

Clerk's Contract and Agreement Cover Page

Year: 2009

Legistar File ID#: 2008-0782

Multi Year: ☒

Amount \$101,132.00

Contract Type:

~~Goods~~ *Services*

Contractor's Name:

Hagg Press, Inc.

Contractor's AKA:

Execution Date:

10/5/2009

Termination Date:

12/31/2011

Renewal Date:

Department:

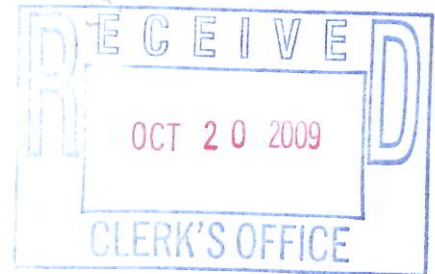
Media & Special Events

Originating Person:

Margie Owens-Klotz

Contract Description:

Orland Park Public Newsletter 2010-2011
2010 - \$8421 per issue + \$533/1000 extra
2011 - \$8842 per issue + \$560/1000 extra



Tuesday, October 20, 2009

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



VILLAGE HALL

TRUSTEES
Bernard A. Murphy
Kathleen M. Fenton
Brad S. O'Halloran
James V. Dodge
Edward G. Schussler III
Patricia Gira

October 20, 2009

Mr. Ed Hannay
Hagg Press, Inc.
1165 Jansen Farm Ct.
Elgin, IL 60123

RE: *NOTICE TO PROCEED*
ORLAND PARK PUBLIC NEWSLETTER 2010-2011

Dear Mr. Hannay:

This notification is to inform you that the Village of Orland Park has received all necessary contracts, insurance documents and certifications in order for work to commence on the above stated project.

The contact for the Newsletter is Margie Owens-Klotz at (708) 403-6277.

Please send all invoices to The Village of Orland Park Accounts Payable, attn: Barb O'Brien, 14700 S. Ravinia Ave., Orland Park, IL 60462.

For your records, I have enclosed one (1) original executed contract dated October 5, 2009 in an amount not to exceed Eight Thousand Four Hundred Twenty-One and No/100 (\$8,421.00) Dollars per issue plus Five Hundred Thirty-Three and No/100 (\$533.00) Dollars for each additional 1,000 newsletters as ordered by the Village for 2010 and Eight Thousand Eight Hundred Forty-Two and No/100 (\$8,842.00) Dollars per issue plus Five Hundred Sixty and No/100 (\$560.00) Dollars for each additional 1,000 newsletters as ordered by the Village for 2011. If you have any questions, please call me at 708-403-6173.

Sincerely,

Denise Domalewski
Contract Administrator

cc: Margie Owens-Klotz

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
David P. Maher

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100



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October 5, 2009

Mr. Ed Hannay
Hagg Press, Inc.
1165 Jansen Farm Court
Elgin, Illinois 60123



NOTICE OF AWARD – Orland Park Public Newsletter 2010-2011

Dear Mr. Hannay:

This notification is to inform you that on December 15, 2008, the Village of Orland Park Board of Trustees approved awarding Hagg Press, Inc. the contract in accordance with the bid you submitted dated December 3, 2008, for the Orland Park Public Newsletter for an amount not to exceed the per issue rate as stated in the bid proposal. Apparently there was an oversight with the contract for 2009 as it was never written. We would like to formally execute the contract for 2010 and 2011 with the following modification to the original bid requirement. The Village desires to contractually obligate itself to two (2) issues per year with the option for up to two (2) additional issues per year. The rate per issue remains the same as stated in the proposal for 27,500 copies per issue.

If you are in agreement with this modification, please comply with the following within ten business days of the date of this Notice of Award, which is by October 19, 2009.

1. I am enclosing the Contract for the Orland Park Public Newsletter 2010-2011. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the Contract and one original executed Contract will be returned to you.
2. Please submit a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements listed and agreed to in the bid at minimum and endorsements for **a)** the additional insured status, **b)** the waiver of subrogation for General Liability and **c)** the waiver of subrogation for Workers Compensation. Please have this faxed to my attention at 708-403-9212 for my review before sending the original.

