



Town of Vienna

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Town Hall
127 Center Street South
Vienna VA, 22180

Legislation Text

File #: 16-087, **Version:** 1

Subject:

Increase Award for Datamatx Outsourced Bill Printing and Postage.

EXPLANATION AND SUMMARY :

On May 11, 2015, the Town approved a service agreement renewal for Datamatx. The Town uses Datamatx for outsourced bill printing for water and sewer, vehicle license, and dog license bills and for business license renewal forms. In 2016, postage is coming in higher than the original budgeted amount. In the general fund, this is due to running more delinquent bill runs in 2016 than in 2015. In the water and sewer fund, the postage is running higher than budgeted. We need to increase general fund postage by \$600 and water and sewer postage by \$1,300 for a total of \$1,900. This will increase the total award to Datamatx as follows:

	<u>Original Amt</u>	<u>Increase</u>	<u>Adjusted Amt</u>
General Fund	\$15,430.00	\$ 600.00	\$16,030.00
Water and Sewer Fund	\$22,000.00	\$1,300.00	\$23,300.00
Vendor Total	\$37,430.00	\$1,900.00	\$39,330.00

Departmental Recommendation : Recommend approval

Finance Recommendation : Recommend approval.

Purchasing Recommendation : Recommend approval

Town Attorney Recommendation : Town Council may approve the proposed contract modification in its discretion.

Town Manager's Recommendation : I recommend the Town Council increase the service agreement renewal for Datamatx as presented.

Cost and Financing: \$1,900

Account Number: 500-501-0000-50113-45203 - \$1,300
100-102-1024-11231-45203 - \$600

Decision Needed by This Date: 4/18/16

PROPOSED/SUGGESTED MOTION

"I move to increase the service agreement renewal for Datamatx in the amount of \$1,900 from the accounts listed above."

Or

Other action deemed necessary by Council.