

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL WORKSHOP
MAY 26, 2009, 2009 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Utility Billing Printing and Mailing Services	Resolution Ordinance ✓ Motion Discussion Only	Judy Buttny Finance Director

SYNOPSIS

A motion is requested to authorize the award of a three-year contract with Infosend of Downers Grove, Illinois for utility billing printing and mailing services.

STRATEGIC PLAN ALIGNMENT

The Five Year Plan and Goals for 2008-2013 identified *Exceptional Municipal Organization*. A supporting objective of this goal is *Financially Sound and Sustainable Village Government*.

FISCAL IMPACT

The adopted FY09 budget includes \$15,000 in the Water Fund for this service. The contract provides the service at a cost of \$0.115 per piece and staff estimates a total of 109,000 pieces to be printed and mailed for FY09. Thus, the total cost for Utility Billing Printing and Mailing Services is estimated at \$12,535 for FY09.

RECOMMENDATION

Approval on the June 2, 2009 active agenda.

BACKGROUND

In 2007, the Village contracted with AB Data for utility billing printing and mailing for a one year period and renewed the contract for an additional year in 2008. Through a competitive request for proposal (RFP) process the Village solicited proposals for this service in 2009 and received responses from 12 vendors. After carefully evaluating the proposals, staff is recommending Infosend of Downers Grove, based on their extensive experience, competitive cost proposal, experience with Eden software, and track record of working with other units of local government. Included in Infosend's proposal is the ability to modify the current invoice to make it more user-friendly, at no charge to the Village. In addition, Infosend offers an option to email the water bills, which they will set up at no charge and will result in cost savings for the Village. This is not an option with the current vendor.

ATTACHMENTS

Contract form
 Campaign disclosure

Village of Downers Grove

IV. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Bid Is To Be Considered For Award

PROPOSER:

InfoSend, Inc.
Company Name

Date: 4/9/2009

1041 S Placentia Ave
Street Address of Company

russ.r@infosend.com
Email Address

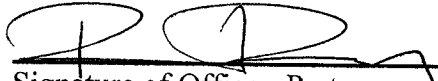
Fullerton, CA 92831
City, State, Zip

Russ Rezai
Contact Name (Print)

800 955 9330
Business Phone

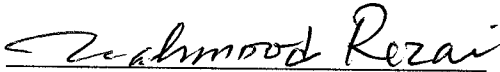
714 299 6928
13-Hour Telephone

714 446 1482
Fax


Signature of Officer, Partner or
Sole Proprietor

Russ Rezai, COO
Print Name & Title

ATTEST: If a Corporation


Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

Authorized Signature

ATTEST:

Title

Signature of Village Clerk

Date

Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, Proposer or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its bid submission, an executed Campaign Disclosure Certificate, attached hereto.


The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid documents, contractor/proposer/Proposer/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare: _____

Proposer/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

Russ Rezai
Print Name

Proposer/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:
Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name