

MEMORANDUM

TO: Scott Niehaus
Village Manager

FROM: Avis Meade
Communications Coordinator

DATE: November 24, 2015

SUBJECT: Printing Contract for Lombard PRIDE

The Village requested multiple quotes for the printing of the Lombard Pride Newsletter. The Pride Newsletter is a 16 page full color newsletter, printed on a bi-monthly basis. The printing quotes requested were for 2 year contracts and included a variety of page and frequency options. There were 14 quotes submitted.

The Helen Plum Library has opted out of printing in the Pride Newsletter. The library has developed their own newsletter and does not wish to share expenses for 3 pages of content in the Village's Pride Newsletter.

<u>Company</u>	<u>Quote Totals For Pride Newsletters (70# Enamel)</u>	
	Current 12 issues, 16 pages	12 issues of 12 pages (NEW SIZE)
American Litho, Inc.	\$66,398.25	\$61,999.80
Automated Forms & Graphics	\$99,684.00	\$79,236.00
Barnaby, Inc.	\$87,360.00	\$69,924.00
Blooming Color	\$64,200.00	\$57,900.00
Deluxe for Business	\$68,994.00	\$63,998.00
Digital Hub	\$61,860.00	\$42,960.00
Creekside	\$46,080.00	\$42,612.00
Hagg Press	\$47,520.00	
Meridian-Direct	\$59,400.00	\$55,080.00
Precise Printing Network, Inc	\$67,140.00	\$59,640.00
Summerset Imaging Group	\$66,792.00	\$58,284.00
*Trend	\$46,800.00	\$39,144.00
VISOgraphics	\$81,606.84	\$51,844.24
Woodward Printing Services	\$59,400.00	\$45,456.00

*Staff recommends decreasing the amount of pages from 16 to 12, due to the non-participation of the Helen Plum Library, and awarding the contract to Trend Graphics, the lowest quote, in the amount not to exceed \$39,144 for a 2 year contract. This quote is \$6,856 less than what the Village currently pays for the Pride Newsletter, largely due to the recommended decrease in pages.

If you have any questions, please feel free to contact me. Thank you.