2019 Program Guide Print Bid_REVISE
Hoffman Estates Park District

Please find below the bid specifications for the 2019 quarterly program guide series, which includes the Spring 2019, Summer 2019, Fall 2019, and Winter 2020 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 2019 brochures.

BID DATE: Friday, October 12, 2018
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 (HE Parks) will accept sealed bids for the PRINTING BID OF THE 2019 SPRING, SUMMER, FALL, and 2020 WINTER PARK DISTRICT PROGRAM GUIDE and inserts until the hour of 10:00 a.m., Friday, October 12, 2018 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.

The Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois reserves the right to reject any or all bids.
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 2019 brochures NOTE: HE Parks will only accept bids for Sheet Fed Printing. HE Parks will not accept bids for any type of WEB printing.

In addition, broker bids will not be accepted.

HE Parks reserves the right to render this bid null and void if the end result is deemed low quality or if HE Parks deems service to be insufficient or if specific deadlines are not met. In such an event, HE Parks 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,

   **SPRING issues:** Artwork between Jan. 25-30; Delivery to Mail House by Feb 12  
   **SUMMER issues:** Artwork between March 22-27; Delivery to Mail House by April 9  
   **FALL issues:** Artwork between June 21-26, Delivery to Mail House by July 9  
   **WINTER issues:** Artwork between Oct 12-17, Delivery to Mail House by Oct 30

   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 HE Parks 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 HE Parks.
2019 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 2020 and 2021. Printer must also provide a quote based on the following specs for both the Program Guide and Inserts:

SPECS FOR PROGRAM GUIDE

1. Pages 56-40 up to 68 plus cover
2. Cover Stock
   Text Stock
   Recycled 100 lb. two-sided gloss text
   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 26,000 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 Only Sheet Fed Printing, no bids for WEB printing will be accepted.

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.
3. Quantity: 26,000
4. Include cost per additional 500 and 1,000 loose, non-stitched pieces
5. Paper and ink should use recycled material, no seconds paper allowed
Hoffman Estates Park District

Proposal submitted by:

Bidder Name

Address

Phone      Fax

PROGRAM GUIDE

26,000 per issue, 4-color cover and throughout:

Price for 40 plus cover: __________  Price for 44 plus cover: __________
Price for 48 plus cover: __________  Price for 52 plus cover: __________
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 __________

COMMENTS

__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

10/2/2018
Year 2: 2020 Spring, Summer, Fall, and Winter 2021 Printing Bid – Bid Amounts
Hoffman Estates Park District

Proposal submitted by:

Bidder Name

Address

Phone      Fax

PROGRAM GUIDE
26,000 per issue, 4-color cover and throughout:

Price for 40 plus cover: __________  Price for 44 plus cover: __________
Price for 48 plus cover: __________  Price for 52 plus cover: __________
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__________

COMMENTS


Year 3: 2021 Spring, Summer, Fall, and Winter 2022 Printing Bid – Bid Amounts
Hoffman Estates Park District

Proposal submitted by:

Bidder Name

Address

Phone      Fax

PROGRAM GUIDE
26,000 per issue, 4-color cover and throughout:

Price for 40 plus cover: ________  Price for 44 plus cover: ________
Price for 48 plus cover: ________  Price for 52 plus cover: ________
Price for 56 plus cover: ________  Price for 52 plus cover: ________
Price for 60 plus cover: ________  Price for 64 plus cover: ________
Price for 68 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_________

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.