



Legislation Details (With Text)

File #: 2016-0151 **Version:** 1 **Name:** Graphic Design Services
Type: MOTION **Status:** PASSED
File created: 3/1/2016 **In control:** Economic Development Strategy and Community Engagement
On agenda: 3/21/2016 **Final action:** 3/14/2016
Title: Graphic Design Services

Code sections:

Attachments:

Date	Ver.	Action By	Action	Result
3/14/2016	1	Board of Trustees		
3/14/2016	1	Communications and Marketing Department	INTRODUCED TO BOARD	
3/7/2016	0	Economic Development Strategy and Community Engagement	RECOMMENDED FOR APPROVAL	Pass
3/1/2016	0	Communications and Marketing Department	INTRODUCED TO COMMITTEE	

Title
Graphic Design Services

History
Quench!Design began performing contractual graphic design work for the village in 2014.

This Orland Park business produces graphic design services for four (4) annual publications including the annual report, and designs and produces other smaller projects throughout the year.

Quench!Design has been producing the Orland Park Public Newsletters and the annual report for the last two years. This company also designed many of the State of the Village Address pieces, artwork for the Veterans Commission and other departments.

Quench!Design is compensated \$4,000 annually for the village publications and approximately \$2,500 for miscellaneous graphic design services including, but not limited to, postcards, flyers and multimedia design.

On March 7, 2016, this item was reviewed by the Economic Development Strategy and Community Engagement Committee, recommended for approval and referred to the Village Board of Trustees for consideration.

Financial Impact
The amount budgeted in FY2016 in account 010-1201-432800 for this service is \$6,500.

Recommended Action/Motion
I move to approve Quench!Design to provide graphic design services in an amount not to exceed \$6,500.