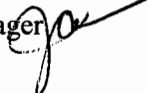


City Council Committee of the Whole Agenda Cover Memorandum

Meeting Date: January 23, 2012
Item Title: Contract Extension – Hagg Press

Action Requested:

<input checked="" type="checkbox"/>	Approval
<input type="checkbox"/>	For discussion
<input type="checkbox"/>	Feedback requested
<input type="checkbox"/>	For your information

Staff Contact: Juliana A. Maller, Deputy City Manager 
Phone Number: 847/318-5206
Email Address: jmaller@parkridge.us

Background:

The City has a contract with Hagg Press to print the Spokesman six times per year. The contract expired at the beginning of 2012.

It is requested that the contract be extended until April 30, 2012. Hagg press has agreed to keep their cost the same. This would be for an additional 2 issues of the Spokesman.

Staff will bid out the printing and make a recommendation to the City Council for a new contract beginning May 1, 2012.

This is a budgeted item. The purchase order would be increased by \$4,438, for a total purchase order amount of \$13,318.

Recommendation:

Move approval to extend the contract with Hagg Press for printing services to April 30, 2012 for an amount of \$4,438 and place on the January 23, 2012 City Council agenda for approval.

Budget Implications:

Does Action Require an Expenditure of Funds: Yes No
If Yes, Total Cost: \$4,438
If yes, is this a Budgeted Item: Yes No

Attachments:

- Extension letter



January 19, 2012

Ms. Aggie Stempniak,
Spokesman Editor
For:
City of Park Ridge
505 Butler Place
Park Ridge, IL 60068

Dear Aggie,

As per our conversation on January 19, 2012, Hagg Press agrees to extend current contract until the end of Park Ridge's financial year, April 30, 2012. Hagg will produce (2) 2012 newsletters, the newsletter prints 4-color process on a house 70# dull text.

We provide 17,000 six page 4-color process newsletter cost of \$ 2218.65

Very truly yours,

Ed Hannay
Account Manager
Hagg Press, Inc.

Hagg Press, Inc.
1165 Jansen Farm Court
Elgin, IL 60123-9494
Phone #847-695-1820
Fax #847-695-9541