2016 Printing Bid _ REBID2
Hoffman Estates Park District

Please find below the bid specifications for the 2016 quarterly program guide series, which includes the Summer 2016, Fall 2016, Winter 2017 and Spring 2017 guides as well as a 4 or 8 page glossy inserted in each issue. Also included is an option for renewal for two additional one-year terms which may be accepted at the District’s sole discretion. The award of the bid will be based on the pricing for the 2016 brochures.

BID DATE: Monday, February 15, 2016
BID TIME: 10 a.m.
LOCATION: Triphahn Center Board Room

Prepared by:
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, Illinois 60169-2998
(847) 885-7500
(847) 885-7523 Fax
www.heparks.org

BID NOTICE as printed in the Daily Herald Legal Notices

Notice is hereby given that the Hoffman Estates Park District will accept sealed bids for the 2016 PRINTING BID OF THE SUMMER, FALL, WINTER & SPRING PARK DISTRICT PROGRAMMING GUIDE until the hour of 10:00 a.m., Monday, February 15, 2016 at which time bids will be publicly opened and read aloud. Bids received after that time will not be accepted. Bid documents can be obtained at heparks.org. Samples of the Guide may be picked up at any of our facilities or by contacting Sandy Manisco at (847) 885-7500 or smanisco@heparks.org. Published by the order of Park Commissioners, Hoffman Estates Park District, Cook County, Illinois.
Requirements for Bidding and Instructions to Bidders

1. Preparation of the proposal
   Each bidder shall submit his/her proposal on the form supplied by the Park District. Each proposal shall be placed in an envelope marked Proposal for Printing Bid, sealed, then mailed or delivered to Sandy Manisco, Communications and Marketing Superintendent, Hoffman Estates Park District, 1685 W. Higgins Road, Hoffman Estates, IL 60169. The proposal must be received by the date and hour stated in the Notice of Bidding, at which time the proposal will be opened and publicly read. All proposals must be signed by the authorized officer of the firm bidding. The enclosed sample brochure may be reviewed for content and general format.

2. Acceptance of proposals
   The Hoffman Estates Park District reserves the right to accept bids all or in part. At the time of acceptance, the district also reserves the right to increase or decrease quantities of any item at the same bid cost per piece.
   
   The park district reserves the right to reject any and all proposals, or to accept any proposal that, in its judgment, will be in the best interest of the general public. It is the intention to award the contract to the lowest responsible bidder best meeting the requirements of the park district.

3. Exemption from taxes
   Contractors and vendors supplying equipment and materials to the Hoffman Estates Park District shall not charge the Federal Excise Tax or State of Illinois Retailers Occupational Tax, since the Hoffman Estates Park District is exempt from these taxes.

4. Holding of bids
   The park district reserves the right to hold all bids for a period of thirty (30) days after the date receiving said bids in the advertisement and the bidder shall not withdraw his/her bid during said thirty (30) day period.

5. Information required
   Each bidder shall complete the data sheet accompanying the specifications. Bidders may also submit descriptive literature showing style and features of the items being bid.

6. Bid pricing
   The Hoffman Estates Park District is accepting pricing bids for the quarterly Program Guide and a 4 or 8 page glossy insert. Included is an option for renewal for two additional one-year terms which may be accepted at the District's sole discretion. The award of the bid will be based on the pricing for the 2016 brochures. **NOTE: HEPD will only accept bids for Sheet Fed Printing. HEPD will not accept bids for any type of WEB printing.**
   
   In addition, broker bids will not be accepted.
   
   HEPD reserves the right to render this bid null and void if the end result is deemed low quality or if HEPD deems service to be insufficient or if specific deadlines are not met. In
such an event, HEPD reserves the right to begin a new bid process or to award the remaining printing guides to another bidder.

The bid pricing should be complete and include, but not be limited to, all paper, printing, bleeds, screens, proofs, cutting, collating, perforating, binding (staple stitch), labeling and delivery. Delivery services must include bundling of brochures in 50s, skid-packed and delivered to a specified delivery service warehouse on a schedule set forth by the Hoffman Estates Park District. Balance of brochures to be delivered to the Hoffman Estates Park District.

