



Lake County Forest Preserves

General Offices
1899 West Winchester Road
Libertyville, Illinois 60048
847-367-6640 • Fax: 847-367-6649
www.LCFPD.org

DATE: June 28, 2021

TO: Jessica Vealitzek, Chair
Operations Committee

Julie Simpson, Chair
Finance Committee

FROM: Alex Ty Kovach
Executive Director

Agenda Item# 10.2

RECOMMENDATION: Recommend approval of a Resolution approving a change order to the contract with Dreamworks Graphic Communications to add the printing and distribution of eight additional issues (spring 2022 issue through winter 2023 issue) of the Horizons quarterly newsletter in the amount of \$140,893.84.

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

FINANCIAL DATA: Funding for the eight additional issues would be included in the upcoming 2022 Annual Budget (four issues) and the 2023 Annual Budget (four issues).

BACKGROUND: The current contract for printing and distribution of Horizons is with Dreamworks Graphic Communications, LLC (Dreamworks) and was approved by the Board of Commissioners on November 12, 2019. That contract ends, following completion of the winter 2021 issue in December 2021. District staff has been very pleased with the excellent print quality of Dreamworks' product as well as the exceptional customer service they have provided. Dreamworks has agreed to hold the current contract pricing and terms for postal mail prep and addressing, and for multiples prep and delivery. Dreamworks has proposed an increase of 3.4% for printing and pre-press to adjust for the increased cost of paper. Current market conditions for the cost of paper have increased approximately 6.3% since the start of the original Contract in 2019. Staff believes that Dreamworks' 3.4% adjustment for paper is reasonable.

Staff recommends approval of a change order approving an extension of the current contract by eight additional issues, with a 3.4% adjustment for paper only.

As the District's lead print communications tool, Horizons focuses on educating Lake County residents about the District's commitment to open space preservation, trails, wildlife habitat, nature and history education, strategic plan goals, fundraising efforts, and responsible use of referendum 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 the Lake County Forest Preserve District.

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 giving initiatives of the Preservation Foundation of the Lake County Forest Preserves (Foundation). Each issue includes news about the Foundation and a gift envelope.

Mailed to roughly 32,000 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, businesses, real estate agents, municipalities, park districts, libraries, hotels, restaurants, Visit Lake County, various Chambers of Commerce, and District facilities.

Horizons content drives readers to the District's website, e-newsletters, and social media outlets such as Facebook, Twitter, Instagram, and Flickr where they can find additional resources and become further engaged with the District's mission. It also helps promote the sale of permits and education programs and events, gift cards, summer camps, the new Beer Garden at Independence Grove, summer concerts and marina rentals, Fox River boat slips, and 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.

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

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR JULY MEETING
JULY 14, 2021**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “A Resolution approving a change order to a contract for printing and distribution of the Horizons quarterly newsletter” and request its approval.

OPERATIONS COMMITTEE:

Date: 6/28/2021 Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: 0

FINANCE COMMITTEE:

Date: 7/1/2021 Roll Call Vote: Ayes: 6 Nays: 0
 Voice Vote Majority Ayes; Nays: ___

**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 November 12, 2019, 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") for a total cost of \$136,253.82; and

WHEREAS, it is in the District's best interest to approve a change order to the Contract, pursuant to which vendor would agree to print and distribute eight additional issues of the quarterly Horizon newsletter for a total cost of \$140,893.84 (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 Change Order, in substantially the form attached hereto, is hereby approved. The Executive Director is hereby authorized to execute the Change Order, in substantially the form attached hereto. The Change Order is (i) germane to the original Contract as signed and (ii) is in the best interest of the District.

Section 3: Placement in Contract File. This Resolution and the executed Change Order 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 4: Payments. The Treasurer shall make payments under the Contract only pursuant to and in accordance with the Contract terms.

Section 5: 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 _____, 2021.

AYES:

NAYS:

APPROVED this _____ day of _____, 2021.

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, 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 July 14, 2021, and is between the Lake County Forest Preserve District (“Owner”) and Dreamworks Graphic Communications, LLC, an Illinois limited liability 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 November 4, 2019, Owner and Bidder entered into the Contract for the printing and distribution of eight issues of Owner’s Horizons Quarterly Newsletter.

