

VILLAGE OF DOWNERS GROVE
Report for the Village
3/19/2019

SUBJECT:	SUBMITTED BY:
Utility Bill Printing and Mailing Services	Judy Buttny Finance Director

SYNOPSIS

A resolution is requested to approve an agreement between the Village and InfoSend of Downers Grove, Illinois for utility bill printing and mailing services for a two-year extension. Staff estimates that annualized costs under this contract would be \$14,000.

STRATEGIC PLAN ALIGNMENT

The goals for 2017-2019 include *Steward of Financial, Environmental and Neighborhood Sustainability*.

FISCAL IMPACT

The FY19 Budget provides \$14,000 for this contract; \$7,000 in the Water Fund (Page 4-35, Line 17) and \$7,000 (Page 4-29, Line 17) in the Stormwater Fund.

RECOMMENDATION

Approval on the March 19, 2019 Consent Agenda.

BACKGROUND

In 2016, staff issued a Request for Proposal (RFP) for utility printing and mailing, which was awarded to InfoSend. The agreement was for a three-year term, with an option for 2 two-year extensions. Staff is proposing to extend the contract for two years. All terms and conditions from the 2016 contract will remain in effect, and the extension will expire June 2, 2021. There will be no price increase under this extension. InfoSend has met staff's expectations during the contract.

ATTACHMENTS

Resolution
Agreement

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING EXECUTION OF 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 an Extension (the "Agreement"), between the Village of Downers Grove ("Village") and InfoSend, Inc. ("Provider"), 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 an Agreement for services for utility bill printing on or about May 3, 2016. Pursuant to the terms stated therein, the parties desire to extend that contract for a two-year period under the following terms:

1. The prices contained in the 2016 Agreement shall remain the same.
2. All other terms from the 2016 Agreement remain in full force and effect.
4. This is the first two-year extension and shall continue to June 2, 2021.

VILLAGE OF DOWNERS GROVE

INFOSEND, INC.




President

Attest:

Attest:

April Holden, Village Clerk



Corporation Secretary

Date: _____

Date: 2-27-2019