



Town of Vienna

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

Legislation Text

File #: 16-442, **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 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 \$0.42 per piece instead of \$0.49 and up if the Town were providing the postage.

Dog tags and business license forms were converted to Tyler Munis in FY2017, and we are no longer using Datamatx for those applications. Due to the high number of bills for water and sewer and vehicle license processing, we intend to continue to use Datamatx to print and mail the bills even after we convert those applications to Tyler Munis in early FY2018.

The Town wishes to renew the service agreement with Datamatx for printing and mailing of water and sewer regular and past due notices and vehicle license regular and past due notices.

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

Printing and Paper

Water and sewer bills \$ 6,600

Vehicle license bills \$ 4,000

Total printing and paper: \$10,600

Postage

Water and sewer postage \$17,000

Vehicle license postage \$ 7,500

Total postage: \$24,500

Total: \$35,100

Departmental Recommendation : Recommend approval.

Finance Recommendation : Recommend approval.

Purchasing Recommendation : Recommend approval.

Town Attorney Recommendation : The Town may renew its contract with Datamatx for bill printing or solicit bids in the discretion of Town Council.

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

Cost and Financing: \$35,100

Account Number: 100-102-1024-11231-43308: \$4,000
 100-102-1024-11231-45203: \$7,500
 500-501-0000-50113-43308: \$6,600
 500-501-0000-50113-45203: \$17,000

Decision Needed by This date: June 5, 2017

PROPOSED/SUGGESTED MOTION

"I move to approve renewal of the service agreement with Datamatx for outsourced bill printing for a total of \$35,100 as allocated in the accounts listed above."

Or

Other action deemed necessary by Council.