



4000 W. Jefferson St.  
Joliet, Illinois 60431  
(815) 744-0011  
Fax (815) 744-8182

Village of Winnebago  
Joey Dienberg  
108 W Main St  
Winnebago, IL 61088

**Date:** May 13, 2024  
**Phone:** (815) 335-2020  
**e-Mail:** [jdienberg@villageofwinnebago.com](mailto:jdienberg@villageofwinnebago.com).

Dear Mr. Dienberg,

I would like to take this opportunity to thank you for allowing LOCIS to present our solution in solving your utility billing and financial software requirements.

Per your request, the following are the figures based on the discussion of your requirements. Special Circumstance Payment Plans to accommodate your budget cycle are available upon request! Prices are valid for 30 days.

If you have any questions or if I may be of any further assistance, please, do not hesitate to call.

Sincerely,

*Frank Zima*

Frank Zima  
System Consultant  
LOCIS

## SOFTWARE

Utility Billing	\$3,000.00
Third Party Automated Reading Interface- Beacon	\$1,500.00
General Ledger Module	\$1,000.00
Accounts Payable Module	\$1,000.00
Payroll Module	\$1,000.00
Cash Receipts (POS)	\$1,000.00
Permits & Licensing & Vehicle Stickers	\$850.00
Tasks/Work Orders/Projects	\$750.00
Time Entry	\$1,000.00
LOCIS License Node for the Cloud Software	\$500.00
<b>TOTAL SOFTWARE:</b>	<b>\$11,600.00</b>

## TRAINING & IMPLEMENTATION

Training is billed at \$100.00 per hour, plus travel at \$60.00 per hour. You should budget approximately:

*Prices below exclude  
travel charges*

Utility Billing	24 hours	\$2,400.00
Third Party Automated Reading Interface- Beacon	2 hours	\$200.00
General Ledger	16 hours	\$1,600.00
Accounts Payable	8 hours	\$800.00
Payroll	16 hours	\$1,600.00
Cash Receipts (POS)	6 hours	\$600.00
Permits & Licensing & Vehicle Stickers	6 hours	\$600.00
Tasks/Work Orders/Projects	2 hours	\$200.00
Time Entry	2 hours	\$200.00

**TOTAL TRAINING BUDGET:    Approx.                \$8,200.00**

*Additional training can be provided at \$100.00 per hour, plus travel at \$60.00 per hour*

## TOTALS

<b>TOTAL SOFTWARE</b>	<b>\$11,600.00</b>
<b>APPROXIMATE TOTAL TRAINING &amp; IMPLEMENTATION</b>	<b>\$8,200.00</b>
<i>Billed as used</i>	
<b>APPROXIMATE TOTAL</b>	<b>\$19,800.00</b>



# MEMBERSHIP / ANNUAL SUPPORT AGREEMENT

See membership brochure for a detailed description of the LOCIS support program.

**Based on  
Up to 4 User  
Configuration:**

<b>Base Membership</b>	<b>\$945.00</b>
<b>LOCiS Hosted Maintenance and Storage</b>	<b>\$1,071.00</b>
<b>Utility Billing Module</b>	<b>\$416.00</b>
<b>Third Party Automated Reading Interface- Beacon</b>	<b>\$202.00</b>
<b>General Ledger Module</b>	<b>\$215.00</b>
<b>Accounts Payable Module</b>	<b>\$215.00</b>
<b>Payroll Module</b>	<b>\$215.00</b>
<b>Cash Receipts (POS)</b>	<b>\$139.00</b>
<b>Permits &amp; Licensing &amp; Vehicle Stickers</b>	<b>\$114.00</b>
<b>Tasks/Work Orders/Projects</b>	<b>\$101.00</b>
<b>Time Entry</b>	<b>\$202.00</b>
	<hr/>
	<b>\$3,835.00</b>



*Rates as of contract date.  
All rates subject to change.  
Appendix A*

## Current Rate Structure

### **BILLING RATES**

Effective January 1, 2024

#### **SERVICES**

<b>Technical Support – Training – On-Site Implementation</b>	<b>\$100.00</b>
Onsite or remote training, implementation, assistance, or normal support of the use of the software.	<b>Per Hour</b>

<b>IT/Network Administration</b>	<b>\$110.00</b>
System Administration, set-up, support, and modification to existing network environment, support of network environment, support of network, administration for security/user levels, hardware additions. All services that involve network system integration including Anti-Virus/Spyware software/configuration or having to reconfigure any pre-existing software which prohibits LOCiS from operating correctly.	<b>Per Hour</b>

