



LAKE COUNTY FOREST PRESERVES
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Preservation, Restoration, Education and Recreation

DATE: June 5, 2017

TO: Craig Taylor, Chair
Operations Committee

S. Michael Rummel, Chair
Finance Committee

FROM: Nan Buckardt
Director of Education

RECOMMENDATION: Recommend approval of a Resolution awarding a Contract for Fabrication of Exhibit Display Cases at the General Offices and the Bess Bower Dunn Museum of Lake County to Ravenswood Studios, Inc. in the amount of \$110,236.90.

STRATEGIC DIRECTIONS SUPPORTED: Communication, Education and Outreach; Public Access and Connections

FINANCIAL DATA: Funding for the museum exhibitions was estimated at \$100,000.00 from the Museum Relocation Fund (70414100-803200-61812).

BACKGROUND: In April 2017 preliminary exhibition designs were presented at a Committee of the Whole meeting. These designs included the installation of three new exhibit cases in the lobby of the General Offices and five new exhibit cases in the Lake County exhibitions in the Bess Bower Dunn Museum of Lake County. These new cases would supplement those that are being reused from the former Lake County Discovery Museum.

Sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois on April 27, 2017 at 10:00 a.m.; bids were received in the following amounts from the following bidders:

	<u>TOTAL BID</u>
Color-Ad, Inc., Manassas, Virginia	\$77,844.65
Proto Productions, Inc., Addison, Illinois	\$106,362.00
Ravenswood Studio, Inc., Lincolnwood, Illinois	\$110,236.90

Staff recommends that bids from Color-ad, Inc. and Proto Productions, Inc. be found non-responsive. Color-ad, Inc. failed to submit the required letters from sureties indicating that the sureties were required to issue the specified performance bond and labor and material payment bond. Proto Productions, Inc. did not submit pricing in compliance with the required pricing schedule, added line items to the pricing schedule, and stated that it would not execute the standard contract included with the bid package. As a result, staff recommends that Ravenswood Studios, Inc be awarded the contract for the fabrication and installation of new exhibit cases for the Museum and the General Offices, as the lowest responsible bidder.

REVIEW BY OTHERS: Executive Director, Chief Operations Officer, Director of Finance, Purchasing Manager, Superintendent of Educational Facilities, Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR JUNE MEETING
JUNE 13, 2017**

MADAM PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS & FINANCE COMMITTEES** present herewith "A Resolution Awarding a Contract for the Fabrication and Installation of Exhibit Display Cases at the General Offices and Bess Bower Dunn Museum of Lake County to Ravenswood Studio, Inc.," and request its approval.

OPERATIONS COMMITTEE:

Date: 6/5/17 Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: 0

FINANCE COMMITTEE:

Date: _____ Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: ___

**LAKE COUNTY FOREST PRESERVE DISTRICT
LAKE COUNTY, ILLINOIS**

**A RESOLUTION AWARDING A CONTRACT FOR THE FABRICATION AND
INSTALLATION OF EXHIBIT DISPLAY CASES AT THE GENERAL OFFICES
AND BESS BOWER DUNN MUSEUM OF LAKE COUNTY
TO RAVENSWOOD STUDIO, INC.**

WHEREAS, the Lake County Forest Preserve District (the “District”) has advertised in The News Sun for sealed bids for the Fabrication and Installation of the Exhibit Display Cases at the General Offices (the “Work”); and

WHEREAS, all sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois on April 27, 2017 at 10:00 a.m.; and

WHEREAS, bids were received in the following amounts from the following bidders:

	<u>TOTAL BID</u>
Color-Ad, Inc., Manassas, Virginia	\$77,844.65
Proto Productions, Inc., Addison, Illinois	\$106,362.00
Ravenswood Studio, Inc., Lincolnwood, Illinois	\$110,236.90

WHEREAS, the Board of Commissioners hereby finds that the bids submitted by Color-Ad, Inc., and Proto Productions, Inc. are non-responsive bids; and

WHEREAS, the District’s staff, the Purchasing Manager, the Director of Education, and the Operations Committee have reviewed the bids and recommend that the Board of Commissioners find Ravenswood Studio, Inc., to be the lowest responsible bidder and award a contract for the Work to Ravenswood Studio, Inc., (the “Contract”); and

WHEREAS, the Board of Commissioners hereby finds that Ravenswood Studio, Inc., is the lowest responsible bidder for the work;

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Lake County Forest Preserve District, Lake County, Illinois THAT:

Section 1. Recitals. The recitals set forth above are incorporated as a part of this Resolution by this reference.

Section 2. Rejection of Low Bids. The bids submitted by Color-Ad, Inc., and Proto Productions, Inc., are hereby rejected.

Section 3. Award of Contract. The bid submitted by Ravenswood Studio, Inc. in the amount of \$110,236.90 (the “Contract Price”) is hereby accepted and a Contract for the Work is hereby awarded to Ravenswood Studio, Inc.

Section 4. Execution of Contract. The Executive Director of the District is hereby authorized and directed to execute the Contract for the Work in the amount of the Contract Price.

Section 5. Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 6. Effective Date. This Resolution shall be in full force and effect from and after its passage and approval in the manner provided by law.

PASSED this _____ day of _____, 2017.

AYES:

NAYS:

APPROVED this _____ day of _____, 2017.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____