

VILLAGE OF DOWNERS GROVE  
REPORT FOR THE VILLAGE COUNCIL MEETING  
AUGUST 7, 2012 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
Utility Bill Printing and Mailing Services	<input checked="" type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Motion <input type="checkbox"/> Discussion Only	Judy Buttny Finance Director

**SYNOPSIS**

A resolution has been prepared extending an agreement between the Village and Infosend of Downers Grove, Illinois for utility bill printing and mailing services.

**STRATEGIC PLAN ALIGNMENT**

The goals for 2011-2018 include *Steward of Financial and Environmental Sustainability*.

**FISCAL IMPACT**

The FY12 budget includes \$14,000 in the Water Fund for this service. Staff estimates that 112,000 pieces will be printed and mailed in FY12, for estimated printing costs of just under \$13,000.

**RECOMMENDATION**

Approval on the August 7, 2012, consent agenda.

**BACKGROUND**

Infosend has been the Village’s vendor for utility bill printing and mailing services since 2009. The original three-year agreement allows for two-year extension Infosend has agreed to maintain current pricing, with the exception of ebills. The price on ebills will decrease from 10 cents (\$.10) to 8 cents (\$.08). This is consistent with the terms of the Village’s purchasing policy. Infosend has met staff’s expectations during the contract.

**ATTACHMENTS**

Agreement

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION AUTHORIZING AN EXTENSION TO AN  
AGREEMENT BETWEEN THE VILLAGE OF DOWNERS GROVE  
AND INFOSEND, INC.**

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 Addendum (the “Agreement”), between the Village of Downers Grove (the “Village”) and InfoSend, Inc. (the “Proposer”), for utility bill printing 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 AGREEMENT BETWEEN  
THE VILLAGE OF DOWNERS GROVE AND  
INFOSEND, INC.**

The Village of Downers Grove, Illinois and InfoSend, Inc. entered into a Contract for services for utility bill printing on or about June 3, 2009. Pursuant to the terms stated therein, the parties desire to extend that contract for a two year period under the following terms:

1. The price for ebills shall decrease from 10 cents (\$.10) to eight cents (\$.08).
2. All other terms from the 2009 Contract remain in full force and effect.
3. The extension shall continue for a two-year period ending June 2, 2014.

**VILLAGE OF DOWNERS GROVE**

**INFOSEND, INC.**

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
Attest:

\_\_\_\_\_  
April Holden, Village Clerk

\_\_\_\_\_  
Corporation Secretary

Date: \_\_\_\_\_

Date: \_\_\_\_\_