

**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: October 28, 2009  
Agenda Date: November 5, 2009  
TITLE: Bid Opening For: Printing of Lombard Pride Newsletter/2 Year Contract

SUBMITTED BY: Joelyn Kott, Communications Coordinator

**RESULTS:**

Date Bids Were Published October 7, 2009 Date Bidding Closed October 23, 2009  
Total Number of Bids Received ..... 11  
Total Number of Bidders Meeting Specifications .... 11

Bid Security Required ..... Yes  No   
Performance Bond Required ..... Yes  No   
Were Any Bids Withdrawn ..... Yes  No

Explanation:  
Waiver of Bids Requested? ..... Yes  No   
If yes, explain:

Award Recommended to Lowest Responsible Bidder ..... Yes  No   
If no, explain:

**FISCAL IMPACT:**

Hotel/Motel Tax Fund #0590.755500 proj 0070 \$21,114 each year  
Funds Budgeted \$42,228.00 for 2 years

**BACKGROUND/RECOMMENDATION:**

Bids for the printing of the Lombard Pride Newsletter were opened at a bid opening on October 23, 2009. Eleven 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 \$42,228.

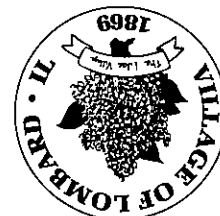
Has Recommended Bidder Worked for Village Previously Yes  No   
If yes, was quality of work acceptable Yes  No   
Was item bid in accordance with Public Act 85-1295? Yes  No   
Waiver of bids - Public Act 85-1295 does not apply Yes  No

**REVIEW (as needed):**

Village Attorney XX \_\_\_\_\_ Date 10/28/09  
Finance Director XX \_\_\_\_\_ Date 10/28/09  
Village Manager XX \_\_\_\_\_ Date 10/28/09

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  
Communications Coordinator

**DATE:** October 28, 2009

**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, October 23, 2009. There were eleven bids submitted. The bids are as follows:

Company Quote Totals For Twelve 16 Page Issues (70# Enamel)

Creekside Printing	\$ 42,228.00
Quik Impressions, Inc.	\$ 52,740.00
Strathmore	\$ 55,992.00
Courier Printing	\$ 60,060.00
Atlas Forms & Graphics	\$ 67,284.00
Direct Mail Solutions	\$ 67,662.00
Woodward Printing Services	\$ 72,473.40
Yorke Printe Shoppe, Inc.	\$ 73,764.00
MLS Mailing Inc.	\$ 74,400.00
The Ink Well	\$ 99,273.00
The Orig. Instant Printing Corp.	\$ 119,400.00

The bids are attached for your review.

Staff recommends awarding the contract to Creekside Printing, the lowest responsible bidder, in the amount not to exceed \$42,228.00. Reference checks did not reveal anything negative about the company nor did contact with both the Lombard and Elgin post offices.

Please place this item on the consent agenda for the November 5, 2009 Board of Trustees meeting. If you have any questions, please feel free to contact me. Thank you.

Attachments  
JMK/cp



**Creekside Printing**

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

**QUOTATION**

**VILLAGE OF LOMBARD**  
**RHONDA HEABEL**  
**255 E. WILSON**  
**LOMBARD, IL 60148**  
**Estimate Number 76076**  
**Phone 630-620-5914**  
**Date October 14, 2009**

**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**  
**One local**


**Quantity** 21,000 - **Price of \$** 3,519.00

**Terms: Net 10 Days**

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

Accepted by

STEVE KITTA



Sincerely,

Thank you for the opportunity to submit our bid.

12 - 16 page Issues at \$4395  
12 Total Issues at \$52,740  
Optional 4 pager at N/C  
Optional to Print/Insert/Water Seal \$1175  
Additional for 70# Smooth \$115

Description: Lombard Pride Newsletter  
Papers: 70# Gloss Text  
Flat Size: 11 x 17  
Finished Size: 8.5 x 11  
Inks: 2/2 Black and 1 PMS  
Proofs: Epson  
Bindery: Trim, Collate, Fold and Saddlestitch  
Delivery: Drop off at post office, overs to Village Hall

1385 Jeffrey Drive  
Addison, IL 60101  
630-495-7845  
Fax 630-495-2534





**To:**

Rhonda Heabel  
Village of Lombard  
255 E. Wilson Ave.  
Lombard, IL 60148

*We are pleased to submit this quotation, subject to standard printing trade customs, based on the following specifications:*

**Description:** Pride Newsletter

**Quantity:** 21,000

**Size:** 8.5 x 11 Insert 8.5 x 11

**Paper:** 70# gloss text

**Pages:** 16 + optional 2 page insert

**Prepress & Proofs:**

Village of Lombard to supply final composed pages as press-optimized PDF files or as "native" files with all fonts collected and graphics appropriately sized, tagged and cropped for all pages. Village of Lombard should also supply one set of final laser page proofs. Strathmore will RIP files and output high resolution digital color proofs for all process color pages plus a trimmed and folded digital blue-line proof for the complete piece. Upon final proof approval of content and color, Strathmore will make plates and print. Alts will be billed as addl charges at \$85.00/hour plus re-proofing costs.

