City of Joliet

150 West Jefferson Street
Joliet, IL 60432

Memo

File #: 635-23 **Agenda Date:**12/5/2023

TO: Mayor and City Council

FROM: Rod Tonelli, Interim City Manager

SUBJECT:
Award of Contract for the 2024-2025 City-Wide Newsletter to Liberty Creative Solutions in the amount of $201,528.00

BACKGROUND:
In 2015, the City of Joliet began mailing quarterly newsletters to all residents. The proposal outlined the graphic design, editing, translation, printing, and distribution of the newsletters. In September 2019, a new two-year quarterly newsletter contract was approved for 2020-2021. In May 2022, a one-year quarterly newsletter contract was approved for 2022-2023. The Public Service Committee reviewed this memo at the November 20, 2023, meeting and recommended for approval by full Council.

CONCLUSION:
The 2024-2025 proposal is for eight (8) total newsletters beginning March 1, 2024, through December 2025. Four (4) total newsletters will be issued in 2024 on or about the first of March, June, September, and December and four (4) total newsletters in 2025 on or about the first of March, June, September, and December. The newsletter is a bi-fold 8 ½" x 11", eight-page, four-color newsletter printed on 80-pound gloss enamel paper. The first four pages of content will be in English, the second four pages will be the same content translated to Spanish, for a total of eight pages with a 50/50 language split. Newsletters will be mailed to households within the City of Joliet based on zip code and City limits. Printed copies of the newsletter will also be available for the public at City Hall (1,000), the Joliet Police Department West Substation - (100), the Joliet Public Library-Ottawa St. branch (500), the Joliet Public Library-Black Rd. branch (500), and the Spanish Community Center (1,000). Digital copies of each newsletter will also be made available on the City of Joliet website.

Requests for proposals for the design, print, and delivery of the quarterly newsletter were advertised in the Labor Record on October 6, 2023, and emailed out to any company which subscribed to the print RSS feed for bids and RFPs on the City of Joliet website.

On November 1, 2023, at 10:00 a.m., five (5) sealed proposals were received for the 2024-2025 City of Joliet Newsletter were received, opened, and publicly read allowed by the Deputy City Clerk. The proposal summary is as follows:

VENDOR	PROPOSAL
Shiele Group	$200,520.00
Liberty Creative Solutions	$201,528.00
One Step	$241,068.63
Perma Graphic Printers	$273,700.00
Enterprise Newspaper DBA Bugle Newspaper	$276,026.72
City's Estimate	$250,000.00

The proposal from Perma Graphics Printers was corrected from the as read amount of $139,100.00 to the calculated amount of $ 273,700.00.

Although Shiele Group provided the lowest estimate, they did not provide a portfolio and references as required and stated in the RFP. Liberty Creative Solutions provided the second lowest estimated cost at $201,258.00 and is 19% under the City's estimate.

Funds will be budgeted for these newsletters from the City Manager's Printing budget (Org 00501000, Object 525500, $201,528.00).

RECOMMENDATION:
Based on the proposed pricing, Staff recommends that the City Council authorize the Administration to award the contract for the 2024-2025 print and delivery of eight quarterly newsletters, at an estimated cost of $201,528.00, on behalf of Liberty Creative Solutions.