To: Mike Benard, Executive Director
From: Valerie Lorimer, Graphic Arts Manager
Date: December 2, 2013
Re: **Home Delivery of Quarterly Youth & Family Program Guides, Adult Program Guides, and Camps & Aquatics Guide – Bid Results**

Statement of the Issue:
Staff requested bids for home delivery of the four (4) Youth & Family quarterly program guides, four (4) Adult quarterly program guides, and the Camps & Aquatics program guide for 2014.

Bid Results:
A legal notice for printing was placed in the Daily Herald on November 11, 2013. Three companies received a bid packet. The bid opening was held on Monday, December 2. Out of the three companies receiving a bid packet, one submitted a bid for consideration. The following shows the bid result totals:

Printer	**Grand Total**
Chicago Tribune	$31,500

Discussion of Bid Results:
The Chicago Tribune was the only company to bid on home delivery of our program guides. A bid bond was supplied. One other company supplied information that they were not taking on additional park districts at this time. There are very few companies that provide this service in the area.

History of Delivery Costs:
2008 Postal = $46,800
2009 Postal = $45,842
2010 Home Delivery = $39,125
2011 Home Delivery = $35,033
2012 Home Delivery = $33,944
2013 Home Delivery = $31,350

Staff Recommendation:
Staff recommends that the Wheaton Park District Board of Commissioners accept the bid from Chicago Tribune for the home delivery of the 2014 program guides and Camps & Aquatics program guide in the amount of $31,500.