Please deliver this information directly to me, Denise Domalewski, Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. The signed Contracts, Insurance Certificates and Endorsements are required to be in place and received at my office prior to the commencement of work on this project. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orland-park.il.us.

Sincerely,
Denise Domalewski
Contract Administrator

cc: Margie Owens-Klotz

VILLAGE OF ORLAND PARK
Orland Park Public Newsletter
(Contract for Services)

This Contract is made this **5th day of October, 2009** by and between The Village of Orland Park (hereinafter referred to as the "VILLAGE") and Hagg Press, Inc. (hereinafter referred to as the "CONTRACTOR").

WITNESSETH

In consideration of the promises and covenants made herein by the VILLAGE and the CONTRACTOR (hereinafter referred to collectively as the "PARTIES"), the PARTIES agree as follows:

SECTION 1: THE CONTRACT DOCUMENTS: This Contract shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Contract takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Contract, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Contract's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Contract shall be in full force and effect in their unaltered condition.

The Invitation to Bid

The Instructions to the Bidders

This Contract

The Terms and Conditions

The Bid Proposal dated December 3, 2008 as it is responsive to the VILLAGE'S bid requirements

All Certifications required by the Village

Certificates of insurance

SECTION 2: SCOPE OF THE WORK AND PAYMENT: The CONTRACTOR agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

Printing, binding and delivery of the Orland Park Public Newsletter twice per year, with the option for up to 2 more issues per year

(hereinafter referred to as the "WORK") and the VILLAGE agrees to pay the CONTRACTOR pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the following amount for performance of the described services:

Calendar year 2010: Eight Thousand Four Hundred Twenty-One and No/100 (\$8,421.00) Dollars per issue for 27,500 copies plus Five Hundred Thirty-Three and No/100 (\$533.00) Dollars per 1000 additional copies

Calendar year 2011: Eight Thousand Eight Hundred Forty-Two and No/100 (\$8,842.00) Dollars per issue for 27,500 copies plus Five Hundred Sixty and No/100 (\$560.00) Dollars per 1000 additional copies

SECTION 3: ASSIGNMENT: CONTRACTOR shall not assign the duties and obligations involved in the performance of the WORK which is the subject matter of this Contract without the written consent of the VILLAGE.

SECTION 4: TERM OF THE CONTRACT: This Contract and WORK shall commence on the date of its execution. The WORK shall continue expeditiously through December 31, 2011. This Contract shall terminate upon completion of the WORK December 31, 2011, whichever occurs first, but may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The VILLAGE, for its convenience, may terminate this Contract with thirty (30) days prior written notice.

SECTION 5: INDEMNIFICATION AND INSURANCE: The CONTRACTOR shall indemnify and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the CONTRACTOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said CONTRACTOR, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The Contractor shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the Contractor shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Subcontractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Subcontractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Execution of this Contract by the VILLAGE is contingent upon receipt of Insurance Certificates provided by the CONTRACTOR in compliance with the CONTRACT DOCUMENTS.

SECTION 6: COMPLIANCE WITH LAWS: CONTRACTOR agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to the Illinois Human Rights Act as follows: CONTRACTOR hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the CONTRACTOR and its subcontractors shall not engage in any prohibited form of discrimination in employment as defined in that Act and shall maintain a sexual harassment policy as the Act requires. The

CONTRACTOR shall maintain, and require that its subcontractors maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. CONTRACTOR and all subcontractors shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. CONTRACTOR and all subcontractors shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

The CONTRACTOR shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the VILLAGE prior to commencement of the WORK.

SECTION 7: NOTICE: Where notice is required by the CONTRACT DOCUMENTS it shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

To the VILLAGE:
Denise Domalewski
Contract Administrator
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, Illinois 60462
Telephone: 708-403-6173
Facsimile: 708-403-9212
e-mail: ddomalewski@orland-park.il.us

To the CONTRACTOR:
Ed Hannay
Government Sales Administrator
Hagg Press, Inc.
1165 Jansen Farm Court
Elgin, Illinois 60123
Telephone: 847-695-1820
Facsimile: 847-695-9541
e-mail: ehannay@haggpress.com

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party.

