

VILLAGE OF DOWNERS GROVE
Report for the Village
11/12/2024

SUBJECT:	SUBMITTED BY:
Scanning Services Contract Extension	Scott Vasko Director of Engineering

SYNOPSIS

A resolution has been prepared to authorize a contract extension for the scanning of Village files into digital format to Microsystems, Inc. of Northbrook, Illinois in the amount of \$90,000 - bringing the total not-to-exceed price of the agreement, as extended, to \$184,041.

STRATEGIC PLAN ALIGNMENT

The goals for 2023 to 2025 includes *Exceptional Municipal Services*.

FISCAL IMPACT

The FY25 Budget includes \$90,000 for scanning services - \$60,000 from Community Development and \$30,000 from Engineering / Stormwater.

RECOMMENDATION

Approval on the November 12, 2024, Consent Agenda.

BACKGROUND

This contract was competitively bid in 2023. The Village previously contracted with Microsystems, Inc. in 2019, 2021, and 2022 to convert both microfiche and hard copy files to digital format. The Village has additional documents to scan/digitize. Microsystems, Inc. has consistently perform all tasks as desired, on time and within budget.

ATTACHMENTS

Resolution
Contract Extension

RESOLUTION NO. _____

**A RESOLUTION AUTHORIZING A SECOND EXTENSION
TO THE AGREEMENT
BETWEEN THE VILLAGE OF DOWNERS GROVE
AND MICROSYSTEMS, 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 Microsystems, Inc. ("Consultant"), for scanning and indexing 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 That all resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.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 MICROSYSTEMS, INC.**

The Village of Downers Grove, Illinois and Microsystems, Inc. ("Consultant") entered into an agreement on or about October 3, 2023 whereby Consultant would provide certain scanning and indexing services ("Agreement"). The Agreement was previously extended by agreement of the parties. Pursuant to the terms stated therein, the parties desire to enter into this Second Extension to the Agreement, extending the Agreement for a one-year period under the following terms:

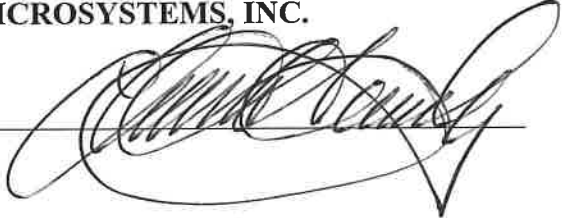
1. The Agreement shall be extended through December 31, 2025.
2. Consultant shall perform additional scanning and indexing services at the rates set forth in the Agreement.
3. The total not-to-exceed price for this Second Extension is \$90,000, bringing the total not-to-exceed costs for the Agreement, as extended, to \$184,041.
4. All other terms from the Agreement remain in full force and effect.

VILLAGE OF DOWNERS GROVE

Village Manager

Date: _____

MICROSYSTEMS, INC.


Title: VP

Date: 10/18/24