board approve this extension with DataProse, Inc.

Review (as necessary):
Village Attorney X _____ Date _____
Finance Director X _____ Date _____
Village Manager X W. Niehaus _____ 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: Village President and Board of Trustees
Scott Niehaus, Village Manager

From: Tim Sexton, Director of Finance

Date: February 8, 2023

Subject: Request to Exercise Extension of Contract with DataProse, Inc.

Executive Summary

For the past three years, the Village has been contracted with DataProse, Inc. for all bill printing. DataProse has provided uninterrupted service, with no issues for those three years. Staff is seeking approval to exercise a three-year renewal with DataProse as stated in the original contract signed in October 2019.

Background

The Village of Lombard is responsible for providing water and sewer services to approximately 13,000 accounts. The Water Billing team is responsible for billing residents and businesses for their consumption and use of the Village's water and sewer system. Each month a bill is produced and either printed and mailed to the customer or a digital copy is produced and is made available for viewing in the WaterSmart portal.

Three years ago, the Village of Lombard sought bids from multiple bill printing vendors. Several vendors responded to this RFP. It was discovered that these printers provide essentially the same service, except for one, DataProse. DataProse offered the ability to directly integrate with the WaterSmart portal. Over 60% of our customers use the WaterSmart portal to pay their bills and research their consumption. DataProse direct integration with WaterSmart also allowed customers to view their monthly bills digitally through the Portal.

Proposed Fees

The Village of Lombard is anticipating the annual cost to be similar as in previous years. Our annual budget for water and sewer bill printing services is \$85,000. Approximately 75% of that budgeted amount is spent on postage.

Recommendation

Staff recommends the Village Board of Trustees approve a three-year renewal with DataProse, Inc. to continue to provide billing printing services for all Village water and sewer bills.



February 8, 2023

Scott Gargano
Business Process Manager
Village of Lombard
255 E. Wilson Avenue
Lombard, IL 60148

Re: Contract Renewal

Thank you for putting your trust in DataProse and allowing us to handle your billing processing and printing production process. This letter serves as notice of our intent to renew the contract with the Village of Lombard. The contract renewal will begin on October 2023 and will continue for a period of not less than two (2) years, ending on October 2025. This contract renewal supersedes all prior agreements and replaces all written agreements between both parties hereto relating to the subject matter hereof.

Pricing Changes:

Bill Package	\$0.105 /bill
Additional Impressions	\$0.04 /impression

CPI Increased by 6.37% from October 2021 to October 2022.

Source: <https://fred.stlouisfed.org/series/CORESTICKM159SFRBATL>

By both parties signing our signature below, signifies that we are both in agreement with this extension to your contract.

IN WITNESS WHEREOF, The parties hereto have caused this Agreement to be executed to be effective as of the Effective Date.

DataProse

Village of Lombard

Name: _____

Name: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Once again, thank you very much for your continued trust.