



Town of Vienna

Charles A. Robinson Jr.
Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 13-574, **Version:** 1

Subject:

Service Agreement Renewal for Outsourced Bill Printing with Datamatx.

EXPLANATION AND SUMMARY :

In March, 2013 the Town solicited quotes for outsourced bill printing for Water and Sewer bills. The Town selected Datamatx for a contract that was under \$10,000. The Town was very pleased with Datamatx's product, process and customer service. We added Vehicle License bills in September, 2013, Business License bills in January, 2014 and Dog Tags in November, 2014. Each time Datamatx has done a very professional job. We have created and paid for modifications to our current software to create the imports to Datamatx, and the entire process works very smoothly.

Additionally, the Town is able to take advantage of Datamatx's agreements with the U.S. Postal Service to receive a lower postage cost per piece than the Town would have without purchasing additional software. The cost of postage through Datamatx averages \$0.352 per piece instead of \$0.49 and up if the Town were providing the postage.

The Town wishes to renew the service agreement for Water and Sewer regular and past due notices, Vehicle License regular and past due notices, Business License notices and Dog Tags for fiscal year 2015-2016.

Datamatx confirmed that prices would not increase for 2015-2016.

The cost of printing, paper and postage is detailed by application as follows:

Water and Sewer bills	\$ 6,000
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General Fund Applications

Vehicle License bills	\$ 5,000
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Business License forms	\$ 930
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Dog Tag bills	<u>\$ 500</u>
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Total printing and paper	\$12,430
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Water and Sewer postage	\$16,000
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General Fund (all other) postage	<u>\$ 9,000</u>
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Total postage	\$25,000
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Departmental Recommendation : Recommend renewal of the service agreement for outsourced bill printing with Datamatx.

Finance Recommendation : Recommend approval.

Purchasing Recommendation : Recommend approval

Town Attorney Recommendation : The Town may award a contract without competitive bidding upon written justification and posting of notice of intent to award the contract.

Town Manager's Recommendation : I recommend the Town Council approve the renewal of the service agreement with Datamatx for outsourced bill printing as presented.

Cost and Financing: \$37,430

Account Number: Account 50113-43308 - \$6,000, account 50113-45203 - \$16,000, account 10246-43308 - \$6,430, account 10246-45203 - \$9,000.

Decision Needed by This date: May 11, 2015

PROPOSED/SUGGESTED MOTION

"I move to approve renewal of the service agreement with Datamatx for outsourced bill printing as detailed above."

Or

Other action deemed necessary by Council.