

**Village of Orland Park Responsiveness Check**

**Bid Opening:** Wednesday, January 28, 2015

**Bid Number:** 15-005

**Bid Deposit:** None

**Project Title:** Orland Park Public Newsletter

**Village Department:** Clerk's & Office of Public Information

**Addendums Issued:** Addendum No. 1 issued Thursday, January 22, 2015

#	Item	Crossmark Printing, Inc.	Hagg Press, Inc.	K.B. Offset Printing, Inc.	PrintSource Plus, Inc.
1	Three (3) sealed copies of the bid	✓	✓	✓	✓
2	Bidder Summary Sheet	✓	✓	v1	✓
3	Affidavit of Compliance	✓	✓	v2	✓
4	Three (3) References	✓	✓	✓	✓
5	Insurance Requirements	✓	✓	v3	✓
6	Three (3) samples of newsletters printer for other organizations	✓	✓	✓	✓
7	Acknowledgement of Addendum No. 1	✓	✓	✓	✓

\*A check mark in the box indicates inclusion of the required form with the proposal package. A "V#" indicates a variance that will be explained below.

**v1 - Bidder added page count notes on price proposal.**

**v2 - Bidder failed to provide federal employer ID number. Minor variance.**

**v3 - Bidder failed to sign Insurance Requirements.**

**Prepared by: Cynthia Pietrucha, Purchasing Administrator - Village of Orland Park on 1/30/2015**