



# Town of Vienna

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Town Hall  
127 Center Street South  
Vienna VA, 22180

## Legislation Text

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**File #:** 16-173, **Version:** 1

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**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 has been 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. Additionally, the Town is able to take advantage of Datamatx's agreements with the U.S. Postal Service to receive a lower postage rate per piece than the Town would have without purchasing additional software. The cost of postage through Datamatx averages \$0.43 per piece instead of \$0.47 and up if the Town were providing the 409

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 2016-17.

Datamatx estimates a 1.3% price increase on printing and supplies for 2016-17 and costs listed below include that.

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

Water and Sewer bills	\$ 6,600
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*General Fund Applications*

Vehicle License bills	\$ 6,900
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Business License forms	\$ 1,200
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Dog Tag bills	<u>\$ 500</u>
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Total printing and paper	<u>\$15,200</u>
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Water and Sewer postage	\$20,000
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General Fund (all other) postage	<u>\$10,000</u>
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Total postage	<u>\$30,000</u>
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Total	<u>\$45,200</u>
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**Departmental Recommendation** : Recommend approval.

**Finance Recommendation** : Recommend approval.

**Purchasing Recommendation** : Recommend approval.

**Town Attorney Recommendation** : The Town may renew its contract with Datamatx for printing in accordance with the terms and conditions of the contract in the discretion of Town Council.

**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: \$45,200

Account Number:   100-102-1024-11231-43308: \$8,600  
                          100-102-1024-11231-45203: \$10,000  
                          500-501-0000-50113-43308: \$6,600  
                          500-501-0000-50113-45203: \$20,000

Decision Needed by This date: 7/11/16

**PROPOSED/SUGGESTED MOTION**

"I move to approve renewal of the service agreement with Datamatx for outsourced bill printing for a total of \$45,200 as allocated in the accounts listed above."

Or

Other action deemed necessary by Council.