

# VILLAGE OF ORLAND PARK

14700 Ravinia Avenue  
Orland Park, IL 60462  
[www.orland-park.il.us](http://www.orland-park.il.us)



## Meeting Minutes

Monday, February 23, 2009

7:00 PM

Village Hall

## Finance Committee

*Chairman Edward G. Schussler  
Trustees Brad S. O'Halloran and James V. Dodge, Jr.  
Village Clerk David P. Maher*

**CALL TO ORDER/ROLL CALL**

The meeting was called to order at 7:01 PM.

**Present:** 3 - Trustee O'Halloran; Trustee Dodge and Chairman Schussler

**APPROVAL OF MINUTES****2009-0058 Approval of the January 26, 2009 Finance Committee Minutes**

I move to approve the Minutes of the Regular Meeting of the Finance Committee of January 26, 2009.

**A motion was made by Trustee Brad O'Halloran, seconded by Trustee James Dodge, Jr., that this matter be APPROVED. The motion CARRIED by the following vote:**

**Aye:** 2 - Trustee O'Halloran and Trustee Dodge

**Nay:** 0

**Abstain:** 1 - Chairman Schussler

**ITEMS FOR SEPARATE ACTION****2009-0104 Utility Bill Outsourcing - Approval**

Director of Finance Annmarie Mampe stated that on January 20, 2009, a Request for Proposals was sent to eleven companies that provide the service of printing, inserting and mailing utility bills. An advertisement was also placed in the local newspaper. Five companies responded to the Request for Proposals. Two companies were selected for the interview process.

During the interview process, staff determined that Infosend, Inc. was the most qualified company to provide utility printing services. Infosend has over 200 clients, 90 of which are municipal clients. Many of their municipal clients utilize the Village's utility billing software vendor, Sungard HTE. Village bills will be printed at Infosend's newest production site in Downers Grove, Illinois, a state of the art facility. Village staff plans to work in cooperation with Infosend to redesign the utility bill to include a water usage graph that many Village customers have requested.

Staff also recommends implementing Infosend's electronic bill presentment service that allows Infosend to email an exact replica of the Village's utility bill to customers. The email will include a link to the Village's website for online payment using the new Click2Gov software. The Village will save on postage costs by offering this new service to Village customers. It is estimated that if 5% of the Village's customers enroll in this service, the Village will save approximately \$2,100 annually on postage.

It is recommended that Infosend Inc. be awarded the contract for a period of three years. Initial set-up fees for bill print are being waived and the set-up fee for the email bill service is \$1,500. The annual price for each printed utility bill for the next 3 years is \$0.111, \$0.115, and \$0.117, respectively. Based on printing 137,000 utility bills per year, the annual cost equates to \$15,207, \$15,755, and \$16,029. The annual price for each emailed utility bill for the next 3 years is \$0.130, \$0.134, and \$0.138, respectively. Additional inserts into the utility bill would cost \$.060, \$.063, and \$.066 for the next three years.

The contract will be at the prices stated above for each of the three years, unless 30 days written notice is given prior to the annual anniversary date of the executed contract.

I move to recommend to the Village Board to approve accepting the proposal by Infosend, Inc. for the printing, inserting, emailing, and mailing of utility bills,

and

to award Infosend the three year contract for \$0.111 per printed utility bill for the first year, \$0.115 for the second year, and \$0.117 for the third year; and \$0.130 per emailed utility bill for the first year, \$0.134 for the second year, and \$0.138 for the third year plus the cost of the email set up fee, and the cost of printing and inserting letters as stated.

**A motion was made by Trustee James Dodge, Jr., seconded by Trustee Brad O'Halloran, that this matter be RECOMMENDED FOR APPROVAL to the Board of Trustees. The motion CARRIED by the following vote:**

**Aye:** 3 - Trustee O'Halloran, Trustee Dodge, and Chairman Schussler

**Nay:** 0

**ADJOURNMENT - 7:06 PM**

**A motion was made by Trustee Brad O'Halloran, seconded by Trustee James Dodge, Jr., that this matter be ADJOURNED. The motion CARRIED by the following vote:**

**Aye:** 3 - Trustee O'Halloran, Trustee Dodge, and Chairman Schussler

**Nay:** 0

**/nm**

**APPROVED:**

Respectfully Submitted,

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**David P. Maher, Village Clerk**