

OFFICE OF  
PLANNING, ZONING AND  
HISTORIC PRESERVATION  
108 Sherman Street  
Telephone (605) 578-2082  
Fax (605) 578-2084



Mike Runge  
Archivist  
Telephone (605) 578-2082

*"The Historic City of the Black Hills"*  
Deadwood, South Dakota 57732

## **MEMORANDUM**

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**Date:** May 12, 2021  
**To:** Deadwood Historic Preservation Commission  
**From:** Deadwood Historic Preservation Office  
**Re:** **Downtown Walking Tour Brochures**

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The Deadwood Historic Preservation Office is requesting permission to purchase 50,000 downtown walking tour brochures to be distributed at the Deadwood Information/Visitor Center and Welcome Center. The costs to print these brochures are as follows:

- MS Mail, Deadwood, SD. \$11,900.00

The proposed quote for these brochures is attached to this memorandum.

### **RECOMMENDATION:**

Allow the Deadwood Historic Preservation Office to purchase 50,000 downtown walking tour brochures for the 2021 tourist season. Money to pay for this expenditure will come out of Public Education.

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140 SHERMAN STREET, DEADWOOD, SD 57732 ♦ BLACKHILLMAIL.COM ♦ 605.578.1429

March 18, 2021

Thank you for the opportunity to bid on printing the walking tour brochure.

Printing Cost:  
16 page, 4x9 finish, 80# enamel text, collate, fold and stitch  
50,000 - \$11,900

Time needed to print is about 10 working days.

Please let me know if you have any questions and thanks for the opportunity.

Sincerely,

A handwritten signature in black ink, appearing to read 'Lynn Milos', written in a cursive style.

Lynn Milos