



Legislation Details (With Text)

File #: 2022-0177 **Version:** 0 **Name:** Recreation Program Guide RFP
Type: MOTION **Status:** PASSED
File created: 2/23/2022 **In control:** Board of Trustees
On agenda: 3/7/2022 **Final action:** 3/7/2022
Title: Recreation Program Guide RFP

Code sections:

Attachments: 1. RFP 22-012 Tabulation, 2. One Source Submission with initials, 3. Indian Printing & Publishing Company, Inc, 4. Signed Contract - Indiana Printing & Publishing Company

Date	Ver.	Action By	Action	Result
3/7/2022	0	Board of Trustees	APPROVED	Pass
2/23/2022	0	Recreation and Parks Department	INTRODUCED TO BOARD	

Title
Recreation Program Guide RFP

History

The Recreation and Parks Department produces three (3) seasonal brochures, which include comprehensive information and details regarding all programs, events, facilities and services offered by the department. The printed guide is distributed to 28,000 households and is the most effective marketing piece utilized.

A three-year contract was previously awarded to Indiana Printing and Publishing Company (Indiana). Indiana was unable to fulfill the contract due to rising paper costs caused by the pandemic.

As a result, on February 8, 2022, the Village of Orland Park issued a Request for Proposal (RFP) 22-012 for printing and the delivery of three (3) recreation program guides beginning with the Summer 2022 guide. In anticipation of higher production costs due to paper shortages, the RFP requires cost estimates for three (3) options. One, which is identical to the current program guide format, which includes 100 - 116 pages, a back-cover gatefold and a 12-page insert; a second option that eliminates the gate fold; and a third option that eliminates both the gatefold and insert.

Proposals attached were received from One Source Printing and Indiana Printing and Publishing.

In reviewing the proposals, option three, while different than what's been utilized in previous years, is the most cost efficient, while still achieving the overall goal of providing a comprehensive Recreation Guide to residents.

Summer 2022, Fall 2022, Winter/Spring 2023 Program Guide Quotes

	Indiana Printing	One 2 One Communications
100 Pages	\$18,082/edition	\$27,059/edition
108 Pages	\$18,766/edition	\$29,235/edition
116 Pages	\$19,548/edition	\$30,917/edition

Indiana Printing, though unable to fulfill the terms of the previous contract, submitted the lowest proposal, and has agreed to lower future costs if paper prices are reduced. Staff has found Indiana's services and production to be excellent and recommends awarding a three guide contract for the production of the Recreation Program Guide to Indiana Publishing and Printing.

Projected cost for the Summer and Fall 2022, and the Winter/Spring 2023 Guide is estimated to be \$54,246 - \$58,644 depending upon the total number of pages for each Guide. Staff expect to utilize savings from other 283-4001 funds, along with a budget adjustment in the fall for the Winter/Spring 2023 guide.

Financial Impact

There is \$45,000 budgeted in account 283-4001-460140 to print the Summer and Fall 2022, and the Winter/Spring 2023 Recreation Program guides.

Recommended Action/Motion

I move to approve awarding the production of the Recreation and Parks Program Guide to Indiana Printing and Publishing Company beginning Summer 2022, continuing each season through the production of the Winter/Spring 2025 program guide for the specified amounts in the proposal, not to exceed the budgeted amount.