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: David A. Hulseberg, Village Manager

DATE: June 8, 2010 (COW)(B of T) Date: June 17, 2010

TITLE: A Resolution Authorizing Signature of the Village President on an Agreement with Third Millennium Associates Inc, at the Per Unit Prices in the Agreement, for Water Bill Printing and Mailing Services

SUBMITTED BY: Brian Koehler, Assistant Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

The Village currently utilizes DataProse for its water bill printing and mailing services, with the current contract set to expire in August 2010.

Recently, the Village issued a Request for Proposals for water bill printing and mailing services to explore our options. Three firms submitted proposals to provide these services. The lowest cost proposal was received from Third Millennium Associates and would represent a decrease in our per bill cost from $0.18 to $0.147. Based on reviewing the proposals, staff recommends that the Village of Lombard enter into an agreement with Third Millennium Associates for water bill printing and mailing services. The Agreement would commence on August 4, 2010 and remain in effect for a period of three (3) years.

The attached resolution authorizes the Village President to sign the Agreement in order to put the service and fees detailed in the proposal from Third Millennium Associates in place. Attachment A is the proposed Agreement with Third Millennium Associates and Attachment B summarizes the cost estimates for the three vendors who submitted proposals.

Review (as necessary):
Village Attorney <u>X_____</u> Date _____
Finance Director <u>X_____</u> Date _____
Village Manager <u>X_____</u> 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.