

VILLAGE OF DOWNERS GROVE
REPORT FOR THE VILLAGE COUNCIL MEETING
MAY 20, 2014 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 for a period of two years.

STRATEGIC PLAN ALIGNMENT

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

FISCAL IMPACT

The FY14 budget includes \$7,500 in the Water Fund and \$7,500 in the Stormwater Fund for this service. Staff estimates that 121,000 pieces will be printed and mailed in FY14, for estimated printing costs of about \$14,000.

RECOMMENDATION

Approval on the May 20, 2014 consent agenda.

BACKGROUND

Infosend has been the Village’s vendor for utility bill printing and mailing services since 2009. The original three-year agreement was extended in 2012 for a period of two years, and allows for one more extension. Pricing on printed bills has been increased by 2%. The price on ebills remains at 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

- Resolution
- Agreement

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING AN EXTENSION TO THE
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 Extension (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 per piece for processing, printing, materials and mail operations shall increase by \$0.00214 and will be as follows: Regular Bills - \$0.10914 and Late Notices - \$0.11914.
2. The price for ebills shall remain at eight cents (\$.08).
3. All other terms from the 2009 Contract remain in full force and effect.
4. This is the second and final extension and shall continue for a two-year period ending June 2, 2016.

VILLAGE OF DOWNERS GROVE

INFOSEND, INC.



Attest:

Attest:

April Holden, Village Clerk

RUSS REZAP
Corporation Secretary

Date: _____

Date: 5/6/14