

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: Tim Sexton, Acting Village Manager
DATE: September 11, 2013 Agenda Date: September 19, 2013
TITLE: Bid Opening For: Printing of Lombard Pride Newsletter/2 Year Contract

SUBMITTED BY: Bridget Doyle, Communications Coordinator

RESULTS:

Date Bids Published: August 14, 2013 Date Bidding Closed: September 6, 2013

Total Number of Bids Received 5

Total Number of Bidders Meeting Specifications 5

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Were Any Bids Withdrawn Yes X No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 X Yes No

If no, explain:

FISCAL IMPACT:

Hotel/Motel Tax Fund 240.130.540.75210 Project #PRIDE PRINT MAIL

Funds Budgeted \$22,968.00 Each Year of 2 Year Contract (\$45,936 Total)

BACKGROUND/RECOMMENDATION:

Bids for the printing of the Lombard Pride Newsletter were opened at a bid opening on September 6, 2013. Five bids were presented for a two year contract. Staff recommends the award of the contract to Creekside Printing, the lowest responsible bidder, in an amount not to exceed \$45,936 (\$22,968 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 Tim Sexton _____ Date 9/11/13

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.