

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 *DAH*
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Were Any Bids Withdrawn Yes X No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 *David A. Hulseberg* _____ Date 9/7/11

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.