



LAKE COUNTY FOREST PRESERVES

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Preservation, Restoration, Education and Recreation

DATE: January 8, 2018

TO: Craig Taylor, Chair
Operations Committee

S. Michael Rummel, Chair
Finance Committee

FROM: Katherine Hamilton-Smith
Director of Public Affairs and Development

RECOMMENDATION: Recommend approval of a Resolution approving a change order to the current contract for printing and distribution of Horizons quarterly newsletter by adding two additional issues (fall 2018 and winter 2018) in the current contract amount of \$30,883.92.

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

FINANCIAL DATA: Funding for the remaining four issues of the contract (fall 2017–summer 2018) is included in the Fiscal Year 2017–2018 Budget in the amount of \$67,240. Funding for the two additional issues (fall 2018 and winter 2018) would be included in the next 18-month budget cycle which begins July 1, 2018, and ends December 31, 2019.

BACKGROUND: The current contract is based on the July-to-June fiscal year structure and ends following completion of the summer 2018 issue in May 2018. Dreamworks Graphic Communications, LLC, Glenview, Illinois, is the current vendor and staff has been very pleased with the excellent print quality of the product as well as the exceptional customer service they have provided. Dreamworks has agreed to hold the current contract pricing and terms, with no increases, for two additional issues (fall 2018 and winter 2018).

Under the contract, the parties may negotiate the length and terms of an extension to the contract, and the contract contemplates extensions of up to eight additional issues. Staff is recommending an extension to the current contract by two additional issues (fall 2018 and winter 2018) because we are very pleased with the vendor, the vendor has agreed to hold the current contract pricing, and the renewal allows us to realign future bids to the new calendar fiscal year structure approved by the Board in November 2017. Dreamworks has committed to hold its price for these two additional issues.

The attached resolution would (i) approve a change order for those two additional issues and (ii) authorize the Executive Director to negotiate and approve future change orders for up to six additional issues, at the same price provided for in the contract.

As our lead print communications tool, Horizons focuses on educating Lake County residents about our commitment to open space preservation, trails, wildlife habitat, nature and history education, accomplishments, fundraising efforts, and responsible use of referenda funds.

Engaging editorial along with high-impact, full-color photography and design creates a tangible presence, and leaves the public with a positive perception of their Lake County Forest Preserves. Horizons is regularly used as an introduction and leave-behind piece for constituents and potential donors. It also serves as a catalyst and engagement piece for Preservation Foundation giving initiatives. Each issue includes news about the Foundation and a gift envelope.

Mailed to roughly 32,500 subscribers each quarter, Horizons reaches the single largest audience of District supporters. By request, another 6,000 copies are distributed each quarter to medical facilities, retail outlets, corporations, real estate agents, municipalities, park districts, libraries, hotels, restaurants, the Great Lakes Naval Station, Visit Lake County, and various Chambers of Commerce.

Horizons drives readers to the District website, e-newsletters, and social media outlets such as Facebook, Twitter and Flickr where they can find additional resources and become further engaged with the District mission.

The Horizons calendar of events, special exhibitions list, and news items are used to sell permits and promote education programs and events, golf tee times and gift cards, summer camps, Independence Grove beach passes, summer concerts and marina rentals, Fox River boat slips, and Bess Bower Dunn Museum exhibits and events. Feature articles cover a variety of reader-requested topics on nature and wildlife, preserve and facility amenities, and the history of Lake County.

Bids were solicited in February 2016, for printing and distributing eight issues of Horizons beginning with the fall 2016 issue and ending after the printing of the summer 2018 issue. Dreamworks Graphic Communications, LLC, Glenview, Illinois, was determined to be the lowest responsible bidder.

REVIEW BY OTHERS: Chief Operations Officer, Director of Finance, Public Affairs Manager, Purchasing Manager, and Corporate Counsel.