<b>Accounting/Auditing Assistance</b>	<b>\$110.00</b>
Provide assistance in audit preparation, bank reconciliation, balancing, generating, and verifying financial statements, ledgers, and appropriate corrections/adjustments. Providing the required assistance in designing (reorganizing or renumbering) the chart of accounts for detail analysis and board/audit review.	<b>Per Hour</b>

<b>Consulting / System Design/Programming</b>	<b>\$175.00</b>
Specific request for modification to existing program or data conversion from existing system to the LOCiS Modules. Programming and Import/Export to other 3 <sup>rd</sup> Party Application. The review of existing operations and the design and layout of future changes for both internal operation (Software) and external operation (Hardware / Networking). System Administration, set-up, support, and modification to existing network environment, support of network environment, support of network, administration for security/user levels, hardware additions. All services that involve network system integration.	<b>Per Hour</b>

<b>Travel Time from Office*</b>	<b>\$ 60.00</b>
Travel time from the LOCiS / technician office to your site will be charged	<b>Per Hour</b>

\* All rates listed above are Monday through Friday 8 to 5 excluding holidays. Any hours of work which are provided outside of normal business hours are billed at 125 percent of the normal rate of work.



# LOCIS UTILITY BILLING MODULE

- Provides the ability to generate utility bills, record payments and perform a variety of utility management functions.
- Implemented several ways:
  - ✓ As a stand-alone module implemented prior to other modules
  - ✓ Implemented along with the General Ledger module which would allow automatic journalization of Utility billing information
  - ✓ Implemented after the General Ledger module; at which time would report to the General Ledger for automatic journalization of utility information

## ***PARTIAL LIST OF FEATURES INCLUDE:***

- Multiple user defined service billing capability (water, sewer, gas, electric, refuse, etc.)
- User defined rate table(s)
- Multiple look-up ability for account inquiry
- Owner, renter, billing & service address capability
- Account history includes from/to meter reads, dates and estimate indicator, and detail billing history of payments, bills, or adjustments, and running A/R balance
- Meter reader routing control
- Estimated bill by account or grouping of accounts
- Consumption variance warning
- Local and state utility tax calculation and reporting
- Postcard billing forms– Laser, Inkjet, or Dot Matrix styles
- Letter style billing forms – Laser and Inkjet
- Ability to adjust a calculated bill prior to printing
- Manual/automatic application of cash by service
- Penalty charge processing
- Penalty, collection, estimate, letter, and work order generation
- Shut off notice generation
- Adjustment processing to issued bill
- Produce final bills
- Cash receipts lock-box entry
- Label printing
- Meter tracking
- Consumption reporting
- Geographic usage reporting
- Utility deposit tracking and refund processing
- Ability to interface to the following other modules
  - General Ledger module for automatic journalization
  - Cash Receipts module – Point of Sale/Cash Drawer
  - Lien module
  - Direct Debit module for direct debit banking
  - Portable data collection via LOCIS portable data collection or 3<sup>rd</sup> party device interface
  - Bar Coding for cash receipts collection
  - Credit card processing



# LOCIS GENERAL LEDGER MODULE

- Forms the core to which all other modules provide financial information.
- Implemented several ways:
  - ✓ As a stand-alone module implemented prior to other modules, which allows journalization of financial information
  - ✓ Implemented along with other modules, which allows other modules to report to the General Ledger
  - ✓ Implemented after other modules, at which time would report to the General Ledger

## ***PARTIAL LIST OF FEATURES INCLUDE:***

- Ability to maintain and track in excess of 700 funds
- Establish up to 15-character account designation
- Complete audit trail
- Automatic journalization
- Produces information for Annual Treasurer's Cash Report
- Statement of cash and investments
- Revenue analysis
- Expense analysis
- Fund consolidation comparison
- Expense consolidation analysis
- Source and Purpose of Fund report
- Realization of revenue report
- On-demand detail/summary reporting
- Balance sheet
- Unlimited history
- Prior period adjustments
- End of period closing optional – no need to close a financial period
- Investment tracking and reporting
- Cash-based, semi-accrual, or full-accrual basis of reporting
- GASB 34 Financial reporting
- Budget upload and download of ASCII file data to Excel or Lotus.



