

MEMORANDUM NO. M16-038

TO: Recreation Committee  
FROM: Dean Bostrom, Executive Director  
Mike Kies, Director of Recreation and Facilities  
Sandy Manisco, Communications & Marketing Superintendent  
RE: Brochure Print Bids  
DATE: February 29, 2016

**Background**

Staff produces and delivers 28,500 program guides seasonally, four times each year. The number of pages ranges from 52-64, depending on the season, and is printed on recycled paper. Bid notifications were emailed in early January to a list of printers that the Communications & Marketing staff has kept current. Public notice was published in the Daily Herald and on the HEPD website.

**Implications**

Staff received four sealed bids which were opened at 10 AM on Monday, February 15 with the following results for 28,000 pieces:

<b>Printer and location</b>	<b>56 Page + cover</b>	<b>4 Page Insert</b>	<b>Approx. Annual Cost</b>
1. Paulson Press, Elk Grove Village, IL	\$12,000	\$1,500	\$57,000
2. Haag Press, Elgin, IL	\$12,786	\$1,468	\$62,157
3. Indiana Printing & Publishing, Indiana, PA	\$20,090	\$1,741	\$91,491
4. DreamWorks Graphic Comm, Glenview IL	\$20,990	\$1,990	\$93,220

The lowest bidder was Paulson Press of Elk Grove Village. Staff has used Paulsen Press for Guide Printing in the past and has found the service and quality to be excellent. Paulson Press is conveniently located and works with many other local park districts.

**Recommendation**

Staff recommends that the Recreation Committee recommend that the full Board award the 2016 bid for the printing of the seasonal Program Guides to Paulson Press at \$57,000, with the option to renew for two additional one-year terms in 2017 and 2018.