

TO: Board of Commissioners
FROM: Margie Wilhelmi, Director of Marketing
Valerie Lorimer, Graphic Arts Manager
THROUGH: Michael Benard, Executive Director
RE: Program Guide Delivery for 2020
DATE: June 19, 2019



SUMMARY:

The Wheaton Park District requested pricing for mail delivery of our four (4) seasonal programs guides to Wheaton residents within the district boundaries. Delivery bids were opened on Wednesday, May 15, 2019. We only received one bid from AMZO Zip Mailing Services, Inc.

The results are as follows:

<u>Delivery Companies</u>	<u>Total Bid</u>
AMZO Zip Mailing Services, Inc.	\$57,346

PREVIOUS COMMITTEE/BOARD ACTION:

Board of Commissioners reviewed at June 5, 2019 Building and Grounds/Finance Committee Meeting. The board approved vendor, AMZO Zip Mailing Services, Inc., for delivery of the 2019 program guides in the amount of \$57,200.

REVENUE OR FUNDING IMPLICATIONS: \$60,000 is allocated in the 2020 budget in account 20 000 415 52 5210 0000

STAKEHOLDER PROCESS:

We have used AMZO Zip Mailing Services for multiple years and are very pleased with their services.

LEGAL REVIEW:

Legal counsel reviewed bid packet for program guide delivery in 2015.

RECOMMENDATION:

Board of Commissioners reviewed at the June 5 subcommittee meeting. Staff requests the Board of Commissioner's approval to award the bid not to exceed \$57,346 to AMZO Zip Mailing Services, Inc. for the delivery of the 2020 program guides.

Bid For: Home Delivery 2020



Bid Open Date: May 15, 2019

Contractor/Vendor	Grand Total
Amzo Zip Mailing Services	\$57,346