

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: David A. Hulseberg, Village Manager
DATE: September 6, 2011 Agenda Date: September 15, 2011
TITLE: Bid Opening For: Printing of Lombard Pride Newsletter/2 Year Contract

SUBMITTED BY: Joelyn Kott, Communications Coordinator *JK*

RESULTS:

Date Bids Published: August 17, 2011 Date Bidding Closed: September 2, 2011

Total Number of Bids Received 7

Total Number of Bidders Meeting Specifications 6

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Were Any Bids Withdrawn Yes X No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

If no, explain: Bid was second lowest by \$29 per issue and is with current vendor with whom we have an established relationship and has provided excellent service.

FISCAL IMPACT:

Hotel/Motel Tax Fund 1350.755500 Project #0072

Funds Budgeted \$21,120.00

BACKGROUND/RECOMMENDATION:

Bids for the printing of the Lombard Pride Newsletter were opened at a bid opening on September 2, 2011. Seven bids were presented for a two year contract. Staff recommends the award of the contract to Creekside Printing, the second lowest responsible bidder, in an amount not to exceed \$42,348 (\$21,174 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? X Yes No

Waiver of bids - Public Act 85-1295 does not apply Yes X 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.



MEMORANDUM

TO: David A. Hulseberg
Village Manager

FROM: Joelyn Kott *JK*
Communications Coordinator

DATE: September 7, 2011

SUBJECT: Bid Opening For Lombard PRIDE

The bid opening for the upcoming 2 year contract for the Lombard PRIDE was held at 11 a.m. on Friday, September 2, 2011. There were 7 bids submitted. The bids are as follows:

<u>Company</u>	<u>Quote Totals For Twelve 16 Page Issues (70# Enamel)</u>
Trend Graphics Inc.	\$ 42,000.00
Creekside Printing	\$ 42,348.00
Blooming Color	\$ 51,072.00
PressTech	\$ 58,308.00
Forest Printing	\$ 61,338.36
Yorke Printe Shoppe, Inc.	\$ 69,492.00*
Woodward Printing Services	\$ 70,032.00

* Did not meet bid specifications
The bids are attached for your review.

Staff recommends awarding the contract to Creekside Printing, in the amount not to exceed \$ 42,348 for a 2 year contract. Although they are the second lowest responsible bidder, they are only \$29 an issue above the lowest bid and we have an established relationship with this printer. They have supplied us with timely and professional service for the past 2 years that they have printed the Lombard Pride.

Please place this item on the consent agenda for the September 15, 2011 Board of Trustees meeting. If you have any questions, please feel free to contact me. Thank you.

Attachments
JMK/cp

August 30, 2011

To: Village Of Lombard
Fr: Jeannine Jenkins

We take pleasure in submitting the following quotations covering your stated requirements, based upon the following specifications.

DESCRIPTION: Lombard Pride Newsletter

Quantity.....21,000
70lb. Enamel
2 color- Black and 1 PMS Color, 2 sides
Drop off at post office, and remainder delivered to Village of Lombard

16 Page Issue.....\$3500.00
12 Page Issue.....\$2700.00
Optional 8 ½ x 11 insert page.....\$780.00

*** Trend Graphics will print 4 colors throughout, on all issues for an additional \$100.00 per issue***

*** Please allow 8 working days for printing and mailing from the final proof***

Terms: Net 30 days

Thank you for giving us the opportunity to be of service to you. Please call me with any questions at 847-515-8617

Respectfully submitted by: Jeannine Jenkins

This quotation is based on our interpretations of your specs as outlined above. This proposal is based on acceptance within 30 days. Quote is based on the specifications. Final price is based on project as actually presented.

**VILLAGE OF LOMBARD
BID PROPOSAL**

Proposal for Contract Document Number CD1207. We hereby agree to provide the Village of Lombard printing service for 12 issues of the Lombard Pride Newsletter (2 year contract), in accordance with provisions, instructions, and specifications of the Village of Lombard for the prices as follows:

(PLACE PROPOSAL OUTLINE HERE)

* 16 PAGE ISSUE - \$ 3529
12 PAGE ISSUE - \$ 3257
20 PAGE ISSUE - \$ 4499 } PER ISSUE

QUOTATION

Creekside Printing

1175 Davis Road
Elgin, IL 60123
(847) 888-1150 FAX 888-1190

**VILLAGE OF LOMBARD
JOELYN KOTT
255 E. WILSON

LOMBARD, IL 60148**

**Estimate Number 86978

Phone 630-620-5700
Date August 23, 2011
Fax 630-620-8222**

Job Description

**16 PAGE NEWSLETTER
GLOSS**

Estimated as: New Job With Type

Proofs Required

1 PDF

Final Size

8 1/2 x 11 - 16 Pages

Paper

**- 70 LB - COATED BOOK
Brand- R HOUSE GLOSS - Color- WHITE - Finish- GLOSS**

Press

Black and 1 Color(s) / Black and 1 Color(s)

