

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION
For Inclusion on Board Agenda
BIDS AND PROPOSALS

TO: President and Village Board of Trustees
FROM: Scott Niehaus, Village Manager
DATE: November 8, 2017 Agenda Date: November 16, 2017
TITLE: Bids For: Printing of Lombard Pride Newsletter/2 Year Contract

SUBMITTED BY: Avis Meade, Communications Coordinator

RESULTS:

Date Bids Published: October 19, 2017 Date Bidding Closed: November 3, 2017

Total Number of Bids Received 12

Total Number of Bidders Meeting Specifications 12

Bid Security Required..... Yes X No

Performance Bond Required Yes X No

Were Any Bids Withdrawn Yes X No

Waiver of Bids Requested? Yes X No

Award Recommended to Lowest Responsible Bidder Yes X No

Staff recommends awarding the contract to Trend Graphics, in the amount not to exceed \$25,000 for a 2 year contract, with an option to renew for 1 year. Trend Graphics has been the Village’s contractor for the printing of the Pride Newsletter since 2015 and has displayed additional value in the form of:

- Flexible printing schedule that works around the Village’s timeline;
- Easy and time efficient file sharing in the form of PDF proofs;
- Excellent customer service and prompt response;
- Developing an efficient process with the Lombard Post Office.

Strathmore Company has supplied a bid price lower than Trend Graphics by \$25 per issue of the Pride, for a total of \$200; however it is the recommendation of staff that the Pride Newsletter continues to be printed by Trend Graphics due to their low quote and the additional items of value listed above.

FISCAL IMPACT:

Hotel/Motel Tax Fund 240.130.540.75210 Project #PRIDE PRINT MAIL

Funds Budgeted \$12,500 each year for two years, for a total of \$25,000

BACKGROUND/RECOMMENDATION:

Bids for the printing of the Lombard Pride Newsletter were sought on October 19, 2017. Twelve bids were presented for a two year contract with the Village’s option to renew for a third year. Staff recommends the award of the contract to Trend Graphics, the Village’s current printing vendor, in an amount not to exceed \$25,000 (\$12,500 per year).

Has Recommended Bidder Worked for Village Previously X Yes ___ No
If yes, was quality of work acceptable X Yes ___ No

Was item bid in accordance with Public Act 85-1295? Yes No
Waiver of bids - Public Act 85-1295 does not apply Yes No

REVIEW (as needed):

Village Attorney XX _____ Date _____
Finance Director XX _____ Date _____
Village Manager XX _____ Date _____

NOTE: All materials must be submitted to and approved by the Village Manager's Office by 12:00 Noon, Wednesday, prior to the Board Agenda distribution.