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

**A RESOLUTION APPROVING A CHANGE ORDER TO A CONTRACT FOR PRINTING
AND DISTRIBUTION OF THE HORIZONS QUARTERLY NEWSLETTER**

WHEREAS, on April 12, 2016, the Lake County Forest Preserve District (the "District") approved a contract with Dreamworks Graphic Communications, LLC ("Dreamworks"), for the printing and distribution of eight issues of the District's quarterly Horizons newsletter (the "Contract"); and

WHEREAS, it is in the District's best interest to approve a change order to the Contract, pursuant to which Dreamworks would agree to print and distribute two additional issues (fall 2018 and winter 2018) of the quarterly Horizon newsletter (i) for a total cost of \$30,883.92, which is the same price (on a per issue basis) provided for in the Contract and (ii) in accordance with the other terms of the Contract (the "Change Order"); and

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 part of this Resolution by this reference.

Section 2: Approval of Change Order. The Executive Director or his designee is hereby authorized to negotiate, approve, and execute the Change Order. The Change Order is (i) germane to the original Contract as signed and (ii) is in the best interest of the District.

Section 3: Approval of Future Change Orders. The Executive Director is hereby authorized to negotiate, approve, and execute one or more future change orders, pursuant to which Dreamworks would agree to print and distribute up to six additional issues (spring, summer, fall and winter of 2019 and spring and summer of 2020) (i) at a cost not to exceed \$15,441.96 per issue and (ii) in accordance with the other terms of the Contract (each, a "Future Change Order"), if the Executive Director determines that the Future Change Order (i) is germane to the original Contract as signed and (ii) is in the best interest of the District.

Section 4: Placement in Contract File. This Resolution, the executed Change Order, and any executed Future Change Orders shall be preserved in the permanent District file for the Contract. This Resolution shall constitute the written determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.

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 _____, 2018.

AYES:

NAYS:

APPROVED this _____ day of _____, 2018.

Ann B. Maine, President
Lake County Forest Preserve District

ATTEST:

Julie Gagnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____

**Change Order No. 1
to Contract between
Lake County Forest Preserve District and
Dreamworks Graphic Communications, LLC for
Printing and Distribution of the Horizons Quarterly Newsletter**

This Change Order No. 1 (“Change Order No. 1”) to that certain Contract for Printing and Distribution of the Horizons Quarterly Newsletter (“Contract”) is dated as of January 16, 2018, and is between the Lake County Forest Preserve District (“Owner”) and Dreamworks Graphic Communications, LLC, an Illinois printing company (“Bidder”). In consideration of the mutual covenants set forth in this Change Order No. 1, the receipt and sufficiency of which are hereby acknowledged, Owner and Bidder agree as follows:

Section 1. Recitals.

A. On April 12, 2016, Owner and Bidder entered into the Contract for the printing and distribution of eight issues of Owner’s Horizons Quarterly Newsletter.

B. Pursuant to Section 3 of the Contract, Owner and Bidder contemplated the negotiation of one or more extensions to the Contract, for up to eight additional issues.

C. Owner and Dreamworks desire to amend the Contract to provide that Bidder shall print and distribute two additional issues of Horizons for an additional \$30,883.92, for a total Contract price of \$154,419.60.

Section 2. Definitions; Rules of Construction.

A. **Definitions.** All capitalized words and phrases used in this Change Order No. 1 have the meanings set forth (i) in this Change Order No. 1 or (ii) if not specifically defined in this Change Order No. 1, the Contract.

B. **Rules of Construction.** Except as specifically provided in this Change Order No. 1, all terms, provisions and requirements contained in the Contract remain unchanged and in full force and effect. In the event of a conflict between the Contract and Change Order No. 1, Change Order No. 1 controls.

Section 3. Amendments.

A. The “PRODUCT QUANTITY TO BE DELIVERED TO OWNER” on the cover page of the Contract, is hereby amended to read as follows (additions double underlined, deletions ~~stricken through~~):

“10 Issues: Fall 2016, Winter 2016/17, Spring 2017, Summer 2017, Fall 2017, Winter 2017/18, Spring 2018, Summer 2018, Fall 2018, Winter 2018/19.”

