



Legislation Text

File #: 2019-0781, **Version:** 0

Title

Recreation Program Guide RFP

History

On September 9, 2019 the Village of Orland Park issued a Request for Proposal for printing, binding (saddle stitch and/or perfect binding), and delivery of 3 Recreation Program guides beginning with Summer 2020 . On September 24, 2019, four proposals were received, however they exceeded the budgeted amount. The Board approved rejecting the proposals and to re-issue the RFP with specification adjustments made to help reduce the cost of printing.

On October 22, 2019, the reissued Request for Proposal went out with changes in paper-weight and elimination of the perfect binding option. Three proposals were received from Indiana Printing and Publishing Company, Inc; Mittera Group, Inc.; and Woodward Printing Services which is our current printer. Mittera Group, Inc's proposal was the highest bidder and exceeded the budget. The attached figures are per edition based on three seasonal brochures a year for 28,000 copies per season. The proposal included an option to renew the contract for two additional years, at the discretion of the village.

After reviewing the pricing, samples, and reference checks, the Recreation Department staff recommends accepting the lowest proposal from Indiana Printing and Publishing Company, Inc. in the amounts specified in the RFP. By accepting this proposal, the Recreation Department will realize a savings of \$36,000 in 2020.

Financial Impact

The amount budgeted for 2020 is \$84,000 in account 283-4001-460140

Recommended Action/Motion

I move to approve the proposal for the 2020 - 2022 Recreation Program Guide from Indiana Printing and Publishing Company, Inc. for the specified amounts in the proposal not to exceed the budgeted amount.