

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

\_\_\_\_\_ Resolution or Ordinance (Blue)  
\_\_\_\_\_ Recommendations of Boards, Commissions & Committees (Green)  
  X   Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: William T. Lichter, Village Manager

DATE: July 27, 2007 (COW)(B of T) Date August 9, 2007

TITLE: A Motion Authorizing Execution of an Agreement with DataProse, at the Per Unit Prices in the Agreement, for Water Bill Printing and Mailing

SUBMITTED BY: Timothy Sexton, Acting Director of Finance

BACKGROUND/POLICY IMPLICATIONS:

In 2004, the Village issued a Request for Proposals for water bill printing and mailing services. Four firms submitted proposals to provide these services. The lowest cost proposal was received from DataProse, and the Board of Trustees approved the original contract on July 22, 2004. The original agreement was a three-year contract, with a Village option for a three-year extension. There are slight changes to the prices for the three year extension, with the per bill cost increasing from \$0.165 to \$0.18. These prices would remain in effect through August 2010. Due to the fluctuation in the number of bills each year, with annexations, new construction and residents moving in and out, as well as increases in postage during the term of the agreement, the Village Attorney has recommended that the Board approve the per unit pricing in the attached Agreement. However, based on an estimated 78,000 bills per year and current postage rates, the total cost over the three year period is expected to be approximately \$123,000, with postage making up approximately \$80,000 of that cost.

DataProse has provided superior service to the Village during the first three years of the agreement and staff recommends that the contract be extended for an additional three years.

Review (as necessary):

Village Attorney   X   \_\_\_\_\_ Date \_\_\_\_\_

Finance Director   X   \_\_\_\_\_ Date \_\_\_\_\_

Village Manager   X   \_\_\_\_\_ 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.