B. Owner and Dreamworks desire to amend the Contract to provide that Bidder shall print and distribute eight additional issues of Horizons for an additional \$140,893.84, for a total Contract price of \$277,147.68.

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. That portion of Section 2 of the Contract preceding the sub-heading “GREEN PRINTING INITIATIVES” is hereby deleted and replaced with the following (additions are double-underlined; deletions are ~~stricken through~~):

2. Contract Price Proposal

If this Contract/Bid is accepted, Bidder proposes and agrees that Bidder shall deliver the Products to Owner in accordance with the following Schedule of Prices:

- The **816-issue contract price total** includes the combined costs for the following three items, numbered and shown in red below:

Base Printing Cost

1. **Printing and Prepress:** Specify per issue and 816-issue totals.

Base Mailing and Distribution Costs

2. **Postal Mail Preparation and Addressing:** Specify per issue and 816-issue totals.
3. **Multiples Preparation and Delivery:** Specify per issue and 816-issue totals.

Please record your bid prices below:

BASE PRINTING COST

1. Printing and Prepress:

Estimate using 38,000 pieces per run. Charges for over runs not permitted.
Base cost includes the following:

- Acquiring the file, preflight, apply trapping and imposition of file, proofs, bindery, paper and press.

Proofs:

- One high-resolution Epson (or comparable) composite **pre-proof of cover**, including main image with type and cover artwork.
- One high-resolution Epson (or comparable) composite proof of the **entire issue** (cover and body).
- One full bound digital dylux of entire issue.

Note: You must indicate on the line below which type of proof your printshop would produce for this bid project.

Epson + Low Res Platen Proof

Paper:

- **16-page body:**
FSC Certified 70# Rolland Enviro 100 Print Text (white, 100% PCW)
No substitutions.
- **4-page cover:**
FSC Certified 100# Rolland Enviro 100 Print Text (white, 100% PCW)
No substitutions.

Press:

- **UV Cured Litho Printing Process (4/4)**

Note: You must indicate below which of your presses would be used for this bid project and how many of these presses you have in your print shop:

Komori 6C UV 28x40

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TOTAL CONTRACT PRICE	PER ISSUE	FIRST 8-ISSUE TOTAL (2020-21)
<i>(Do not round up. Please double-check your calculations)</i>		
Printing and Prepress	\$14,440.00	\$115,520.00
	<u>PER ISSUE</u>	<u>SECOND 8-ISSUE TOTAL (2022-23)</u>
	\$15,020.00	\$120,160.00

2. Postal Mail Preparation and Addressing:

Estimate using 32,300 pieces per postal mailing. Do not include cost for postage. In-house mailing services are preferred. *See specifications section for process details.*

Itemize costs: <i>(Do not round up)</i>	PER PIECE	PER ISSUE	816-ISSUE TOTAL
▪ File preparation	\$ 0.00526	\$ 169.90	\$ <u>2,718.401,359.18</u>
▪ Inkjet addressing	\$ 0.0245	\$ 791.35	\$ <u>12,661.606,330.80</u>
▪ Main mailing truck	NA	\$ 125.00	\$ <u>1,000.002,000.00</u>

TOTAL CONTRACT PRICE	PER ISSUE	816-ISSUE TOTAL
<i>(Do not round up. Please double-check your calculations)</i>		
Postal Mail Preparation and Addressing	\$ 1,086.25	\$ <u>8,689.98</u>
		\$ <u>17,380.00</u>

Base cost includes the following:

3. Multiples Preparation and Distribution:

The multiples list is comprised of locations that receive more than one copy of *Horizons*. Quantities per package can range from 5 to 700 copies and vary each issue. Estimate a per-recipient cost for preparing and distributing a total of approximately 131 individually labeled packages in each of the three categories below. In-house mailing services preferred. *See specifications section for process details.* Base cost includes the following:

Itemize costs: PER RECIP PER ISSUE **816**-ISSUE TOTAL
(Do not round up)

▪ **County of Lake Delivery** \$ 7.57 \$ 105.98 \$ ~~847.84~~1,695.68

Estimate of 14 individually labeled packages for each issue (*265 copies fall 2019 issue*) delivered to **one** location at the County of Lake building in Waukegan. Include packing/shipping prep and truck delivery.

