



PARK DISTRICT **of OAK PARK**

**Park District of Oak Park
Continued Regular Board Meeting from December 19, 2024
Hedges Administrative Center
218 Madison Street
Oak Park, Illinois 60302**

Thursday, January 16, 2025, 7:30pm

AGENDA

- I. Call to Order/Roll Call**
- II. Approval of Agenda**
- III. Old Business**
 - A. 2025-2029 Comprehensive Strategic Master Plan Approval**
 - B. Program Guide Printing Contract Approval*
- IV. New Business**
- V. Closed Session**
- VI. Adjournment**

* Indicates information attached.

** Indicates information to be provided before or at the meeting.

Update/Recap indicates verbal report provided at meeting no materials attached.

The Park District of Oak Park welcomes the opportunity to assist residents and visitors with disabilities. If you need special accommodations for this meeting, please call (708) 725-2017 or via email at Edith.Wood@pdop.org.

In partnership with the community, we enrich lives by providing meaningful experiences through programs, parks, and facilities.



2025-2029 Comprehensive Strategic Master Plan Approval

Park District of Oak Park

218 Madison Street ▪ Oak Park, Illinois 60302 ▪ ph: (708) 725-2000 ▪ fx: (708) 383-5702 ▪ www.pdop.org



Memo

To: David Wick, Chair, Administration and Finance Committee
Board of Park Commissioners

From: Mitch Bowlin, Director of Finance

Cc: Jan Arnold, Executive Director

Date: January 13, 2025

Re: 2025 – 2029 Comprehensive Strategic Master Plan Approval



Statement

The District’s most recent ten year Comprehensive Master Plan and three year Strategic Master Plan came to conclusion on December 31, 2024. District staff went out to RFP and interviewed responsive vendors in 2023, and selected 110%, Inc. to partner with in development of a five year Comprehensive Strategic Master Plan to take the place of both previous plans in guiding the future of the Park District of Oak Park.

Discussion

Staff have worked with 110%, Inc. over the past eleven months to take inventory of the current state of the District as well as solicit feedback from as many community members and stakeholders as possible in the development of this plan. The process began in 2023 with the community survey, went through multiple workshops with staff, board members, business leaders, and community stakeholders to identify the priority areas detailed in the plan. Following these workshops consultants and staff worked together to take current inventory and make recommendations in all areas of District operations with a special focus on financial sustainability, marketing, and infrastructure management. The plan has been designed to meet CAPRA standards and facilitate the District’s continuing accreditation goals.

Jamie Sabbach from 110%, Inc. will be in attendance to provide a detailed overview of the process and present the plan to the Board at the January 16 continued meeting.

Recommendation

Staff recommends the 2025-2029 Comprehensive Strategic Master Plan be approved.



Program Guide Printing Contract Approval

Park District of Oak Park

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Memo

To: David Wick, Chair, Administration & Finance Committee
Board of Park Commissioners

From: Ann Marie Buczek, Director of Marketing and Community Engagement

Cc: Jan Arnold, Executive Director

Date: January 7, 2025

Re: Program Guide Printing Contract Approval



Statement

Bid specifications for the 2025 Program Guides were posted on the Park District website on December 2, 2024, and emails were sent to two printing companies who had provided bids in the past. Two companies submitted sealed bids for program guide printing services which were opened and read aloud on December 27, 2022, at 2:00pm. A summary table of the results is attached.

Discussion

Paulson Press, Inc. from Elk Grove Village, IL, submitted the lowest base bid of \$59,800 for two issues, including a 4-color cover body and color additional inserts in the spring/summer issue (annual report). The Park District worked with Paulson Press from 2009 to 2020 and 2023 to 2024 and consistently provide favorable reviews based on our past experiences. The next lowest bid was from CPC Printing and Production, at \$76,230.94. Shuman Printers, the former printer from 2021-2022, did not submit a bid.

Included in the bid packet was a request for an alternate bid for the printing of the 2026 program guide series. Paulson Press, Inc was also the lowest bidder for the alternate bid at \$67,300 as compared to the next lowest bid of \$76,230.94 from CPC Printing & Promotion.

The bid from Paulson Press, Inc. is below the 2025 budget allocation of \$70,000 for program guide printing.

Recommendation

Staff recommend that the Board of Commissioners authorize Director Arnold to approve a contract with Paulson Press, Inc. from Elk Grove Village, IL in the amount of \$59,800 for the 2025 Program Guides and ability to approve the 2026 Program Guides in the amount of \$67,300 based on performance.

Attachment: Bid Tabulation Chart

Park District of Oak Park Brochure Bid Opening 12.27.2024

<u>Company</u>	<u>Base Bid</u>	<u>Alt 1</u>
Paulson Press	\$59,800.00	\$67,300.00
Schumann Printers	N/A	N/A
CPC Printing & Promotion	\$76,230.94	\$76,230.94
CPC Printing & Promotion - Recycled Paper Option	\$65,986.01	\$65,986.01