SECTION 8: STANDARD OF SERVICE: Services shall be rendered to the highest professional standards to meet or exceed those standards met by others providing the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The CONTRACTOR'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Village residents or Village employees in a respectful manner. At the request of the Village Manager or a designee, the CONTRACTOR shall replace any incompetent, abusive or disorderly person in its employ.

SECTION 9: PAYMENTS TO OTHER PARTIES: The CONTRACTOR shall not obligate the VILLAGE to make payments to third parties or make promises or representations to third parties on behalf of the VILLAGE without prior written approval of the Village Manager or a designee.

SECTION 10: COMPLIANCE: CONTRACTOR shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and regulations.

SECTION 11: LAW AND VENUE: The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be Cook County, Illinois.

SECTION 12: MODIFICATION: This Contract may be modified only by a written amendment signed by both PARTIES.

SECTION 13: COUNTERPARTS This Contract may be executed in two (2) or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Contract shall become effective on the date first shown herein and upon execution by duly authorized agents of the parties.

FOR: THE VILLAGE

By: _____

Print Name: _____

Its: _____

Village Manager

Date: _____

10/19/09

FOR: THE CONTRACTOR

By: _____

Print Name: _____

Its: _____

Date: _____

Ed Hannay

Ed HANNAY

Diane Hagg

Sales Admin

OCT 5 2009

BIDDER SUMMARY SHEET

Orland Park Public Newsletter

(Project Name)

IN WITNESS WHEREOF, the parties hereto have executed this Bid as of date shown below.

Firm Name: Hagg Press, Inc

Address: 1165 Jansen Farm Ct

City, State, Zip Code: Elgin IL 60123

Contact Person: Ed HANNAY

FEIN #: 36-2907156

Phone: (847) 695-1820 Fax: (847) 695-9541

E-mail Address: EHANNAY@haggpress.com

Signature of Authorized Signee: Ed Hannay

Title: GOVERNMENT Sales Administration Date: 12/3/08

TOTAL BID PRICE (27,500 newsletters per quarter for a total of 110,000 newsletters annually & per 1,000 additional copies):

	<u>Annual Price</u>	<u>Per additional 1,000 copies</u>
2009	\$ <u>32,080.⁰⁰</u>	\$ <u>508.⁰⁰</u>
2010	\$ <u>33,684.⁰⁰</u>	\$ <u>533.⁰⁰</u>
2011	\$ <u>35,368.⁰⁰</u>	\$ <u>560.⁰⁰</u>
TOTAL	\$ <u>101,132.⁰⁰</u>	

ACCEPTANCE: This proposal is valid for 60 calendar days from the date of submittal. (NOTE: At least 60 days should be allowed for evaluation and approval.)

BUSINESS ORGANIZATION:

_____ Sole Proprietor: An individual whose signature is affixed to this bid.

_____ Partnership: Attach sheet and state full names, titles and address of all responsible principals and/or partners. Provide percent of ownership and a copy of partnership agreement.

X Corporation: State of incorporation: ILLINOIS
Provide a disclosure of all officers and principals by name and business address, date of incorporation and indicate if the corporation is authorized to do business in Illinois.

In submitting this bid, it is understood that the Village of Orland Park reserves the right to reject any or all bids, to accept an alternate bid, and to waive any informalities in any bid.

In compliance with your Invitation to Bid, and subject to all conditions thereof, the undersigned offers and agrees, if this bid is accepted, to furnish the services as outlined.

Hagg Press, INC (Corporate Seal)
Business Name

Diane Hagg Diane Hagg
Signature Print or type name

Secretary 12/3/08
Title Date

**CERTIFICATION OF ELIGIBILITY
TO ENTER INTO PUBLIC CONTRACTS**

IMPORTANT: THIS CERTIFICATION MUST BE EXECUTED.