# LOCIS ACCOUNTS PAYABLE MODULE

- Provides the ability to record manual checks, issue checks, and manage all non-payroll expenditures.
- Implemented several ways:
  - ✓ As a stand-alone module implemented prior to other modules
  - ✓ Implemented along with the General Ledger module, which would then allow automatic journalization of warrant information
  - ✓ Implemented after the General Ledger module, at which time the Accounts Payable module would report to the General Ledger, allowing for automatic journalization of warrant information

## ***PARTIAL LIST OF FEATURES INCLUDE:***

- Invoice/expense distribution across multiple funds
- Cash requirements management
- Purchase discounts
- Due to – Due from processing
- Warrant/Claim list
- Board list – Fixed Expense entry – Meeting cycle or monthly
- Check printing (generic or pre-printed form) in Laser, Inkjet, or Dot matrix styles
- Issued check void process
- Manual check processing
- Annual Treasurer's Vendor Payment Report
- 1099 forms
- Purchase order encumbrance interface
- Vendor/General Ledger expenditure history
- Automatic journalization to General Ledger
- Project tracking
- Retains distribution entry
- Optional Welfare Payables interface
- Direct pay vendors using standard NACHA file submitted to bank (paperless checks)



# LOCIS PAYROLL MODULE

- Provides the ability to record manual checks, issue checks, and manage all payroll expenditures.
- Implemented several ways:
  - ✓ As a stand-alone module implemented prior to other modules
  - ✓ Implemented along with the General Ledger module, which would then allow automatic journalization of payroll information
  - ✓ Implemented after the General Ledger module, at which time the Payroll module would report to the General Ledger, allowing for automatic journalization of payroll information

## ***PARTIAL LIST OF FEATURES INCLUDE:***

- Distribution of earning across multiple funds
- Automatic hours salary posting
- User specified earnings, deductions, and taxes
- Tracking of fringe benefits (i.e. vacation, sick and personal time) by employee
- Annuity, 401K, and Cafeteria plan deductions accommodated
- Check printing (generic or pre-printed form) laser, inkjet or dot matrix styles
- Manual void check processing
- Employee check history
- User-definable earnings and deductions
- Deduction checks printing ability after payroll run
- Monthly, quarterly and annual tax reporting (rollback feature to a prior period for reporting)
- W2 processing, paper or magnetic filings
- Illinois Municipal Retirement Fund accounting, both paper and magnetic filing
- Annual Treasurer's Employee Payments Report
- Police/Fire Pension reporting
- Due to – Due from processing
- Automatic journalization to General Ledger
- Savings bond deduction recordkeeping
- Project tracking
- FLSA Time Recording process
- Employer tax and deduction processing based on salary expense allocation





# LOCIS DIRECT DEBIT MODULE

- Provides the ability to automatically debit a bank account for utility billing payment collection.
  - ✓ Implemented as an add-on module to the Utility Billing module

## ***PARTIAL LIST OF FEATURES INCLUDE:***

- Allows the entry of either bank data
- Provides a total of direct charge billings
- Automatically changes the set amount due and the past due amount to zero
- Automatically creates electronic transfer files
- Penalty calculation and Shut-off notice processes automatically bypasses active direct debit customers
- Final bill process automatically notifies operator of direct debit activity and prevents account from being closed
- Allows adjustments of bills that have not been submitted for collection to the bank.
- Applies adjustment amounts to current transfer files
- Generate letters and pre-notifications to the customer and to the bank to notify of enrollment in direct debit program
- Produce a list of customers participating in Direct Debit



*Proudly serving Illinois Municipalities since 1987*

## **MEMBERSHIP / ANNUAL SUPPORT AGREEMENT**

### **Support agreement between LOCiS and Our Customers**

Membership in LOCIS (the Local Government Computer and Information Service) provides a unique opportunity for ensuring continuing support and enhancement of your computer software investment. To facilitate that goal this brochure outlines and explains what benefits are available to all members. It also details the requirements for membership.

The benefits of membership fall within the following categories:

- Software Enhancements
- Support (Telephone #800 or Onsite)
- Remote Connectivity for Support
- User Groups
- New Development Policy

## **SOFTWARE ENHANCEMENT**

LOCIS will provide enhancements for software proprietary to LOCIS and purchased through LOCIS and when enhancements are available, provide the member having such software, enhancements at no additional cost, except for costs relating to additional training, hardware, conversion of software, or travel at the members request, as may be applicable. Software enhancement may be available when:

- a) because of statewide legal requirements imposed on local government by either the state or federal government or agencies thereof, or
- b) because of problems, needs or desires identified by membership user groups considering statewide applicability.

