



## Agenda Item Summary

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**File #:** RES 22-167, **Version:** 1

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### **Submitted By**

Steven Drazner, CFO

### **Reviewed By**

A.M. Zayyad

### **Agenda Item Title**

**A Resolution Approving an Independent Contractor Agreement with Third Millennium Associates, Incorporated to Provide Utility Billing Services for a Five-Year Term in an Annual Amount Not to Exceed \$25,000 and Authorizing Its Execution**

### **Overview**

The Village has been using the services of Third Millennium Associates, Incorporated (referred to herein as "TMA") dating back to 1999. TMA provides billing and mailing services for all the Village's utility bills pursuant to monthly data provided to them by the Village from the BS&A utility billing module.

Village staff has been extremely satisfied with the services provided by TMA and because of the solid, long-standing relationship between the Village and the vendor, TMA proposed a freeze on its rates for another five-year contract which is almost unheard of during normal times, let alone in the current high inflationary environment.

### **Staff Recommendation**

Approve the Resolution

### **Fiscal Impact**

The monthly cost for TMA services (excluding postage) averages approximately \$1,700 (depending on the volume of bills in any given billing cycle) per month. For the current year, \$24,000 has been appropriated in Water Fund account #5040.41300.101.530660 to cover this expense.

### **Background**

The Village has been outsourcing the printing and mailing of utility bills with TMA dating back to 1999. TMA specializes in processing municipal utility bills and has proven to be an exceptional vendor for the Village over the last twenty-two years.

On average, approximately 4,000 bills are printed and mailed each month which includes one-third of all residential accounts (billed out quarterly) and all commercial accounts (billed monthly). The details on the cost structure are included in the contract and are included in this agenda item.

TMA has agreed to freeze their per transaction fee under a new five-year agreement. However, other price

increases in paper stock, ink/toner, or other supply components required for the printing and mailing of utility bills may still need to be passed through to the Village but these costs are usually minimal.

**Alternatives**

Research other vendors or perform the billing function internally

**Previous Board Action**

N/A

**Citizen Advisory Commission Action**

N/A

**Anticipated Future Actions/Commitments**

N/A

**Intergovernmental Cooperation Opportunities**

N/A

**Performance Management (MAP) Alignment**

N/A