I, Kern Hagg, being first duly sworn
certify and say that I am
President
(insert "sole owner," "partner," "president," or other proper title)

of Hagg Press, Inc., the Prime Contractor submitting this proposal, and that the Prime Contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "bid-rigging" or "bid-rotating" of any state or of the United States.

Kern Hagg
Signature of Person Making Certification

Subscribed and Sworn To
Before Me This 3rd Day
of December, 2008.

Sue B. Younce
Notary Public



SEXUAL HARASSMENT POLICY

Please be advised that pursuant to Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must:

"Have written sexual harassment policies that shall include, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the contractor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department (of Human Rights) and the Commission (Human Rights Commission); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added)

Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public contract" includes:

...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

I, Ed Hannay, having submitted a bid for Hass Press, Inc
(Name of Contractor) for Newsletter Printing (General
Description of Work Bid on) to the Village of Orland Park, hereby certifies that said contractor has a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4).

By: Ed Hannay
Authorized Agent of Contractor

Subscribed and sworn to before
me this 3rd day of December, 2008.

Notary Public Sue B. Younce



EQUAL EMPLOYMENT OPPORTUNITY

Section I. This EQUAL EMPLOYMENT OPPORTUNITY CLAUSE is required by the Illinois Human Rights Act and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq.

Section II. In the event of the Contractor's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights (hereinafter referred to as the Department) the Contractor may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

During the performance of this Agreement, the Contractor agrees:

A. That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

B. That, if it hires additional employees in order to perform this Agreement, or any portion hereof, it will determine the availability (in accordance with the Department's Rules and Regulations for Public Contracts) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.

C. That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service.

D. That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Contractor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract.

E. That it will submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts.

F. That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to

TAX CERTIFICATION

I, Ed Hanney, having been first duly sworn depose and state as follows:

I, Ed Hanney, am the duly authorized agent for Hags Press, Inc, which has submitted a bid to the Village of Orland Park for

Newsletter Printing and I hereby certify
(Name of Project)

that Hags Press, Inc is not

delinquent in the payment of any tax administered by the Illinois Department of Revenue, or if it is:

a. it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or

b. it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement;

By: Ed Hanney

Title: Government Sales Administration

Subscribed and Sworn to

Before me this 3rd

Day of Dec., 2008

Sue B. Younce



REFERENCES

(Please type)

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

ORGANIZATION _____

ADDRESS _____

CITY, STATE, ZIP _____

PHONE NUMBER _____

CONTACT PERSON _____

DATE OF PROJECT _____

Bidder's Name: _____

Signature & Date: _____

See Attached

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$500,000 – Each Accident

\$500,000 – Policy Limit

\$500,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit

Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence

\$2,000,000 – General Aggregate Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

\$2,000,000 – Each Occurrence

\$2,000,000 – Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

PROFESSIONAL LIABILITY

\$1,000,000 Limit -Claims Made Form, Indicate Retroactive Date & Deductible

Any insurance policies providing the coverages required of the Contractor, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Certificates of insurance must state that the insurer shall provide the Village with thirty (30) days prior written notice of any change in, or cancellation of required insurance policies. The words "endeavor to" and "but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives" must be stricken from all Certificates of Insurance submitted to the Village. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The bidder agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected bidder and the bid will be awarded to the next lowest bidder or result in creation of a new bid.

ACCEPTED & AGREED THIS 3rd DAY OF December, 2008

Ed Hanway

Signature

ED HANWAY Govt Sales

Printed Name & Title

Authorized to execute agreements for:

Higgs Press, Inc

Name of Company



Hagg Press Inc.
1165 Jansen Farm Court
Elgin, Illinois 60123-9494
Phone: 847.695.1820
Fax: 847.695.9541

e-mail (pc): info@haggpress.com
e-mail (mac): prepress@haggpress.com
website: <http://www.haggpress.com>

Municipalities References

Chris Split
Grayslake Community Park District
151 Hawley
Grayslake, IL 60137
(847) 233-7529