In the event that software is purchased through LOCIS but is not proprietary to LOCIS, LOCIS will put forth its best effort to provide the same benefits of membership as if the software was proprietary to LOCIS. However, no assurances or representations are made herein that benefits of membership do or will extend to software not proprietary to LOCIS.

The membership is required, and agrees, to accept all enhancements provided so as to maintain statewide uniformity of the LOCIS system, thereby providing the membership with the benefits of reduced costs for local government computerization resulting from a uniform system.

## **SUPPORT**

LOCIS provides software support for software proprietary to LOCIS and purchased through LOCIS, via telephone voice communication, or remote computer connection on an unlimited basis. This does not include remote training.



LOCIS will provide support at the member's site by charging the member at an hourly rate for each hour or portion (measured in 1/4-hour increments) thereof, including travel time from the LOCIS office.

In the event that software is purchased through LOCIS but is not proprietary to LOCIS, LOCIS will put forth its best effort to provide the same benefits of membership as if the software was proprietary to LOCIS. However, no assurances or representations are made herein that benefits of membership do or will extend to software not proprietary to LOCIS.

## **USER GROUPS**

LOCIS when warranted will establish "user groups" to assist LOCIS and the membership of LOCIS in:

- a) fine tuning of software presently in use or available to the membership, so as to enhance such software to meet the needs of the membership in the best manner possible,
- b) definition of new applications and the resulting testing, refining, and debugging of such applications (see NEW DEVELOPMENT POLICY), and
- c) providing the opportunity whereby a network of member communication is available to individual users.

## **NEW DEVELOPMENT POLICY**

It is the intent of LOCIS to provide to the membership of LOCIS a continuing source of new software applications that uniquely and specifically address local government needs. To this end and to the extent possible, new software applications will be generated as a result of "users" defining needs and participating in the development of the software to fulfill such needs.

It is also the intent of LOCIS to provide new software applications at the lowest cost possible, thereby encouraging the membership to use their computers to their fullest capability. Such usage will provide a better return on hardware investment and allow the member's personnel to function more efficiently.

Once a software application need has been verified and a commitment to proceed by the membership (or a portion thereof) with LOCIS has been established, development shall proceed in the following manner:

1. Following initial definition of development requirements, LOCIS shall establish a COST OF DEVELOPMENT (COD).
2. The COST OF DEVELOPMENT will be shared by those members participating in the development in a manner mutually agreed upon and as evidenced by a separate written agreement.
3. The participating members will assist in the development, will provide testing, and will have first use of the final software application.
4. Once the software application is developed and available for purchase, each of the member development participants will, as the software application is sold, receive a rebate until their final cost of development will be equal to the actual sale price of the final software



application. The amount of rebate to each participant per sale of the application will be reflective of their participation in the COD and as specified in the separate written agreement.

## **MEMBERSHIP FEES**

Fees for membership in LOCIS are based upon three variables:

- 1) The network/user count of the LOCIS environment, and
- 2) The network operating system environment, and
- 3) The number of LOCIS software applications operational on the computer

The LOCIS MEMBERSHIP FEE SCHEDULE sets forth the fees applicable to the user count and software applications.

Eligibility of membership takes place on the 1st day of the month following installation of the software. When applicable, the PROJECT IMPLEMENTATION SCHEDULE shall be the basis for determining the date of installation or completion of training.

If membership is not exercised at the initial time of eligibility, LOCIS may require an amount to be paid, in addition to membership costs that is attributable to those costs and enhancements since the time of original installation.

A presumption is made at the time of purchasing LOCIS software that membership in the LOCIS MEMBERSHIP PROGRAM is desired. Therefore, a billing for LOCIS MEMBERSHIP will be forwarded when the eligibility date is reached following installation and adjusted accordingly as eligibility dates for software applications are reached. Nonpayment of such billings indicates membership has not been elected and requires LOCIS to charge standard rates for services, support, software enhancements and any other offerings beyond those contained in the original purchase agreements or contracts.

*Since 1987*



Local Government Computer and Information Service  
4000 West Jefferson Street  
Joliet, Illinois 60431  
(815) 744-0011  
1(866) LOCIS99

(December 2015)

