

TO: Board of Commissioners

FROM: Margie Wilhelmi, Director of Marketing
Valerie Lorimer, Graphic Arts Manager

THROUGH: Michael Benard, Executive Director

RE: Program Guide Printing for 2020

DATE: June 19, 2019



SUMMARY:

The Wheaton Park District prints 29,500 program guides four times during the year with approximately 27,500 delivered. Bids were solicited for the printing of a 4-color guide on a 60# paper stock with a minimum page count of 64 and maximum page count of 92. Bids were opened on Friday, May 10, 2019. The results are as follows:

Printer(s)	Total Bid*	Freight	Other Savings Option
The Strathmore Co.	\$76,000	Included	\$7,650 average/year (smart print adv.)
Kelvyn Press	\$83,776	Included	1% savings if paid with 24 days
LSC Communications	\$83,320	\$3,400 per year	None Given

*Reflects minimum page count

PREVIOUS COMMITTEE/BOARD ACTION:

Board of Commissioners reviewed at June 5, 2019 Building and Grounds/Finance Committee Meeting.

The board approved vendor, The Strathmore Company, for the printing for 2019 program guides in June 2019 in the amount of \$85,120.

REVENUE OR FUNDING IMPLICATIONS: \$88,000 is allocated in the 2020 budget in account 20 000 415 52 5235 0000

STAKEHOLDER PROCESS:

We have used The Strathmore Co. for multiple years and are very pleased with their work and find that they are very easy to work with.

LEGAL REVIEW:

Legal counsel reviewed bid packet for program guide in 2015.

RECOMMENDATION:

Staff requests the board's approval of The Strathmore Company in the amount not to exceed for \$76,000 for printing of the 2020 Wheaton Park District program guides.