Nicole Castagna
Homewood Flossmoor Park District
3301 Flossmoor Road
Flossmoor, IL 60422
(708) 957-0300

Paula Kurland
Golf Main Park District
8800 Kathy Lane
Niles, IL 60174
(847) 865-8200

Pam Bryant
Libertyville Park District
0N020 County Farm Road
Libertyville, IL 60048
(847) 918-7275

Valerie Lorimer
Wheaton Park District
1000 Manchester
Wheaton, IL 60187
(630) 653-5429

Nancy Woods
North Berwyn Park District
1618 South Wesley
Berwyn, IL 60402
(708) 740-7400

Carol Kania
Downers Grove Public Library
1050 Curtiss
Downers Grove, IL 60515
(630) 960-1200

Diane Stanke
Park District of Oak Park
218 Madison
Oak Park, IL 60302
(708) 725-2202

Tom Bower
Winfield Park District
625 Winchester Road
Winfield, IL 60190
(630) 653-3811

Maria Arza
Mundelein Park District
100 North Seymour Avenue
Mundelein, IL 60060
(847) 566-0650

Monica Slonski
Norridge Park District
4361 North Overhill
Norridge, IL 60656
(708) 457-1244

Karen Kiester
River Trails Park District
401 East Camp McDonald Road
Prospect Heights, IL 60070
(847) 255-1200

Debbie Knight
Dundee Township Park District
21 North Washington Street
Carpentersville, IL 60110
(847) 551-4300

Cathy Miller
Mt. Prospect Park District
1000 West Central Road
Mt. Prospect, IL 60056
(847) 255-5380

Margie Owen
Village of Orland Park
14650 South Ravinia Avenue
Orland Park, IL 60462
(708) 403-6277



VILLAGE OF ORLAND PARK

14700 Ravinia Avenue
Orland Park, IL 60462
www.orland-park.il.us

Master

File Number: 2008-0782

File ID: 2008-0782

Type: MOTION

Status: PASSED

Version: 0

Reference:

Controlling Body: Board of Trustees

Department: Village Manager

Cost:

File Created Date : 12/11/2008

Agenda Entry: Orland Park Public - Village Newsletter Bid Award

Final Action: 12/15/2008

Title: Orland Park Public - Village Newsletter Bid Award

Notes:

Code Sections:

Agenda Date: 12/15/2008

Indexes:

Agenda Number:

Sponsors:

Res/Ord Date:

Attachments:

Res/Ord Number:

Drafter:

Hearing Date:

Department manager@orland-park.il.us

Effective Date:

Contact:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
0	Village Manager	12/11/2008	INTRODUCED TO BOARD	Board of Trustees			
	Action Text: INTRODUCED TO BOARD to the Board of Trustees						
0	Board of Trustees	12/15/2008	APPROVED				Pass
	Action Text: A motion was made by Trustee Edward Schussler, seconded by Trustee Kathleen Fenton, that this matter be APPROVED. The motion CARRIED by the following vote:						
	Notes: Invitation to bid was publicly advertised in the SouthtownStar Newspaper on November 20, 2008 and the bids were opened on December 8, 2008. Ten area printers on the Village's interested bidders list were invited to submit bids for the printing, binding and delivery of the village-wide newsletter, the "Orland Park Public."						
	Two bids were received. These include Hagg Press in Elgin (the most recent printer of the "Orland Park Public") and Phillips Brothers Printers in Springfield, IL.						
	Each printer was requested to submit bids for the next three years based on printing 27,500 newsletters per quarter beginning with the April, 2009 newsletter. The results were as follows:						
	Aye:	7	Trustee Murphy, Trustee Fenton, Trustee O'Halloran, Trustee Dodge, Trustee Schussler, Trustee Gira, and Village President McLaughlin				
	Nay:	0					

Text of Legislative File 2008-0782

Title/Name/Summary

While the three year bid from Mignone Communications, Inc. is \$95.00 lower than Hagg Press for the three year cost, this bid did not conform to the bid specifications as Mignone's cost is for a final trim size of 8-3/8 inches by 10-7/8 inches, not the 8.5 x 11 required in the bid specifications. If the Village were willing to accept alternate sizes or other alternaes (such as paper type), we would have had to specify that in the bid document.