B. Under Item 1 of Section 2, the "TOTAL CONTRACT PRICE" box is amended to read as follows (additions double underlined, deletions ~~stricken through~~):

TOTAL CONTRACT PRICE	PER ISSUE	8 <u>10</u> -ISSUE TOTAL
Printing and Pre-Press	\$13,560.00	\$108,480.00 <u>\$135,600.00</u>

C. Under Item 2 of Section 2, the "TOTAL CONTRACT PRICE" box is amended to read as follows (additions double underlined, deletions ~~stricken through~~):

TOTAL CONTRACT PRICE	PER ISSUE	8 <u>10</u> -ISSUE TOTAL
Postal Mail Preparation and Addressing	\$999.98	\$7,999.84 <u>\$9,999.80</u>

D. Under Item 3 of Section 2, the "TOTAL CONTRACT PRICE" box is amended to read as follows (additions double underlined, deletions ~~stricken through~~):

TOTAL CONTRACT PRICE	PER ISSUE	8 <u>10</u> -ISSUE TOTAL
Multiples Preparation and Delivery	\$881.98	\$7,055.84 <u>\$8,819.80</u>

E. The provision at the end of Item 3 of Section 2, entitled "COMBINED 8-10-ISSUE TOTALS FROM ITEMS 1, 2 AND 3:" is amended to read as follows (additions double underlined, deletions ~~stricken through~~):

COMBINED 8-10-ISSUE TOTALS FROM ITEMS 1, 2 AND 3:

Combine and record below only your ~~8~~10-ISSUE TOTALS from each of the three **TOTAL CONTRACT PRICE** boxes for: **1. Printing and Pre-Press, 2. Postal Mail Preparation and Addressing and 3. Multiples Preparation and Delivery. Put that combined total amount below in writing and in figures.**

Based on the assumed quantity of Products to be delivered to Owner, Bidder shall take, in full payment for all Products and other matters set forth under Section 1 of this Contract/Bid, including overhead and profit, taxes, royalties, license fees, delivery contributions and premiums, and compensation to all subcontractors and suppliers, the **total combined Contract Price for Printing and Pre-Press, Postal Mail and Multiples of:**

~~One Hundred Twenty Three Thousand Five Hundred Thirty Five DOLLARS AND Sixty eight CENTS~~
One Hundred Fifty-Four Thousand Four Hundred Nineteen DOLLARS AND Sixty CENTS
 (in writing)

~~\$123,535~~ \$154,419 DOLLARS AND 68 60 CENTS
 (in figures)

The parties have executed this Change Order No. 1 to the Contract as of the day and year first above written.

Lake County Forest Preserve District

Attest:

By: _____
Julie Gragnani
Board Secretary

By: _____
Alex Ty Kovach
Executive Director

Dreamworks Graphic Communications, LLC,

Attest:

By: Richard Sorral

By: _____

**Written Determination Regarding
Change Order No. 1
to Contract between
Lake County Forest Preserve District and
Dreamworks Graphic Communications, LLC for
Printing and Distribution of the Horizons Quarterly Newsletter**

The Board of Commissioners of the Lake County Forest Preserve District (the "District") has determined, in its Resolution approved January 16, 2018, approving this Change Order No. 1 (the "Change Order") to the Contract between the District and Dreamworks Graphic Communications, LLC for Printing and Distribution of the Horizons Quarterly Newsletter (the "Contract"), that:

- a. the Change Order is germane to the original Contract, as signed; and
- b. the Change Order is in the best interest of the District.

This Written Determination and the Change Order shall be preserved in the permanent District file for the Contract. This Written Determination shall constitute the Written Determination required by Section 33E-9 of the Illinois Criminal Code, 720 ILCS 5/33E-9.