7. **Samples and reference**
All bids must include an example of work comparable to the enclosed sample brochure. All bids must be accompanied by a respective paper sample.

All bidders must submit a list of three (3) references for which he/she has completed work of a similar nature as described in the specifications. Please include the name of the project, project description, project address, owner name and telephone number for reference.

**Broker bids will not be accepted.**

8. **Alteration clause**
Up to one hour of alterations or adjustments should be included in the price. Any alterations beyond one hour’s work may be billed to the Park District at the rate specified in the proposal.

9. **Delivery of proofs**
Artwork will be delivered to printer via FTP site by the following schedule,

- **SUMMER** issues: Artwork between March 25-30; Delivery to Mail House by April 12
- **FALL** issues: Artwork between June 24-29, Delivery to Mail House by July 12
- **WINTER** issues: Artwork between Oct 23-28, Delivery to Mail House by Nov. 10
- **SPRING** issues: Artwork between Jan. 25-30; Delivery to Mail House by Feb. 15.

Complete proofs of brochure with color-accurate cover proof are to be delivered to the park district’s office for approval and will be returned at the printer’s expense within 5 days after receiving the artwork. The park district will return the proof within 2 working days.

10. **Required turn around time**
Required turn around time shall be not more than 14 working days (Mon-Fri excludes Federal Holidays). There will be a mandatory 10% discount on the print job for every 24 hours over the specified time frame.

11. **Delivery of final product**
Completed brochures are to be delivered to HEPD facilities and Mailing house of our choice within a 50 mile radius from the Triphahn Center at the printer’s expense. Quantities to be determined by HEPD.
2016 Printing Bid – Quote Specifications
Hoffman Estates Park District

Printer proposes to furnish, in accordance with all the following specifications, to the Hoffman Estates Park District offices, cost prepaid, within a time frame agreed on by the Communications & Marketing Superintendent or a designated representative, the following printing for annually four (4) issues of the park district seasonal program guide each year. **Printers may either choose to submit one pricing for all three years, or to submit price they will honor in years 2017 and 2018.** Printer must also provide a quote based on the following specs for both the Program Guide and Inserts:

**SPECS FOR PROGRAM GUIDE**

1. Pages 56 up to 68 plus cover
2. Cover Stock Recycled 100 lb. two-sided gloss text
   Text Stock Recycled 50 lb. smooth offset (white), brightness of 92 or better OR house equivalent (if using house stock, please provide sample). No ground wood sheet accepted. Paper should be free of chlorine bleaching and should contain 35% post-consumer recycled material.
3. Ink Cover inside and outside: 4-color process with bleeds
   Text: 4-color
4. Trim Size 8-5/16" x 10-3/4"
5. Binding Center fold with staple stitch
6. Quantity 28,000 finished books per each of four (4) quarters. The Hoffman Estates Park District will not pay for overruns. Quantity may not run under.
7. Layout All typesetting and page composition will be completed by park district personnel using Adobe InDesign, submitted via upload.
8. Proofs One complete proof of brochure with color-accurate cover proof for approval.
9. Press HEPD will only accept bids for Sheet Fed Printing. HEPD will not accept bids for any type of WEB printing

**SPECS FOR INSERTS**

1. Quote Four and Eight-page coated center spread stitched into any seasonal brochure.
2. 16" x 10", 4-color on 80 lb. gloss enamel text folded to approx. 8x10" and stitched into center of brochure. Disk supplied direct to plate.
3. Quantity: 28,000
4. Include cost per additional 500 & 1,000 loose, non-stitched pieces
5. Paper and ink should use recycled material, no seconds paper allowed
Proposal submitted by:

Bidder Name

Address

Phone                              Fax

**PROGRAM GUIDE**

28,000 per issue, 4-color cover and throughout in 56, 60, 64 and 68 pages:

<table>
<thead>
<tr>
<th>Pages</th>
<th>Price per Issue</th>
<th>Price for Cover</th>
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<tbody>
<tr>
<td>56</td>
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</tbody>
</table>

Price for 56 plus cover: __________  Price for 64 plus cover: __________
Price for 60 plus cover: __________  Price for 68 plus cover: __________