The Village has had good experiences working with Hagg as they are the Village's current vendor.

Recommended Action/Motion

I move to approve rejecting the bid by Mignone Publications due to noncompliance with the bid specs;

and

To accept the bid submitted by Hagg Press for the printing, binding and delivery of the quarterly village newsletter, the "Orland Park Public," awarding Hagg Press the three year contract totaling \$101,132.00 plus the cost of each additional 1,000 newsletters as stated;

and

To authorize the Village Manager to execute the contract with Hagg Press.

ACORD CERTIFICATE OF LIABILITY INSURANCE		CSR RM HAGGP-1	DATE (MM/DD/YYYY) 10/09/09
PRODUCER Rand-Tec Insurance Agency Inc. 977 Lakeview Parkway, Ste 105 Vernon Hills IL 60061 Phone: 847-367-2633 Fax: 847-367-2636		THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED Hagg Press, Inc. 1165 Jansen Farm Court Elgin IL 60123		INSURERS AFFORDING COVERAGE	NAIC #
		INSURER A: Zurich-American	16535
		INSURER B:	
		INSURER C:	
		INSURER D:	
		INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	GENERAL LIABILITY				EACH OCCURRENCE \$ 2,000,000
		☒ COMMERCIAL GENERAL LIABILITY	PPS003371970	02/01/09	02/01/10	DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 150,000
		☐ CLAIMS MADE ☒ OCCUR				MED EXP (Any one person) \$ 10,000
		☒ PRINTERS E & O	PPS003371970	02/01/09	02/01/10	PERSONAL & ADV INJURY \$ 2,000,000
		GEN'L AGGREGATE LIMIT APPLIES PER:				GENERAL AGGREGATE \$ 4,000,000
		☐ POLICY ☐ PROJECT ☐ LOC				PRODUCTS - COMP/OP AGG \$ 4,000,000
A		AUTOMOBILE LIABILITY				COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
		☒ ANY AUTO	PPS003371970	02/01/09	02/01/10	BODILY INJURY (Per person) \$
		☐ ALL OWNED AUTOS				BODILY INJURY (Per accident) \$
		☐ SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$
		☒ HIRED AUTOS				
		☒ NON-OWNED AUTOS				
		GARAGE LIABILITY				AUTO ONLY - EA ACCIDENT \$
		☐ ANY AUTO				OTHER THAN AUTO ONLY: EA ACC \$
						AGG \$
A		EXCESS/UMBRELLA LIABILITY				EACH OCCURRENCE \$ 1,000,000
		☒ OCCUR ☐ CLAIMS MADE	PPS003371970	06/13/09	02/01/10	AGGREGATE \$ 1,000,000
		☐ DEDUCTIBLE				\$
		☒ RETENTION \$ 0				\$
						\$
A		WORKERS COMPENSATION AND EMPLOYERS' LIABILITY				☒ WC STATE TORY LIMITS ☐ OTHER \$
		ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?	WC003372028	02/01/09	02/01/10	E.L. EACH ACCIDENT \$ 500,000
		If yes, describe under SPECIAL PROVISIONS below				E.L. DISEASE - EA EMPLOYEE \$ 500,000
		OTHER				E.L. DISEASE - POLICY LIMIT \$ 500,000
A		BUILDING-BLKT	PPS003371970	02/01/09	02/01/10	6,947,649
A		CONTENTS-BLKT	PPS003371970	02/01/09	02/01/10	1,719,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Additional Insured on General Liability: Village of Orland Park Waiver of subrogation applies to GL & WC favor Village of Orland Park

CERTIFICATE HOLDER**CANCELLATION**

VILLO-1 VILLAGE OF ORLAND PARK 14700 S. RAVINIA AVE ORLAND PARK IL 60462	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE <i>Mary Bowman</i>
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