



VILLAGE OF  
**PALOS PARK**

**Village Council**  
*Mayor John Mahoney*  
*Village Clerk Marie Arrigoni*  
*Commissioner James Pavlatos*  
*Commissioner Dan Polk*  
*Commissioner Nicole Milovich-Walters*  
*Commissioner G. Darryl Reed*

Meeting of: June 22, 2015

7:30 PM

Kaptur Administrative Center

**AGENDA MATTER:**

Approval for the production and printing company for four combined Village of Palos Park Newsletters and Recreation and Parks Departments' seasonal brochures.

**BACKGROUND/HISTORY:**

The Village of Palos Park will decrease its newsletter publication from 6 issue to 4 issues and the Recreation and Parks Department will increase their publications from 3 to 4 issues. Both publication will be created together with a "flip" style print having the Village Newsletter on one side and flip the publication to read about the Recreation and Parks Department. The combined publication will average 32 pages with 60# full color front and back covers and 60# two-color printed pages inside. Both publications produce 4400 printed copies per season sent to the same households.

Combining the two publications will save the Village \$ 11,285.72 in postage and printing for a year.

A Request for Quotes (RFQ) was sent to five printing businesses for a comparison of the printing and production costs, developing the publication with submissions from us, and preparation for delivery of the publication for mailing.

Four printing companies responded. Prices quoted from the printers ranged from \$1982 to \$4850 using the 2-color quote plus the amount quoted for production. References were checked on the lowest quoted two vendors.

**STAFF RECOMMENDATION:**

Staff recommends that Woodward Printing Services be awarded the printing and production of four combined Village of Palos Park Newsletters and the Recreation and Parks Departments seasonal brochures starting with Fall of 2015.

**RECOMMENDED MOTION:**

I move to approve the combined Village of Palos Park Newsletter and the Recreation and Parks Department seasonal brochure printing/production for four issues be awarded to Woodward Printing Services in the amount of \$1982 for 4400 copies of a 32- page prepared publication with 60# full color front and back covers, 60# two-color pages inside to include the preparation for mailing with delivery to the local postmaster, beginning Fall 2015.



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Company Name	Contact	Cover 60#	Body 60#	Body-60#	Additional Pages	Reference
		Four color	One color	Two color		
<b>Woodward Printing</b>	<b>Jeff Gourley</b>	<b>Included</b>	<b>\$1,213.00</b>	<b>\$1,342.00</b>	<b>\$414/8 pgs.</b>	<b>Village Palos Heights</b>
Stevens Publishing	Timothy Stevens	Included	\$2,089.66	\$2,273.41	\$238.23 1-color/4 pgs.	Mokena Park District
	Bill Marcus				\$525.10 2-color/4 pgs.	
Creekside Printing	Steve	Included	\$2,158.00	\$2,536.00	\$265 1-color/8 pgs.	
					\$341 2-color/8 pgs.	
John S Swift	Susan Bragen	Included	\$3,242.00	\$2,998.00	\$175/4 pgs.	Recreation current vendor

B Allen Graphics	Bruce Smith	Included	\$3,350.00	\$3,950.00	Not listed	Village current vendor
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	Publication Design	Text	Layout	Pictures	Clip Art	Proof
<b>Woodward Printing</b>	<b>\$20 per page /32/\$640</b>	<b>Word</b>	<b>Our lead</b>	<b>High res.</b>	<b>Yes</b>	<b>Yes</b>
Stevens Publishing Co	\$25 per page/32/\$800	Word	Our lead	Tiff,Jpeg,Eps/Pdf	Yes	2
Creekside Printing	Not sure he can do this					
John S Swift	No response					

B Allen Graphics	\$28.12 page/32/\$900	not listed	not listed	not listed	not listed	
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<b>CURRENT COSTS FOR BOTH PUBLICATIONS</b>							
<b>Recreation Brochure</b>				Production	Postage		Total Cost
Summer 2015		4400 copies		\$2,746.24	\$700.00		
Winter/Spring 2015		4500 copies		\$2,672.20	\$700.00		
Fall 2014		4300 copies		\$2,695.28	\$700.00		
			Total	\$8,113.72	\$2,100.00		\$10,213.72
<b>Village Newsletter</b>				Production	Postage		
Dec/Jan/Feb		4300 copies		\$2,330.00	\$700.00		
Mar/April/May		4300 copies		\$2,330.00	\$700.00		
June/July/Aug		4300 copies		\$2,330.00	\$700.00		
Sept/Oct/Nov		4300 copies		\$2,330.00	\$700.00		
			Total	\$9,320.00	\$2,800.00		\$12,120.00
<b>NEW COST FOR COMBINED PUBLICATIONS</b>							
<b>New Vendor - Woodward Printing Services</b>		Delivered					Total Cost
Fall (Sept., Oct., Nov.)	August	4400 copies		\$2,062.00	\$700.00		
Winter (Dec., Jan., Feb.)	November	4400 copies		\$2,062.00	\$700.00		
Spring (Mar., April, May)	February	4400 copies		\$2,062.00	\$700.00		
Summer (June, July, Aug.)	May	4400 copies		\$2,062.00	\$700.00		
			Total	\$8,248.00	\$2,800.00		\$11,048.00
						Village savings	\$11,285.72