



Legislation Text

File #: 2021-0055, **Version:** 0

Title

Village of Orland Park Senior Newsletter Printing Approval

History

On December 30, 2020, the Village of Orland Park issued a Request for Proposal for printing, binding (saddle stitch and/or perfect binding), and delivery of 6 Senior Newsletters annually for 1 year beginning with the April 2020 Senior Newsletter. On January 15, 2021, five proposals were received.

Oak Forest-based One Step, Inc. provided the lowest pricing at \$7,900 per 32-page senior newsletter (\$47,400 annually) and \$62,970 for a 48-page senior newsletter (\$62,970 annually).

During the 2021 budget process, staff proposed a budget of \$65,000 for the annual printing of the senior newsletter. The proposed contract with One Step, Inc. is within the limits of this proposed budget.

Financial Impact

The amount budgeted in 2021 for the senior newsletter is \$65,000 in account 010-1201-460140.

Recommended Action/Motion

I move to recommend to the Village Board to approve and accept the proposal from One Step, Inc. for the printing and delivery of the senior newsletter for one (1) year with an option to extend for two (2) additional years.