

Request for City Council Action

Date: April 14, 2015

Agenda Section: Consent Agenda No. 5	Originating Department: Office of the City Manager
Item: Award of Contract for the Layout, Composition, and Printing of the Carbondale Communicue to Thomas Publishing of Carbondale, IL in the amount of \$35,700 No. 5.6	Approved:

Background:

The proposed FY 2016 Support Services budget includes funding for the layout, composition, and printing of the Carbondale Communicue which is distributed by the Southern Illinoisan, Daily Egyptian and Carbondale Times.

Specifications were prepared and the bid was advertised in the Southern Illinoisan on Sunday, March 8, 2015. Two (2) businesses submitted bids that were received on March 31, 2015. Only one vendor, Thomas Publishing, of Carbondale, Illinois submitted a complete bid for the composition, layout, and printing of the City's newspaper. The bid from Signature Offset of Boulder, Colorado was for printing only and did not include layout and composition.

The only complete bid was submitted by Thomas Publishing, Carbondale, Illinois in the amount of \$2,975 per issue for six (6) issues in FY 2016 totaling \$17,850; and \$2,975 per issue for six (6) issues totaling \$17,850 for FY 2017, for a total bid of \$35,700.

Recommended Action:

The City Council is requested to Award a Contract for the Composition, Layout, and Printing of the Carbondale Communicue for FY 2016 and FY 2017 to Thomas Publishing, Carbondale, Illinois in the amount of \$35,700.

Engineering Approval Obtained	Finance Approval Obtained	Legal Approval Obtained	Approval Obtained	Manager's Approval Obtained
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Council Action: Motion by _____ 2nd by _____ to _____

**CERTIFICATE IN CONNECTION WITH PURCHASE OF SUPPLIES,
EQUIPMENT & MATERIALS IN EXCESS OF \$10,000.00**

(This certificate must be furnished to the City Manager in connection with each purchase.)

The undersigned hereby certifies:

1. That the supplies, equipment or materials sought to be purchased are as follows:

**BID NO: 15-23 Composition/Layout/Printing of
the Carbondale Communique**

2. That specifications particularly and specifically describing same have been prepared, are complete in every detail, and a copy of same is attached.
3. That such supplies, equipment, or materials are needed in connection with the publication (46,000 copies) of a 4-page newsletter, including delivery for distribution to three local newspapers.
4. That a notice calling for sealed bids to be submitted by:

Tuesday, March 31, 2015; 10:00 a.m.

has been prepared, is attached hereto, and that the date fixed therein for reception of bids is more than 7 days after the date of this Certificate.

5. That a copy of such notice calling for sealed bids and a copy of the specifications have been furnished either by mail or personally this day to firms or persons most likely to be interested in submitting bids and furnishing such supplies, as follows: (All persons advised about the requirements, either by mail, telephone, or personally must be listed here - three (3) or more competitors must be notified.)

Southern Illinoisan Newspaper
710 North Illinois Avenue
P.O. Box 2108
Carbondale, IL 62902-2108
Phone: 529-5454 ext 5039
Fax: 457-2935
email: david.fiedler@thesouthern.com

Thomas Publishing
Attn: Jason or Debra Thomas
701 West Main Street
Carbondale, IL 62901
Phone: 549-2799
Fax: 549-3664
email: thomaspublishing@earthlink.net

Daily Egyptian
SIU Carbondale
Communications Bldg. C Rm 1259A
Carbondale, IL 62901
Fax: 453-3248

The Strathmore Company
2000 Gary Lane
Geneva, IL 60134
Phone: 630-232-9677
Fax: 630-232-0198
jpark@strath.com

Henry Printing
975 Charles Road
Carbondale, IL 62901
Phone: 618-529-3040
Fax: 68-549-0686
design@henryprinting.com

Adams Printing Co.
2345 N. McRoy Drive
Carbondale, IL 62901
Phone: 618-529-2396
Fax: 618-529-9100
adamsprinting@frontier.com

**TO BE AWARDED ON MARCH 31, 2015
This is the 9th day of March, 2015**

Name: _____
Christi Green
Purchasing/Risk Management Specialist