Bindery

**Saddle Bound
-SORT -Carton Pack**

Deliver to

post office plus 1 -

Quantity 21,000 - Price of \$ 3,529.00

Terms: Net 10 Days

**THIS ESTIMATE VALID FOR 30 DAYS.
CREDIT TERMS BASED ON APPROVED CREDIT APPLICATION.**

Accepted by

STEVE KITTAY

QUOTATION

Creekside Printing

1175 Davis Road
Elgin, IL 60123
(847) 888-1150 FAX 888-1190

**VILLAGE OF LOMBARD
JOELYN KOTT
255 E. WILSON

LOMBARD, IL 60148**

**Estimate Number 87108

Phone 630-620-5700
Date August 23, 2011
Fax 630-620-8222**

Job Description
**12 PAGE NEWSLETTER 1
GLOSS**

Estimated as: New Job With Type
Proofs Required
1 PDF

Final Size
8 1/2 x 11 - 12 Pages

Paper
**- 70 LB - COATED BOOK
Brand- R HOUSE GLOSS - Color- WHITE - Finish- GLOSS**

Press
Black and 1 Color(s) / Black and 1 Color(s)

Bindery
**Saddle Bound
-SORT -Carton Pack**

Deliver to
post office plus 1 -

Quantity 21,000 - Price of \$ 3,257.00

Terms: Net 10 Days

**THIS ESTIMATE VALID FOR 30 DAYS.
CREDIT TERMS BASED ON APPROVED CREDIT APPLICATION.**

Accepted by

STEVE KITTAY

QUOTATION

Creekside Printing

1175 Davis Road
Elgin, IL 60123
(847) 888-1150 FAX 888-1190

**VILLAGE OF LOMBARD
JOELYN KOTT
255 E. WILSON

LOMBARD, IL 60148**

**Estimate Number 87107

Phone 630-620-5700
Date August 23, 2011
Fax 630-620-8222**

Job Description
**20 PAGE NEWSLETTER]
GLOSS**

Estimated as: New Job With Type
Proofs Required
1 PDF

Final Size
8 1/2 x 11 - 20 Pages

Paper
**- 70 LB - COATED BOOK
Brand- R HOUSE GLOSS - Color- WHITE - Finish- GLOSS**

Press
Black and 1 Color(s) / Black and 1 Color(s)

Bindery
**Saddle Bound
-SORT -Carton Pack**

Deliver to
post office plus 1 -

Quantity 21,000 - Price of \$ 4,499.00

Terms: Net 10 Days

**THIS ESTIMATE VALID FOR 30 DAYS.
CREDIT TERMS BASED ON APPROVED CREDIT APPLICATION.**

Accepted by

STEVE KITTAY



BLOOMING COLOR, INC.
expect | excel | exceed

230 Eisenhower Lane North
Lombard, IL 60148
T 630-705-9200 F 630-705-1212

August 17, 2011

Rhonda Heabel
Village of Lombard

Lombard Pride Newsletter

Quantity: 21,000 (16 page self cover option for 12 page self cover)
(option for 8.5 x 11 insert)

Trim Size: 8.5 x 11, finished (insert 8.5 x 11)

Paper: 70lb. White Enamel Text

Artwork: File supplied

Proofs: Dylux and HP proof

Presswork: 2/2 Black and 1 PMS

Binding and Finishing: Saddle stitch (place insert into newsletter)

Packing and Shipping: Route sort and deliver to post office, balance deliver to Village of Lombard

(issues with insert will need 3 wafer seals)

Price: 16 page = \$4256 per issue 16 page with insert = \$7497
12 page = \$4172 per issue 12 page with insert = \$6071

Dave Jeffers

Presstech
 959 Lee Street
 Des Plaines IL 60016
 (847) 824-4485 Fax: (847) 824-4775

Quotation 11625

Date: 09/01/11

**Rhonda Heabel
 Village of Lombard
 255 E. Wilson Avenue
 Lombard IL 60148**

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
1318	Rhonda Heabel				Ed	ED
Quantity	Description					Price
	<i>Thank you for the opportunity.</i>					
	Village of Lombard					
21,000	16 Page (4 orig) PrePress 1 PrePress 2Color Rip Proofs Uncoated Proof Ink QM Standard Ink Plates Komori Plate Paper Text Coated Other 11 x 17 70# Gloss text Print Black+1C / Black+1C 2/2 Cut To FinSz (5 Cuts/Sheet) Binding BookMaker 01-5 sheets Delivery Carrier Route Management					4,859.00
21,000	12 Page (3 orig) PrePress 1 PrePress 2Color Rip Proofs Uncoated Proof Ink QM Standard Ink Plates Komori Plate Paper Text Coated Other 11 x 17 70# Gloss text Print Black+1C / Black+1C 2/2 Cut To FinSz (5 Cuts/Sheet) Binding BookMaker 01-5 sheets Delivery Carrier Route Management					3,753.00
21,000	8.5 x 11 Insert Proofs Uncoated Proof Ink QM Standard Ink Plates Komori Plate Paper Text Coated Other 8.5 x 11 70# gloss text Print Black+1C / Black+1C 2/2 Cut To FinSz (5 Cuts/Sheet)					1,140.00

continued...

