



## Legislation Text

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**File #:** 2017-0137, **Version:** 0

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### Title

Village of Orland Park Periodical Printing Approval

### History

On February 24, 2017, eight proposals were submitted and reviewed by staff for the printing of the three Recreation Department Program Guides, two Senior Program Guides, three issues of the Orland Park Public Newsletter, and the Annual Report.

Through the process of combining the Village periodicals into one request for proposal staff has identified that the different types of printing processes affect pricing. Printers often specialize in one type of print process, thus creating large pricing differences between print companies. Sheet-fed and heat-set web print is the best for printing on coated stock, such as the Orland Park Newsletter and Annual Report. Sheet-fed uses a tighter line screen (better resolution) and provides the best quality; while cold set web-fed produces lower quality images, it is more economical for larger quantities with higher page counts, such as the Recreation Program Guides.

The original intent for combining the Requests for Proposal was to get better pricing for all Village periodicals. If staff were to utilize only one print company for all the periodicals, Paulson Press Inc. offers the lowest qualifying price, which would be over budget by \$10,150. However, considering the current budget, the Recreation Department will save \$7,983 by utilizing Woodward Printing Services; Paulson Press Inc. is more economical for Public Information.

Staff has determined, with savings from the results of the request for proposal, to add a third Senior Guide issue to parallel the Recreation Program Guides and registration dates rather than having two issues that fall between the current recreation guides. The first issue of the 2017 Senior Program Guide was approved for print at the February 6, 2017 Board Meeting.

After review of pricing, samples and reference checks, Recreation Department staff recommends accepting the lowest pricing proposal from Woodward Printing Services for printing three Recreation Program Guides and two Senior Program Guides in the amounts specified in the proposal for a total yearly cost of \$61,140. (See attached proposals.) In 2018 and 2019, the recreation guide series will include three Recreation Program Guides and three Senior Program Guides.

Public Information Office staff recommends accepting the proposal from Paulson Press Inc. for printing of the Orland Park Public Newsletter and Annual Report in the amounts specified in the proposal. Staff has determined that the attached proposal addresses and accurately reflects the updated features, increased size and current format of the newsletters and annual report. The village maintains the option not to renew the contract annually.

#### Financial Impact

The amount budgeted for 2017 recreation program guide printing is \$77,500 in account 283-4001-460140.

The amount budgeted for 2017 Orland Park newsletter and annual report is \$53,185.

#### Recommended Action/Motion

I move to approve accepting the proposal for the 2017 - 2019 Recreation Department Program Guide and Senior Program Guide series from Woodward Printing Services in the specified amounts in the proposal not to exceed the budgeted amount;

And

Approve accepting the proposal for the 2017 - 2019 Orland Park Newsletter and Annual Reports in the specified amounts in the proposal not to exceed the budgeted amount.