




ERIE COUNTY WATER AUTHORITY

INTEROFFICE MEMORANDUM

November 7, 2023

To: Jerome D. Schad, Chair
Peggy A. LaGree, Vice Chair
Michele M. Iannello, Treasurer

From: Joyce Tomaka, Chief Financial Officer 

Subject: Professional Service Agreement with Matrix Imaging Solutions, LLC
PN 202000201

At the meeting of November 19, 2020, the Board approved a professional service agreement for billing, printing and mailing services effective January 1, 2020 through December 31, 2023 with Matrix Imaging Solutions, LLC ("Matrix").

In accordance with article V, paragraph 5.01 of the agreement, the parties may agree in writing to extend the term of the agreement for two (2) additional one (1) year terms, under mutually agreed upon terms. In accordance with article II, paragraph 2.02 of the agreement, price increases may be requested annually based on increases in the Consumer Price Index with thirty (30) days notice to the Authority for the ensuing year.

Matrix has submitted a letter (attached) for an extension maintaining all agreed upon terms and conditions of both the agreement and amendment to cover the additional one-year period from January 1, 2024 until December 31, 2024 as well as price increases to become effective January 1, 2024.

The Authority has had a service agreement with Matrix for over ten years, is pleased with their services and wishes to extend the agreement for an additional year as well. There is a resolution for the meeting of November 16, 2023 approving the execution of an amendment extending the agreement and increased pricing. Thank you.

O&M Budget Information:

Unit: 4020

Line Item No.: 19 – Payment to Contractors - Other

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

Contract: _____ **Project No.:** _____
Project Description: Amendment 1 - Matrix Imaging Solutions, LLC -
Agreement extension

Item Description:

☐ Agreement ☐ Professional Service Contract ☒ Amendment ☐ Change Order
☐ BCD ☐ NYSDOT Agreement ☐ Contract Documents ☐ Addendum
☐ Recommendation for Award of Contract ☐ Recommendation to Reject Bids
☐ Request for Proposals
☐ Other _____

Action Requested:

☒ Board Authorization to Execute ☐ Legal Approval
☐ Board Authorization to Award ☐ Execution by the Chairman
☐ Board Authorization to Advertise for Bids ☐ Execution by the Secretary to the Authority
☐ Board Authorization to Solicit Request for Proposals
☐ Other _____

Approvals Needed:

APPROVED AS TO CONTENT:

<input checked="" type="checkbox"/> Comptroller	<u>Jessica R Brown</u>	Date: <u>11/7/23</u>
<input type="checkbox"/> Chief Operating Officer	_____	Date: _____
<input type="checkbox"/> Executive Engineer	_____	Date: _____
<input checked="" type="checkbox"/> Director of Administration	<u>Devonja L. Foster</u>	Date: <u>11/7/2023</u>
<input checked="" type="checkbox"/> Risk Manager	<u>Molly P. Musarra</u>	Date: <u>11/7/2023</u>
<input checked="" type="checkbox"/> Chief Financial Officer	<u>Oppe [Signature]</u>	Date: <u>11/07/2023</u>
<input checked="" type="checkbox"/> Legal	<u>[Signature]</u>	Date: <u>11/7/2023</u>

APPROVED FOR BOARD RESOLUTION:

<input checked="" type="checkbox"/> Secretary to the Authority	<u>[Signature]</u>	Date: <u>11/8/2023</u>
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Remarks: _____

Resolution Date: _____ **Item No:** _____



November 3, 2023

Joyce Tomaka
Erie County Water Authority
295 Main Street
Buffalo, NY 14203

Re: Contract Renewal

Thank you for putting your trust in Matrix and allowing us to handle your billing processing and printing production process. This letter serves as notice of our intent to renew the contract with the Erie County Water Authority.

Pricing Changes:
Rates / Fees and Changes Document Attached

By both parties signing our signature below, signifies that we are both in agreement with this extension to your contract.

IN WITNESS WHEREOF, The parties hereto have caused this Agreement to be executed to be effective as of the Effective Date.

Matrix Imaging Solutions, LLC

Name: Brian K Snyder

Title: CSO

Signature: *Brian K Snyder*
Brian K Snyder (Nov 3, 2023 11:38 EDT)

Date: Nov 3, 2023

Erie County Water Authority

Name: _____

Title: _____

Signature: _____

Date: _____

Once again, thank you very much for your continued trust.



