

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
2/13/2024

SUBJECT:	SUBMITTED BY:
Utility Bill Printing and Mailing Services	Robin Lahey Finance Director

SYNOPSIS

A resolution is requested to authorize an extension to an agreement between the Village and Infosend of Downers Grove, Illinois for utility bill printing and mailing services for a one year term. Staff estimates that annualized costs under this contract would be \$20,000.

STRATEGIC PLAN ALIGNMENT

The goals for 2023-2025 include *Steward of Financial, Environmental and Neighborhood Sustainability*.

FISCAL IMPACT

For this contract, the FY24 Budget provides \$10,000 in the Water Fund and \$10,000 in the Stormwater Fund for a total of \$20,000.

RECOMMENDATION

Approval on the February 13, 2024 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. These extensions were exercised and an additional one year extension was also approved in 2023 due to the software implementation for utility billing. Staff is proposing to extend the contract for one last year because we are still in the process of making processing changes with Infosend to create greater efficiencies in utility billing. All terms and conditions from the 2016 contract will remain in effect, expiring May 31, 2025. Infosend has met staff's expectations during the contract and has been a valuable partner in implementing processing changes.

ATTACHMENTS

Resolution
Agreement

RESOLUTION NO. ____

A RESOLUTION AUTHORIZING EXECUTION OF AN EXTENSION
AND CHANGE ORDER 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 and Change Order Agreement (the "Agreement"), between the Village of Downers Grove (the "Village") and InfoSend, Inc. ("InfoSend"), for utility bill printing and mailing 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 AND CHANGE ORDER 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 utility bill printing services on or about May 3, 2016, and the parties have extended that Agreement from time to time. Pursuant to the terms stated therein, the parties desire to extend the Agreement under the following terms:

1. The fees for printing shall increase to: \$0.110 for Statements, \$0.115 for Reminder Notices and \$0.151 for Shut-Off Notices. All other fees set forth in the 2016 Agreement shall remain the same.
2. The Agreement is hereby amended to add the additional service of remittance envelopes to the Agreement, the fee for which is set forth below:
 - InfoSend Standard #9 single window blank envelope - \$0.021 each
3. All other terms from the 2016 Agreement remain in full force and effect.
4. This extension shall continue through May 31, 2025.

VILLAGE OF DOWNERS GROVE

INFOSEND, INC.



Attest:

Attest:

Village Clerk

Corporation Secretary

Date: _____

Date: 01/23/24