

**VILLAGE OF DOWNERS GROVE**  
**Report for the Village**

<b>SUBJECT:</b>	<b>SUBMITTED BY:</b>
Utility Bill Printing and Mailing Services	Judy Buttny Finance Director

**SYNOPSIS**

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

**STRATEGIC PLAN ALIGNMENT**

The goals for 2019-2021 include *Steward of Financial, Environmental and Neighborhood Sustainability*.

**FISCAL IMPACT**

The FY21 Budget provides a total of \$14,000;

- \$7,000 in the Water Fund, and;
- \$7,000 in the Stormwater Fund for this contract.

**RECOMMENDATION**

Approval on the April 20, 2021 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. This contract was extended in 2019, and expires June 2, 2021. Staff is proposing to extend the contract for an additional two years. All terms and conditions from the 2016 contract will remain in effect, expiring June 2, 2023. 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 A SECOND 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 Second 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

**SECOND 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 and extended that agreement on or about March 17, 2019. Pursuant to the terms stated therein, the parties desire to extend that contract for a second 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 second two-year extension and shall continue to June 2, 2023.

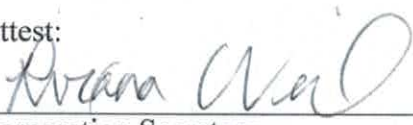
**VILLAGE OF DOWNERS GROVE**

**INFOSEND, INC.**

Attest:

Attest:

\_\_\_\_\_  
Village Clerk

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

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

Date: 4/2/21