

E L M H U R S T P A R K D I S T R I C T
B O A R D O F P A R K C O M M I S S I O N E R S
M E M O R A N D U M

DATE: December 10, 2018

TO: Board of Park Commissioners

FROM: James W. Rogers, Executive Director
Kari Felkamp, Director of Marketing & Communications

RE: BROCHURE PRINTING BID FOR FY2019-21

ISSUE

The most recent brochure printing contract expired after the printing of the winter 2019 issue. Therefore, the District needs to award a printing contract for seasonal brochures for FY2019-21.

DISCUSSION

This bid let was the second attempt to seek bids for the printing of the seasonal brochure. The initial bid opened on October 8, 2018 resulted in scant bid submissions (2) with more than double the current cost for printing. After consultation with print houses, it was discovered that few printers could meet the specifications for printing on all-gloss paper stock with a self-cover. Staff then recommended the Board reject the bids at the November 22, 2018 board meeting. Therefore, bid specifications were revised and sent to 20 printing companies for a bid opening held on November 19, 2018 (bid tally sheet attached). A legal ad notifying prospective bidders was posted in the Daily Herald.

The bid contained specifications for a two-year contract, which includes printing 18,750 copies of four full-color seasonal brochures each year with the page counts of 88 pages for winter, 96 pages for fall, and 112 pages for spring and summer, including the cover and options to add or reduce pages. Additional costs may be incurred for additional pages and revisions, which are customary charges.

Woodward Printing Services, of Platteville, WI was the lowest responsible bidder with a total bid of \$92,030 (\$46,015 each year) for the printing of 8 seasons (spring 2019 through winter 2021).

After performing an extensive scope review, during which staff evaluated samples, quality, and references, it was determined that Woodward Printing Services will provide a quality product for the District. This bid reflects a savings of \$2,374 from the District's current brochure printing contract. Pending Board approval, the 2019 Budget includes a budgeted amount of \$55,000 spread across the appropriate line items in affected departments.

RECOMMENDATION

That the Board of Park Commissioners award the 2019-21 brochure printing bid to Woodward Printing Services of Platteville, WI for a two-year contract at a total price of \$92,030 and authorize the Executive Director to finalize said contract accordingly.

Thank you.

Attachment: Bid Tally Sheet

ELMHURST PARK DISTRICT

Brochure Printing Bid 2019-2021
 Bid Opening – Monday, November 19, 2018 – 2:00 p.m.

Submitted By:	Bidder Information Form included	Three references listed	Three samples included	Price per 8 pages	TOTAL BID	Cost for corrections
1. Action Printing	✓	✓	✓	"Based on total pg. Count"	\$114,658	\$85/hour
2. American Litho	✓	✓	✓	88-96: \$552 96-104: \$957 112-120: \$1,311	\$108,900	\$50/hr corrections
3. Hagg Press	✓	✓	✓	\$1550	\$146,501	\$85/hour
4. Indiana Printing & Publishing Co.	✓	✓	✓	\$611	\$107,686	\$50/hour
5. Stevens Publishing	✓	✓	✓	88+cover-382.62 96+cover-1253.77 112+cover-899.16	\$99,363.28	\$60/hour

Witnessed: Benjamin Stembudge Date: 11/19/18

Witnessed: _____ Date: _____

ELMHURST PARK DISTRICT

Brochure Printing Bid 2019-2021
 Bid Opening – Monday, November 19, 2018 – 2:00 p.m.

Submitted By:	Bidder Information Form included	Three references listed	Three samples included	Price per 8 pages	TOTAL BID	
⁶ Paulson Press	✓	✓	✓	\$1500	\$114,000	\$100/hr
⁷ Spectra Print	✓	✓	✓	\$2420	\$192,152	\$71.50/hour
⁸ woodward printing services	✓	✓	✓	\$419	\$92,030	\$50/hour
⁹						
¹⁰						

Witnessed: Boulanger-Stembridge Date: 11/19/18

Witnessed: _____ Date: _____