▪ **UPS Ground** \$ 4.00 \$ 360.00 \$ ~~2,880.00~~5,760.00

Estimate of 90 individually labeled packages for each issue (*1,975 copies fall 2019 issue*) shipped to **equal number** of addresses. **NOTE: No markup allowed** on UPS Ground. Including packing/shipping prep, but **DO NOT include estimated UPS charges** in your bid. UPS costs are third party billed direct to ~~the Lake County Forest Preserves~~Owner.

3. Multiples Preparation and Distribution (continued):

▪ **General Truck Delivery** \$ 38.50 \$ 1,039.50 \$ ~~8,316.00~~16,632.00

Estimate of 27 individually labeled packages for each issue (*3,350 copies fall 2019 issue*) **delivered to eight locations** in Lake County, including Forest Preserve offices. Include packing/shipping prep and truck delivery.

TOTAL CONTRACT PRICE	PER ISSUE	816-ISSUE TOTAL
<i>(Do not round up. Please double-check your calculations)</i>		
Multiples Preparation and Delivery	\$ <u>1,505.48</u>	\$ 12,043.84 <u>24,087.68</u>

COMBINED 816-ISSUE TOTALS FROM ITEMS 1, 2 AND 3

Combine and record below only your **816-ISSUE TOTALS** from each of the three **TOTAL CONTRACT PRICE** boxes for:

- 1. Printing and Prepress**
- 2. Postal Mail Preparation and Addressing**
- 3. Multiples Preparation and Delivery**

Put that combined total amount below in writing and in figures.

DO NOT ROUND UP and PLEASE DOUBLE CHECK ALL CALCULATIONS.

Based on the estimated 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 Contact/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 Prepress, Postal Mail, and Multiples** of:

~~Two hundred seventy seven thousand, one hundred forty seven~~ ~~One Hundred Thirty Six Thousand~~
~~Two Hundred Fifty Three~~ DOLLARS AND ~~Eighty Twosixty eight~~
 CENTS
 (in writing)
~~\$136,253 DOLLARS AND 82 CENTSS~~ \$277,147.68
 (in numbers)

BID ADDITIONS

Provide **separate itemized estimates** for additional copies, additional proofs, alterations, and remittance envelope. *Do not include these itemized estimates in your base bid costs.*

Additional Copies Added to Run:	PER ISSUE	816-ISSUE TOTAL
▪ 1,000	\$ <u>320.00</u>	\$ 2,560.00 <u>5,120.00</u>
▪ 5,000	\$ <u>1,600.00</u>	\$ 12,800.00 <u>25,600.00</u>

	PER ISSUE	816-ISSUE TOTAL
Additional Proofs:		
▪ Charge for one	\$ <u>70.00</u>	\$ 560.00 <u>1,120.00</u>

High-resolution Epson (or comparable) composite **pre-proof of cover**, including main image with type and cover artwork.

▪ Charge for one	\$ <u>200.00</u>	\$ 1,600.00 <u>3,200.00</u>
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High-resolution Epson (or comparable) composite proof of **entire issue** (cover and body).

▪ Charge for one	\$ <u>75.00</u>	\$ 600.00 <u>1,200.00</u>
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Full bound digital dylex of entire issue.

Alterations:

- **Per instance** charge for minor type corrections.
\$ 50.00
- **Per hour** artwork charge.
\$ 120.00

Remittance Envelopes:

PER ISSUE 816-ISSUE TOTAL

- **Preservation Foundation Gift Envelopes** \$ 4,320.00 \$ ~~34,560.00~~ 69,120.00

Press: UV Cured Litho Printing Process

Cost for #6-3/4 wallet flap remittance envelopes, FSC Certified 60# Soporset premium opaque offset (white, 100% Eucalyptus fibers), 4-color 4/4 on UV press with UV inks, fold envelopes, insert and stitch in centerfold, quantity 38,000. Envelope design changes each issue, files provided, Epson proof and low-resolution assembled proof required. Separate invoice required.


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

By: _____
Alex Ty Kovach
Executive Director

Attest:
By: _____
Julie Gragnani
Board Secretary

Dreamworks Graphic Communications, LLC,

By: 
Name: RICHARD GIOVACCHINI
(printed)
Title: SALES

Attest:
By: _____
Name: _____
(printed)
Title: _____