Cost per 500 addl books __________  Cost per 1,000 addl books __________

Alteration cost per hour __________

**INSERTS**

4 page - 10” x 16” Center spread (Folded, stapled) __________
8 page - 10” x 16” Center spread (Folded, stapled) __________

Cost for additional flat, not folded:
Cost per 500 addl inserts __________  Cost per 1,000 addl inserts __________

**PRESS TYPE:**

________________________________________________________________________

**COMMENTS**

________________________________________________________________________

________________________________________________________________________
Year 2: Summer, Fall 2017, Winter & Spring 2018 Printing Bid – Bid Amounts
Hoffman Estates Park District

Proposal submitted by:

Bidder Name

Address

Phone                      Fax

PROGRAM GUIDE
28,000 per issue, 4-color cover and throughout in 56, 60, 64 and 68 pages:

Price for 56 plus cover:   Price for 64 plus cover: 
Price for 60 plus cover:   Price for 68 plus cover: 

Cost per 500 addl books    Cost per 1,000 addl books
Alteration cost per hour

INSERTS
4 page - 10” x 16” Center spread (Folded, stapled)
8 page - 10” x 16” Center spread (Folded, stapled)

Cost for additional flat, not folded:
Cost per 500 addl inserts    Cost per 1,000 addl inserts

PRESS TYPE:

COMMENTS
Year 3: Summer, Fall 2018, Winter and Spring 2019 Printing Bid – Bid Amounts
Hoffman Estates Park District

Proposal submitted by:

Bidder Name

Address


Phone
Fax

PROGRAM GUIDE
28,000 per issue, 4-color cover and throughout in 56, 60, 64 and 68 pages:

Price for 56 plus cover: __________ Price for 64 plus cover: __________
Price for 60 plus cover: __________ Price for 68 plus cover: __________

Cost per 500 addl books __________ Cost per 1,000 addl books __________
Alteration cost per hour __________

INSERTS
4 page - 10” x 16” Center spread (Folded, stapled) __________
8 page - 10” x 16” Center spread (Folded, stapled) __________

Cost for additional flat, not folded:
Cost per 500 addl inserts __________ Cost per 1,000 addl inserts __________

PRESS TYPE: __________________________________________________________

COMMENTS
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
The Hoffman Estates Park District asks that each bidder also submit two examples of similar work and three (3) references please include municipal references if applicable.

REFERENCE 1

Project Description: 

Project Address: 

Owner’s Name: Phone: 

REFERENCE 2

Project Description: 

Project Address: 

Owner’s Name: Phone: 

REFERENCE 3

Project Description: 

Project Address: 

Owner’s Name: Phone:
SUSTAINABILITY STATEMENT

Introduction

The Hoffman Estates Park District is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking bidders to provide a Statement of Sustainability to ensure our bidders are also incorporating sustainability into their firm’s practices.

Instructions

Provide a clear description of your firm’s sustainable practices, policies or procedures to the below sections or attach a copy of your practice. These practices may include but are not limited to:

Waste Minimization within the office or facilities through recycling programs, double-sided copying, electronic internal communications, recycled content in materials, reusable cups, limited printing, electronic document management, green purchasing policies, green cleaning supplies or reduced packaging in materials procured or supplied.

____________________________________________________________

____________________________________________________________

Energy Efficiency within office, facilities or firm through lighting retrofits, photo sensor switches for lighting, use of day lighting, Energy Star rated appliance or equipment, alternative fuel or efficient fleet, anti-idling policy, or indoor temperature management.

____________________________________________________________

____________________________________________________________

Water Efficiency in office, facilities or firm through faucet or fixture retrofits, switch individual bottled water to office water coolers or drinking fountains, drought tolerant landscaping.

____________________________________________________________

____________________________________________________________

Staff are encouraged to be sustainable and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support to attend green seminars, US Green Building Council LEED accredited or the creation of an internal green team.

____________________________________________________________

____________________________________________________________

Education of your staff about green practices, your business peers of your green accomplishments, your community of your sustainability, or any environmental awards your firm has achieved.

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