Rates / Fees and Charges

Billings –	\$0.102 /envelope
2 color Bill, 8.5 x 11, 2 sided #9 CRE and #10 Single Window Printed envelope	
Additional Pages per envelope	\$0.036 /page
Collection Notices	\$0.102 /envelope
2 color Notice, 8.5 x 11, 2 sided #9 CRE and #10 Single Window Printed envelope	
Additional Pages per envelope	\$0.036 /envelope
Postcards	\$0.051 /card
Per Specs provided – 2 color, double sided	
Customer Letters (TBD)	\$0.102 /envelope
2 color letter, 8.5 x 11, one sided, #10 Single Window envelope and #9 CRE	
ACS Charges	\$0.10 /address change
Large Envelope Mailings	\$0.30 /envelope
Programming Charges	\$125 /hr as needed







ECWA Renewal Letter 2024

Final Audit Report

2023-11-03

Created:	2023-11-03
By:	Colin Dentino (cdentino@matriximaging.com)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzgUqolhcb3N4mVtd-2p6whLzjzyUmOwF

"ECWA Renewal Letter 2024" History

-  Document created by Colin Dentino (cdentino@matriximaging.com)
2023-11-03 - 3:23:35 PM GMT
-  Document emailed to bsnyder@matriximaging.com for signature
2023-11-03 - 3:24:16 PM GMT
-  Email viewed by bsnyder@matriximaging.com
2023-11-03 - 3:38:26 PM GMT
-  Signer bsnyder@matriximaging.com entered name at signing as Brian K Snyder
2023-11-03 - 3:38:53 PM GMT
-  Document e-signed by Brian K Snyder (bsnyder@matriximaging.com)
Signature Date: 2023-11-03 - 3:38:55 PM GMT - Time Source: server
-  Agreement completed.
2023-11-03 - 3:38:55 PM GMT

**AMENDMENT NO. 1 TO THE SERVICE AGREEMENT
FOR BILLING, PRINTING AND MAILING SERVICES**

AMENDMENT, effective November 16, 2023, to the Service Agreement for Billing, Printing and Mailing Services, effective on January 1, 2020, by and between

ERIE COUNTY WATER AUTHORITY

295 Main Street, Room 350
Buffalo, New York 14203

hereinafter referred to as the “Authority,” and

MATRIX IMAGING SOLUTIONS, LLC

6341 Inducon Drive East
Sanborn, New York 14132

hereinafter referred to as “Consultant.”

WHEREAS, on November 19, 2020, the Authority awarded the Consultant the Service Agreement for Billing, Printing and Mailing Services (the “Agreement”); and

WHEREAS, the Agreement, effective on January 1, 2020, provides printing and mailing of customer billing and correspondence, from January 1, 2020 until December 31, 2023; and

WHEREAS, in accordance with Article V, Paragraph 5.01 of the Agreement, the parties may agree in writing to extend the term of the Agreement for two (2) additional one (1) year terms, under mutually agreed upon terms; and

WHEREAS, in accordance with Article 3, Paragraph 3.02 of the Agreement, no modification or variation from the terms of the Agreement shall be effective unless it is in writing and authorized by a resolution of the Board of Commissioners of the Authority (the “Board”) and signed by all parties; and

WHEREAS, the parties wish to extend the Agreement for an additional one-year period from January 1, 2024 until December 31, 2024; and

NOW, THEREFORE, in consideration of mutual promises herein set forth, the parties agree to the following:

- (1) The terms and conditions of the Agreement shall continue in effect until December 31, 2024; and

- (2) The Consultant agrees to accept the following rates/fees for the period from January 1, 2024 through December 31, 2024:

Billings **\$0.102/envelope**

2 color Bill, 8.5 x 11, 2 sided
#9 CRE and #10 Single Window Printed
Envelope

Additional Pages per envelope \$0.036/page

Collection Notices **\$0.102/envelope**

2 color Notice, 8.5 x 11, 2 sided
#9 CRE and #10 Single Window Printed
Envelope

Additional Pages per envelope \$0.036/page

Postcards **\$0.051/card**

Per Specs provided – 2 color, double sided

Customer Letters (TBD) **\$0.102/envelope**

2 color letters, 8.5 x 11, one sided, #10 Single
Window envelope and #9 CRE

ACS Charges **\$0.10/address change**

Large Envelope Mailings **\$0.30/envelope**

Programming Charges **\$125/hour as needed**

- (3) The parties agree all other terms and conditions of the Agreement shall remain without change or amendment; and
- (4) This Amendment may be executed in counterparts, each of which is deemed an original, but all of which together are deemed to be one and the same agreement.

IN WITNESS WHERETO, the parties hereto have caused this Amendment No. 1 to be signed by their respective duly constituted officers, attested and sealed pursuant to proper authority.

ERIE COUNTY WATER AUTHORITY

By _____
Jerome D. Schad, Chair

MATRIX IMAGING SOLUTIONS, LLC

By _____
Brian K. Snyder, CSO

STATE OF NEW YORK)
COUNTY OF ERIE) ss:

On the ____ day of _____, in the year 2023, before me personally came Jerome D. Schad, to me known, who, being by me duly sworn, did depose and say that he resides in Amherst, New York, that he is the Chair of the Board of Commissioners for the Erie County Water Authority described in the above instrument, and he signed his name thereto by the authorization of the Board of Commissioners for the Erie County Water Authority.

Notary Public

STATE OF _____)
COUNTY OF _____) ss:

On the ____ day of _____, in the year 2023, before me personally came Brian K. Snyder, to me known, who, being by me duly sworn, did depose and say that he/she resides in _____ that he/she is the _____ of the Corporation described in the above instrument; and that he/she signed his/her name thereto by order of the Board of Directors of said Corporation.

Notary Public