

ERIE COUNTY WATER AUTHORITY
AUTHORIZATION FORM
For Approval/Execution of Documents
(check which apply)

Contract: MIS-2	Project No.: 201500141
Project	
Description:	Bill Printing, Presentation and Mailing – Matrix Imaging Solutions

Item Description:			
<input type="checkbox"/> Agreement	<input checked="" type="checkbox"/> Professional Service Contract	<input type="checkbox"/> Amendment	<input type="checkbox"/> Change Order
<input type="checkbox"/> BCD	<input type="checkbox"/> NYSDOT Agreement	<input type="checkbox"/> Contract Documents	<input type="checkbox"/> Addendum
<input type="checkbox"/> Recommendation for Award of Contract	<input type="checkbox"/> Recommendation to Reject Bids		
<input type="checkbox"/> Request for Proposals			
<input type="checkbox"/> Other _____			

Action Requested:	
<input type="checkbox"/> Board Authorization to Execute	<input type="checkbox"/> Legal Approval
<input type="checkbox"/> Board Authorization to Award	<input type="checkbox"/> Execution by the Chairman
<input type="checkbox"/> Board Authorization to Advertise for Bids	<input type="checkbox"/> Execution by the Secretary to the Authority
<input type="checkbox"/> Board Authorization to Solicit Request for Proposals	
<input checked="" type="checkbox"/> Other Contract Extension	

Approvals Needed:	
APPROVED AS TO CONTENT:	
<input checked="" type="checkbox"/> Department Head	<i>Karen A. Pendugan</i> Date: 8/27/19
<input checked="" type="checkbox"/> Risk Manager	<i>[Signature]</i> Date: 08/28/2019
<input checked="" type="checkbox"/> Director of Administration	<i>Lavaniza Preston</i> Date: 8/27/19
<input type="checkbox"/> Executive Engineer	_____ Date: _____
APPROVED AS TO FORM:	
<input checked="" type="checkbox"/> Legal	<i>Margaret A. Murphy</i> Date: 8/28/19
APPROVED FOR BOARD RESOLUTION:	
<input checked="" type="checkbox"/> Secretary to the Authority	<i>[Signature]</i> Date: 8/28/19

Remarks:

Resolution	Item No:
Date: _____	_____

[Handwritten initials]



ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

August 27, 2019

To: Commissioners Schad, Carney, and Jones

From: Karen A. Prendergast, Chief Financial Officer *KAP*

Subject: Extension of Contract with Matrix Imaging Solutions

The attached memo from Steven D'Amico requests a one-year extension of the Authority's contract with Matrix Imaging Solutions. This is the last extension allowed under the current contract.

As outlined in the memo, Matrix has been our billing vendor for past four-years and has expressed an interest in extending our current contract under the same terms and conditions. The contract value is approximately \$102,000 per year. Matrix has been an excellent business partner, and I concur with Steve's recommendation to extend for the final year.

Please consider authorizing a final contract extension from January 1, 2020 to December 31, 2020.

cc T. McCracken
J. Schlierf
M. Murphy



ERIE COUNTY WATER AUTHORITY
INTEROFFICE MEMORANDUM
August 27, 2019

To: Karen A. Prendergast, Chief Financial Officer

From: Steven V. D'Amico, Business Office Manager

Subject: Matrix Imaging Solutions Contract Extension

In 2015, an RFP was issued to over 20 vendors resulting in the Authority contracting with Matrix Imaging Solutions for all of the printing, presentation and mailing of our bills, collection notices, postcards, backflow letters and meter change letters. Additionally, they handle the generation of PDF files we attach to the accounts, address correction services and the programming and mailing of any other notices we deem appropriate. This is a three-year contract that ran from January 1, 2016 through December 31st, 2018.

Section 5 of the contract states: *This Agreement may be renewed at the option of both parties hereto for two (2) additional one (1) year periods on the same terms and conditions provided for herein at a cost mutually agreed upon by both parties and in accordance with industry standards. The Service Provider shall provide 90 days written notification to the Erie County Water Authority of its request for a contract extension prior to the expiration of the initial term of this contract.*

The contract was extended for the period covering January 1, 2019 through December 31, 2019 and allows for one more additional extension.

This contract continues to provide the Authority efficiencies and economies of scale to keep our costs down and contend with increasing postage rates. Although the contract allows for mutually agreed upon pricing increases based upon CPI, Matrix has kept their pricing the same for the last four years of this contract and is willing to extend the contract one more year with the same terms. (See the attached letter). The level of service from the staff at Matrix Imaging Solutions has always been excellent.

I believe that this contract has been in the best interest of the Authority and support extending it for one final year.



6341 Inducon Drive East | Sanborn, New York 14132 | Telephone 716 • 504 • 9700 | www.matriximaging.com

August 26, 2019

Erie County Water Authority
295 Main Street
Buffalo, NY 14203

Re: Contract Extension #6513-15

The intent of this letter is to provide Erie County Water Authority with 90 days' notice that Matrix Imaging Solutions LLC is willing to agree to extend the current agreement for an additional one (1) year term in accordance with the current contract terms. This is the 2nd of 2 options provided to the Erie County Water Authority under the contract provisions.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Hartwell'.

John Hartwell
CEO

Project No.	<u>201500141</u>	Contract No.	<u>MIS-2</u>
Job No.	<u> </u>	EC No.	<u> </u>
OWIP No.	<u> </u>	Entered by/Date	<u> </u>
Title:	Bill Printing, Presentation and Mailing – Matrix Imaging Solutions		

Contract extension from 12/31/19 to 12/31/20 with the same terms and conditions as outlined in the original contract.

Last one year extension provided for in the original contract. Original period 1/1/16 – 12/31/18.
First extension granted 11/15/18 extended from 12/31/18-12/31/19.

<p>This is a unit price contract that generally costs \$102,000 per year. Additional funds are requested to accommodate any special mailings which might be needed in 2020.</p> <p>\$120,000</p>
--

Jerome D. Schad
Chairman

Date