**Presswork:**

2/2 black & 1 pms

**Bindery:**

stitch

**Packaging:**

Pack in postal pack for carrier route

**Delivery:**

Lombard Post Office

**Terms:**

Payment due net 30 days.

**Prices:**

21,000	Tabbing	Lot Cost 12	\$55,992	Cost per Issue	\$4,666
		Issues	\$4,536		\$378

This quotation is based on current prices and availability of paper stock and ink. Should prices increase or decrease between now and the time the job is printed, such change will be invoiced proportionately. Upon receipt of purchase order, Strathmore will order paper for the job. If the order is canceled or reduced in size, the customer will be responsible for the costs of any stock not used. If the stock can be returned, the customer will then be responsible for storage, handling, shipping, and restocking charges. Further, Strathmore reserves the right to pre-bill the material costs and/or any outside purchases incurred when a production delay is caused by the customer. These charges will be invoiced on the originally scheduled delivery date, in accordance with Strathmore's normal billing policy.

**VILLAGE OF LOMBARD  
BID PROPOSAL**

Proposal for Contract Document Number CDI1007. 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)*



Village of Lombard

Newsletter

1 issue of 21,000 on 70# gloss text \$5,005.00

12 issues of 21,000 on 70# gloss text \$60,060.00

Optional 8.5 x 11 insert on 70# gloss \$1,255.00

1 issue of 21,000 on 70# uncoated offset \$5,365.00

12 issues of 21,000 on 70# uncoated offset \$64,380.00

Optional 8.5x11 insert on 70# uncoated offset \$1,325.00

Terms-1%-20days, net 30 days.



Ph. 630.932.6300  
Fax 630.932.6306

# ATLAS FORMS AND GRAPHICS



TO Rhonda Heibel  
FROM Frank McGovern  
FAX #  
DATE 10-22-09  
COMPANY VILLAGE OF LOMBARD  
PAGES (including this page)

Price Quote  
 Message  
 Response Requested

Thank you for the opportunity to quote on the following:

### 12 Issues LOMBARD PRIDE NEWSLETTER

Finish size - 8-1/2" x 11"; 16 page, to include cover; to print 2 color,  
2 sides (black & RMS); fold and saddle stitch to 8-1/2" x 11" finish size

Price includes PDF proof for approval. Pricing based on a quantity of 21,000

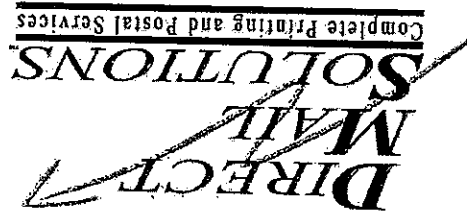
Pricing:

70# Gloss Text Paper	\$235/M (.235/each)	16 page newsletter
70# White Offset Paper	62/M (.062/each)	2 page insert (optional)
	32/M (.032/each)	Ink jet address & Mail
	\$230/M (.23/each)	(This does not include postage)
	60/M (.06/each)	
	32/M (.032/each)	

**VILLAGE OF LOMBARD  
BID PROPOSAL**

Proposal for Contract Document Number CD1007. 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)**



October 22, 2009

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

Rhonda,

Thank you for the opportunity to bid on your bi-monthly newsletter two year contract. Our pricing is as follows:

Quantity per drop 21,000 – 12 total drops

Cost per piece to print on **gloss** text and prepare for post office \$0.2685  
Total cost for two year contract \$67,662.00

Cost per piece to print on **uncoated offset** and prepare for post office \$0.2785  
Total cost for two year contract \$70,182.00

Optional 8 ½ x 11 insert – gloss test \$0.072 each

Optional 8 ½ x 11 insert – uncoated offset \$0.073 each

*Postage additional*

VILLAGE OF LOMBARD  
BID PROPOSAL

Proposal for Contract Document Number CD1007. 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)

