



DATE: June 3, 2024

TO: Jessica Vealitzek, Chair
Operations Committee

Agenda Item # 10,7

Gina Roberts, Chair
Finance Committee

FROM: Rebekah Snyder
Director of Community Engagement & Partnerships

RECOMMENDATION: Recommend approval of a Resolution awarding a two-year Contract for printing and distribution of eight issues of *Horizons* magazine to Dreamworks Graphic Communications, LLC, in the amount of \$198,216.00.

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

FINANCIAL DATA: Funding is included in the Community Engagement and Partnerships budget in account 11354000-702100. Eight issues are included (fall 2024, winter 2024, spring 2025, summer 2025, fall 2025, winter 2025, spring 2026, summer 2026) in the total amount of \$198,216.00.

BACKGROUND: As the District’s lead print communications tool, *Horizons* focuses on educating Lake County residents about our commitment to open space preservation, trails, wildlife habitat, education, strategic plan goals, fundraising efforts, and responsible use of referenda funds. Engaging editorial, high-impact photography and graphic design create a memorable presence and leaves readers 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 donation envelope. In 2023, \$21,122 in Foundation revenue was directly attributed to the envelope.

Mailed to roughly 33,500 subscribers each quarter, *Horizons* reaches the single largest audience of District supporters. By request, another 7,500 copies are distributed each quarter to medical offices, 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, Instagram, LinkedIn, X 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 gift cards and participation in education programs and events, summer camps, facility rentals, the Beer Garden at Independence Grove, summer concerts, marina rentals, Fox River boat slips, and Dunn Museum exhibitions and events. Feature articles cover a variety of topics on nature and wildlife, preserve and facility amenities, and the history of Lake County.

Bids were solicited for printing and distributing eight issues of *Horizons* (41,000 copies per issue; 328,000 total copies) beginning with the fall 2024 issue and ending after the printing of the summer 2026 issue. Sealed bids were received and opened by the District at its General Offices, 1899 West Winchester Road, Libertyville, Illinois, on April 3, 2024, at 11:00 a.m. Bids were received in the following amounts from the following bidders:

	<u>TOTAL BID</u>
Dreamworks Graphic Communications, LLC	\$198,216.00
Lake County Press, Inc.	\$282,025.60
R.R. Donnelley, Inc.	\$370,048.00

Staff recommends that Dreamworks Graphic Communications, LLC, be determined to be the lowest responsible bidder. Based on its review, staff has concluded that this bidder meets all of the project specifications and has provided evidence of its ability to successfully fulfill this contract. This bidder is the current printing contractor for *Horizons*.

The Dreamworks Graphic Communications eight-issue contract bid is itemized as follows:

1. Printing and Prepress	\$131,000.00
2. Postal Mail Preparation and Addressing	10,720.00
3. Multiples Preparation and Delivery	15,880.00
4. Remittance Envelope	<u>40,616.00</u>
TOTAL Contract Price:	\$198,216.00
	<i>(\$24,777/issue; 60 cents/unit)</i>

To meet public demand, from time to time, it is necessary for the District to approve additional copies, postage, and/or mailings. This can be addressed through the approval of change orders, utilizing the unit pricing provided for in the contract.

REVIEW BY OTHERS: Director of Finance, Communications and Design Manager, Purchasing Manager, Manager of Board Operations, and Corporate Counsel.

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

**BOARD OF COMMISSIONERS
LAKE COUNTY FOREST PRESERVE DISTRICT
REGULAR JUNE MEETING
JUNE 12, 2024**

MISTER PRESIDENT AND MEMBERS OF THE BOARD OF COMMISSIONERS:

Your **OPERATIONS COMMITTEE** and **FINANCE COMMITTEE** present herewith “A Resolution Awarding a Contract for Printing and Distribution of Horizons Quarterly Newsletter to Dreamworks Graphic Communications, LLC,” and request its approval.

OPERATIONS COMMITTEE:

Date: 6-3-2024 Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: 0

FINANCE COMMITTEE:

Date: 6-3-2024 Roll Call Vote: Ayes: ___ Nays: ___
 Voice Vote Majority Ayes; Nays: 0

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

**A RESOLUTION AWARDING A CONTRACT FOR
PRINTING AND DISTRIBUTION OF HORIZONS QUARTERLY NEWSLETTER
TO DREAMWORKS GRAPHIC COMMUNICATIONS, LLC**

WHEREAS, the Lake County Forest Preserve District (the “District”) has advertised in The Lake County News Sun for sealed bids for the purchase of work necessary to complete the Printing and Distribution of Horizons Quarterly Newsletter (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 3, 2024, at 11:00 a.m.; and

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

	<u>TOTAL BID</u>
Dreamworks Graphic Communications, LLC	\$198,216.00
Lake County Press, Inc.	\$282,025.60
R.R. Donnelley, Inc.	\$370,048.00

; and

WHEREAS, the District’s staff, the Purchasing Manager, the Director of Community Engagement and Partnerships, the Operations Committee, and the Finance Committee have reviewed the bids and recommend that the Board of Commissioners find Dreamworks Graphic Communications, LLC, to be the lowest responsible bidder and award a contract for the Work to Dreamworks Graphic Communications, LLC (the “Contract”);

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: Award of Contract. The bid submitted by Dreamworks Graphic Communications, LLC is hereby accepted and a Contract for the work in the amount of \$198,216.00 (the “Contract Price”) is hereby awarded to Dreamworks Graphic Communications, LLC.

Section 3: 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 4: Payments. The Treasurer shall make payments under the Contracts only pursuant to and in accordance with the Contract’s 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 _____, 2024

AYES:

NAYS:

APPROVED this ____ day of _____, 2024

Angelo D. Kyle, President
Lake County Forest Preserve District

ATTEST:

Julie Gragnani, Secretary
Lake County Forest Preserve District

Exhibit No. _____