

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2021-0219

Contract #: C21-0095

Start date: 5/6/2021

End date: 12/31/2023

Amount:

Contingency Amount:

Department: Finance

Total Contract Amount:

Contract Type: Professional Services

Contractors Name: InfoSend, Inc.

Status of Ownership: N/A

Status of Sub: N/A

Certification: Attached

Self-Certifying

Did not disclose

Contract Description: Utility Bill Data Processing Printing, and Mailing Services.

1. Change Order #1 - 2023-0793 Request to extend contract for 2 additional years. New completion date 12/30/2026.
2. Addendum A - Modify Contract Docs and Term of contract to reflect new completion date of 12/30/2026.
3. Change Order #2 - Request to contract amount by \$2,628.81 to pay the final invoice on this contract for Postage/Shipping Services.



ORLAND PARK

REQUEST FOR CHANGE ORDER # 2

Purchase Order/ Contract #: 20240103

Change Order Request Date: 1/12/2026

Company Name: InfoSend, Inc.

Contract Title: UTILITY BILL PROCESSING/PRINT/MAIL SERVICE

NOTE: The above referenced contract is for a fixed not to exceed amount and scope of services. For any change to the contract amount or scope of services this form must be completed and signed by the contractor and approved and authorized by the Village of Orland Park **BEFORE** commencing with any work beyond the dollar amount or scope of the original, or previously amended contract/purchase order.

Item	Description	Amount
A	Original contract value (without contingency) FY2025 Postage/Shipping Services	\$ 75,000.00
B	Total amount of previous change orders for contract (not contingency)	\$ 0.00
C	Total current contract amount (A + B)	\$ 75,000.00
D	Amount of this change order for contract (+ or -)	\$ 2,628.81
E	Revised contract amount (C + D)	\$ 77,628.81
F	Percent of current contract amount this change order represents (D/C)	3.51%
G	Cumulative percent of all change orders (B + D)/A	3.51%
H	Original contract termination date	12/31/23
I	Revised contract termination date	12/31/25
J	Total amount of contingency	\$ 0.00
K	Amount of this contingency funds request	
L	Amount of previous contingency funds approved	\$ 0.00
M	Contingency funds remaining	\$ 0.00

Brief description of services provided under the contract:

UTILITY BILL PROCESSING/PRINT/MAIL SERVICE.
Postage/Shipping Services Approved Budgeted Amount = \$75,000.00 / Outsourcing Services Approved Budgeted Amount = \$20,000.00

Reason for requested change: (if requesting approval for contingency funds, date extension by a total of 30 days or more, identify % and amount on contract)

Requesting to increase contract amount by \$2,628.81 to pay the final invoice on this contract for Postage/Shipping Services. The total cost for Postage/Shipping Services is \$7,148.03 and the amount available on the contract for this service is \$4,519.22.

For Village Use Only: IN ACCORDANCE WITH 720 ILCS 5/33E-9 this section shall only apply to a change order or a series of change orders which authorize or necessitate an increase or decrease in either the cost of a public contract by a total of \$25,000 or more or the time of completion by a total of 30 days or more (up to 180 days).

As the authorized designee of the Village of Orland Park to approve a change order to this public contract, I hereby make the following written determination regarding this change order and authorize and approve the same:

- The circumstances said to necessitate the change in performance were not reasonably foreseeable at the time the contract was signed
- The change is germane to the original contract as signed
- The change order is in the best interest of the Village of Orland Park and authorized by law

This written determination and this written change order resulting from that determination shall be preserved in the contract's file which shall be open to the public for inspection.

Company Name: InfoSend, Inc.

Signature: [Signature]

Printed Name: Russ Reza

Title: President

Date: 01-14-2026

Village of Orland Park

Signature: [Signature]

Printed Name: Jim Culotta

Title: Assistant Village Manager

Date: 1-15-26



InfoSend, Inc.
 4240 East La Palma Avenue
 Anaheim, CA, 92807-1816
 Phone: 800-955-9330

Invoice

Invoice Nbr.: 300788
Date: 12-Dec-2025
Due Date: 15-Jan-2026
Customer ID: ORL-000
PO #: P.O. # 21-001297
Terms: Net 30
Contact:

We accept payments on our payment portal: <https://www.onlinebiller.com/invoicepay>. Please note, there is a service fee of 3.5% for credit card payments and payments via ACH are free of charge.

BILL TO:

MAKE CHECKS PAYABLE TO:

Village of Orland Park
 ACCOUNTS PAYABLE
 14700 S. Ravinia Avenue
 Orland Park IL 60462

InfoSend, Inc.
 4240 East La Palma Avenue
 Anaheim, CA, 92807-1816

NO.	DATE	DESCRIPTION	QTY.	UNIT PRICE	EXTENDED PRICE
1	12/5/2025	ORN1205A : Data Processing	12,273	0.06360	780.56
2		ORN1205A : Printing Service up to 2/2 Ink	12,273	0.01380	169.37
3		ORN1205A : Standard 8.5 x 11 Paper Stock	12,273	0.01910	234.41
4		ORN1205A : Standard Double Window #10 Outgoing Envelope	12,091	0.02550	308.32
5		ORN1205A : Standard Single Window #9 Return Envelope	9,019	0.02250	202.93
6		ORN1205A : Outgoing Flat Envelope	2	0.19000	0.38
7		ORN1205A : Postage (Level-1 Sort) (12,082 Mailpieces)	1	7,137.37000	7,137.37
8		ORN1205A : Postage (Level-2 Sort) (11 Mailpieces)	1	10.65800	10.66
9		ORN1205A : Excess Pages Handwork Surcharge	2	0.35000	0.70
10		ORN1205A : Print Image Archiving-12 Months Retention	12,271	0.01200	147.25
11		ORN1205A: ORL.1231.STMT.001.PDF,ORL.1231.STMT.002.PDF,O			
12		ORN1205A: RL.1231.STMT.003.PDF,ORL.1231.STMT.004.PDF,OR			
13		ORN1205A: L.1231.STMT.005.PDF,ORL.1231.S			
14					
15		ORN_JOBS : Data Security Infrastructure Surcharge	1	50.00000	50.00
16		ORN_JOBS			
17					

Available Contract Amount:

Outsourcing Services available amount is \$3,098.40.
 Postage/Shipping available balance is \$4,519.22.

Outsourcing Services Invoice amount = \$1,893.92.

Postage/Shipping Invoice amount = \$7,148.03

Postage/Shipping Services - Additional amount needed for Postage/Shipping Services is \$2,628.81.

NOTE:

We accept payments on our payment portal: <https://www.onlinebiller.com/invoicepay>. Please note, there is a service fee of 3.5% for credit card payments and payments via ACH are free of charge.

Sales Total: 9,041.95
Tax Total: 0.00
Total (USD): 9,041.95