Estimate # 11746

21,000 - 70# gloss 16 pgs. black + 1 pms

\$6039.45

Estimate # 11750

21,000 - 70# Smooth Offset, 16 pgs. black + 1 pms

\$6079.80

Estimate # 11751

Insert for newsletters  
2 sides black + 1 pms

\$1157.57

Estimate # 11752

Insert for newsletters  
2 sides black + 1 pms

\$1185.00

Woodward Printing

T 630 627 4960  
F 630 627 4965

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



## QUOTATION

October 22, 2009  
village\_of\_lombard\_10.09.docx

**CUSTOMER:** Village of Lombard  
**DESCRIPTION:** Printing of the Lombard Pride Newsletter – 2 Year Contract  
**SIZE:** 16 pages self cover - 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  
**PREPRESS:** Print ready file  
**PROOFS:** ORIS Inkjet halftone proof and  
**FINISHING:** Collate, saddle stitch to size  
Deliver to Post Office and extras to the Village of Lombard

-Optional insert will be hand inserted (floating).  
Contact Yorke for a more economical way of adding an insert  
(folded stitched into fold)

### GLOSS ENAMEL COATED PAPER OPTION:

70# Porcelain Ultra Gloss Text  
21,000 quantity per issue  
One – 16 page issue at \$6147.00 each  
Total for all 12 issues as 16 pagers (\$6147 x 12)  
Optional insert page and inserting at \$1732.00 each  
= \$6147.00  
= \$73,764.00  
= \$1732.00

### UNCOATED OFFSET PAPER OPTION:

70# Porcelain Ultra Gloss Text  
21,000 quantity per issue  
One – 16 page issue at \$6077.00 each  
Total for all 12 issues as 16 pagers (\$6077 x 12)  
Optional insert page and inserting at \$1747.00 each  
= \$6077.00  
= \$72,924.00  
= \$1747.00

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

M/S Mailings Inc.

**VILLAGE OF LOMBARD  
BID PROPOSAL**

Proposal for Contract Document Number CD1007. 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)*

We are pleased to present this quote to you, according to our interpretation of your specifications as outlined below.

DESCRIPTION: BI-MONTHLY NEWSLETTER WITH OPTIONAL 8.5 X 11 INSERT PAGE 16 PAGES SELF COVER, 8.5 X 11, 2/2 COLOR.

STOCK: 70# GLOSS BOOK OR 70# WHITE OFFSET.

INK: 2/2-BLACK AND 1 PMS COLOR.

ARTWORK: FILES FURNISHED.

PROOFS: COLOR DYLUX.

FINISHING: TRIM, FOLD, STITCH

MAIL DATE: APPROXIMATE MAIL DATE, FIRST BUSINESS DAY OF THE MONTH

DROP OFF: AT POST OFFICE BULK MAIL AREA, EXTRAS DROPPED OFF AT VILLAGE OF LOMBARD

QUANTITY: 21,000

PRINT PRICE: \$5,000.00 - FOR 1 - 16 PAGE ISSUE (EITHER STOCK)  
MAILING PRICE: \$1,200.00 - FOR 1 - 16 PAGE ISSUE

PRINT PRICE: \$5,000.00 X 12 - 16 PAGE ISSUES = \$60,000.00 (EITHER STOCK)  
MAILING PRICE: \$1,200.00 X 12 - 16 PAGE ISSUES = \$14,400.00

PRICE: \$995.00 - 1 - 8.5 X 11, INSERT COST 21M, 2/2 COLOR

Please allow 7 working days after final proof approval for delivery.

**VILLAGE OF LOMBARD  
BID PROPOSAL**

Proposal for Contract Document Number CD1007. 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)**

Quantity of 21,000 BSI monthly Newsletters

70 LB enamel stock

2 color Black and 1 PMS over Black and 1 PMS color (issues)

12 Issues with 16 pages (4-11x17) folded, stapled to 8 1/2 x 11 Final

Drop off at Lombard Post Office Bulk mail Village

of Lombard.

1 Single Issue — 8272.75

12 Issues — 99273.00

Optional 8 1/2 x 11 Insert Page — 1665.10 each

The Ink Well



**the original**  
**instant printing**® corporation

216 south clark street    chicago, illinois 60604    (312) 726-6275    fax (312) 726-6279  
www.instantprinting.net    email: Print@InstantPrinting.net

10/07/09

Document Number CD1007  
Printing of the Lombard Pride  
2 Year Contract

The Original Instant Printing Corporation appreciates the opportunity to bid on the printing of the Lombard Pride Newsletter. The Original Instant Printing Corporation submits a total project bid of \$119,400.00 for the 16 page on Enamel Stock or \$129,450.00 for the 16 page on Offset stock. If an insert is desired for any of the 12 issues the insert would be an additional \$5,300.00 on Enamel Stock or an additional \$5,387.50 on Offset Stock. Timing for each 16 page issue is 5-7 business days from receipt of files. Timing for issues with inserts is 7-9 business days from receipt of files. The documentation for our bid is contained in the proposal herewith.

Thank you.

Sincerely,

Carl Orr  
The Original Instant Printing Corporation  
216 South Clark Street  
Chicago, Illinois 60604  
(312) 726-6275