

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

X

Resolution or Ordinance (Blue) _____ *Waiver of First*
Recommendations of Boards, Commissions & Committees (Green)
Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: October 24, 2025 (COW)(B of T) Date: November 6, 2025

TITLE: Award of a Three (3) Year Contract with Matrix Imaging for water and sewer bill printing and mailing services, including postage costs, not to exceed \$100,000 in Year 1, \$105,000 in Year 2, and \$110,000 in Year 3

BACKGROUND/POLICY IMPLICATIONS:

Staff recently requested quotes for utility bill printing and mailing services. The purpose of this request was to procure a new contract for the above services. Our current contract with Matrix Imaging (previously DataProse) expires in October 2025.

The RFQ was sent directly to known printing and processing vendors. Proposals were received from three vendors.

- Matrix Imaging (previously DataProse)
- Sebis
- Infosend

Attached is the memo prepared by staff, the agreement with Matrix Imaging, and an analysis of all proposals submitted for utility bill printing and mailing services. Matrix Imaging submitted the lowest priced proposal as well as demonstrated that all the Village's needs can be met. In addition, the Village has worked with Matrix Imaging since 2019 and are pleased with their services. The estimated annual cost for printing services in year 1 is \$17,096, with an annual increase based on the annual CPI increase. Postage costs are also part of this contract and are passed through to Lombard based on USPS bulk postage rates and will increase based on any USPS increases during the duration of the contract. Total annual cost of the contract (printing and postage) for year 1 will not exceed \$100,000, of which over 80% is for pass through postage costs. Staff recommends that the Village Board award a three-year contract (October 2025-October 2028) to Matrix Imaging for utility bill printing and mailing with an option for three additional years (October 2028-October 2031), provided both parties choose to proceed with the extension at that time.

Fiscal Impact/Funding Source: 510.170.425.73140

Review (as necessary):

Village Attorney X _____	Date _____
Finance Director X <i>Scott Niehaus</i>	Date <i>10/27/25</i>
Village Manager X <i>Scott Niehaus</i>	Date _____