

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
APRIL 22, 2008 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Contract Extension Outsourcing Utility Billing Service for Printing and Mailing	✓ Resolution Ordinance Motion Discussion Only	Judy Buttny Finance Director

SYNOPSIS

A resolution is requested to authorize an extension to the contract with A.B. Data, Ltd. for the provision of utility billing services in an amount not to exceed \$20,000.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2007-2012 identified an *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sound and Sustainable Village Government*.

FISCAL IMPACT

The adopted FY08 Water Fund budget provides \$20,000 for this service. AB Data has agreed to provide the same services with no increase in rates.

RECOMMENDATION

Approval on the May 6, 2008, consent agenda.

BACKGROUND

The utility billing service contract for printing and mailing water bills and reminder notices was competitively bid for FY07. On May 15, 2007, the Village Council approved a contract with A.B. Data for these services in the amount of \$20,000. The Village has received excellent service from A.B. Data during the first year of their contract. The vendor has agreed to extend the existing contract for one year and provide the same services with no price increase. According to the Village's purchasing policy, contract extensions may be granted for previously approved contracts if the contract price does not increase by more than two percent over the originally approved contract.

ATTACHMENTS

Resolution
 Contract Form

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXTENSION OF AN AGREEMENT BETWEEN THE VILLAGE OF
DOWNERS GROVE AND A.B. DATA, LTD. FOR
UTILITY BILLING SERVICES**

BE IT RESOLVED by the Village Council of the Village of Downers Grove, DuPage County, Illinois,
as follows:

1. That the form and substance of a certain Agreement (the “Agreement”), between the Village of Downers Grove (the “Village”) and A.B. Data, Ltd. (“A.B. Data”), extending the agreement for utility billing services, as set forth in the form of the Agreement submitted to this meeting with the recommendation of the Village Manager, is hereby approved.

2. That the Village Manager and Village Clerk are hereby respectively authorized and directed for and on behalf of the Village to execute, attest, seal and deliver the Agreement, substantially in the form approved in the foregoing paragraph of this Resolution, together with such changes as the Manager shall deem necessary.

3. That the proper officials, agents and employees of the Village are hereby authorized and directed to take such further action as they may deem necessary or appropriate to perform all obligations and commitments of the Village in accordance with the provisions of the Agreement.

4. That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

5. That this Resolution shall be in full force and effect from and after its passage as provided by law.

Mayor

Passed:

Attest: _____
Village Clerk

**EXTENSION TO THE CONTRACT BETWEEN THE VILLAGE OF
DOWNERS GROVE AND AB DATA, LTD**

The Village of Downers Grove, Illinois (the "Village") and AB DATA entered into an Agreement for PRINTING AND MAILING SERVICES on or about May 17, 2007. Pursuant to the terms stated therein, the parties desire to extend that contract for a twelve-month period under the following terms:

1. All prior terms from the 2007 Agreement remain in full force and effect.
2. AB Data agrees to provide the same services with no increase rates listed in the 2007 Agreement.
3. This extension shall continue for a one-year period ending May 17, 2009

VILLAGE OF DOWNERS GROVE

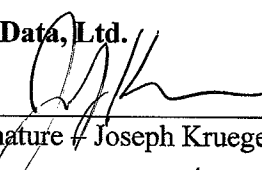
Signature – Cara Pavlicek

Title – Village Manager

Attest: _____
April Holden, Village Clerk

Date: _____

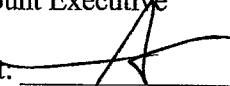
AB Data, Ltd.



Signature / Joseph Krueger

AC 3/31/08

Account Executive

Attest: 

Corporate Secretary

Date: 3/31/08