Presstech
 959 Lee Street
 Des Plaines IL 60016
 (847) 824-4485 Fax: (847) 824-4775

Quotation 11625

Date: 09/01/11

Rhonda Heabel
Village of Lombard
255 E. Wilson Avenue
Lombard IL 60148

Acct.No	Ordered By	Phone	Fax	P.O. No	Prepared By	Sales Rep
1318	Rhonda Heabel				Ed	ED
Quantity	Description					Price
	Village of Lombard					
	Collate Hand		...continued			

VILLAGE OF LOMBARD
 BID PROPOSAL

Proposal for Contract Document Number CD1207. We hereby agree to provide the Village of Lombard printing service for 12 issues of the Lombard Pride Newsletter (2 year contract), in accordance with provisions, instructions, and specifications of the Village of Lombard for the prices as follows:

Forest Printing

Forest Printing Company
 7214 W. Madison
 Forest Park, IL 60130
 708-366-5100
 Fax 708-366-6400
 Email: print@forestprinting.net
 www.forestprinting.net

Estimate

No. **E#6735**

3561

Village of Lombard
 255 E. Wilson Avenue
 Lombard IL 60148
 Rhonda Heabel
 Phone: 630-620-5914

Date 8/24/11

Customer P.O. No.

QUANTITY	DESCRIPTION	AMOUNT
21,000	Lombard Pride 12 Page Newsletter, 11 x 17 White 70# Gloss Text, folded to 8.5 x 11, 3 sheets, Offset 2 colors front in Black & PMS ink, 2 colors back in Black & PMS ink	4,136.82
1	PDF Proof	
	Saddle Stitch 16 Page Booklet	
21,000	Lombard Pride 16 Page Newsletter, 11 x 17 White 70# Gloss Text, folded to 8.5 x 11, 4 sheets, Offset 2 colors front in Black & PMS ink, 2 colors back in Black & PMS ink	5,111.53
1	PDF Proof	
	Saddle Stitch 20 Page Booklet	
21,000	Lombard Pride Insert, 8.5 x 11 White 70# Gloss Text, Offset 2 colors front in Black & PMS ink, 2 colors back in Black & PMS ink	867.45
1	PDF Proof	
21,000	Mailing Services	477.75

T 630 627 4960
F 630 627 4965

August 30, 2011
village_of_lombard_Aug_2011.docx

QUOTATION



Yorke Printe Shoppe
930 N Lombard Road
Lombard, IL 60148
yorkeprinte.com

CUSTOMER: Village of Lombard
DESCRIPTION: Printing of the Lombard Pride Newsletter – 2 Year Contract
SIZE: 11 x 17 flat folds to 8.5 x 11
QUANTITY: 21,000 quantity per issue - 12 total issues for a 2 year period
INKS: 2/2, black and PMS with bleeds
PAPER: 70# Betalith Gloss Text
PREPRESS: Print ready file
PROOFS: ORIS Inkjet halftone proof and inkjet digital dylux
FINISHING: Collate, saddle stitch to size on 11" edge
Deliver to Post Office and extras to the Village of Lombard

16 pager

One run of 21,000 quantity for a 16 page issue = \$5791.00

Additional 2 Page Option: 16 pager with 8.5 x 11 (2pg) insert page (folded 18 pager)
= \$1945

12 pager

One run of 21,000 quantity for a 12 page issue = \$5271.00

Additional 2 Page Option: 12 pager with 8.5 x 11 (2pg) insert page (folded 14 pager)
= \$901

This job will print in the Village of Lombard at Yorke Printe Shoppe.



**VILLAGE OF LOMBARD
BID PROPOSAL**

Jeff Gourley
Account Executive

11 Means Drive • Platteville, WI 53818
800.348.5515 • fax 608.348.2816
Cell: 563.590.1437
jgourley@wcinet.com
woodwardprinting.com



Proposal for Contract Document Number CD1207. We hereby agree to provide printing service for 12 issues of the Lombard Pride Newsletter (2 year contract), in accordance with provisions, instructions, and specifications of the Village of Lombard for the prices as follows:

(PLACE PROPOSAL OUTLINE HERE)

12 pages - 21 m - 2/c - 70# gloss text - all mailing - including shipping
\$4,836 / each

16 pages - 21 m - 2/c - 70# gloss text - all mailing - includes shipping
\$5,836 / each

2 page insert - 21 m 2/c - 2 sides - 70# gloss text - includes inserting
\$1,371 / each