NAME OF PROJECT

2019 Spring, Summer, Fall, and 2020 Winter Program Guide

BID DATE: 11/8/2018        BID TIME: 9:30AM

PREPARED BY:

HOFFMAN ESTATES PARK DISTRICT
1685 W. Higgins Road
Hoffman Estates IL 60169-2998
Telephone: (847) 885-7500
Fax: (847) 885-7523
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Dear Bidder:

Enclosed you will find the plans, specifications and bidding materials for 2019 Spring, Summer, Fall, and 2020 Winter Program Guide. All pertinent information is included in the attached package. Please copy your proposal and retain one copy for your records.

I look forward to reviewing your bid proposal and working together with you on these projects. Should you have any questions or comments please contact me at (847) 781-3672.

Sincerely,

Sandy Manisco
Communications & Marketing Superintendent
INVITATION TO BID

Sealed bids for **2019 Spring, Summer, Fall, and 2020 Winter Program Guide** will be received by the Hoffman Estates Park District at our office; 1685 West Higgins Road, Hoffman Estates, Illinois 60169 until **exactly 9:30 A.M., 11/8/2018**, and then publicly opened and read. Bids submitted after the closing time will be returned unopened.

The Hoffman Estates Park District Board of Commissioners will make final award.

Proposals shall be submitted on the attached Quotation Form and returned in sealed envelope. No bidder may withdraw his proposal after the hour set for the opening thereof, or before award of the Contract, unless said award is delayed for a period exceeding thirty (30) calendar days.

The Hoffman Estates Park District requires all bidders to comply with all provisions of the Park District Prevailing Wage Ordinance **O-17-004**. This ordinance specifies that no less than the general prevailing rate of wages as found by the Park District or Department of Labor or determined by a court on review shall be paid each draft type of worker or mechanic needed to execute the contract or perform the work.

The Hoffman Estates Park District may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by an unsuccessful Bidder against the Hoffman Estates Park District.

Bid results and the award of the bid will be published on the Hoffman Estates Park District website [www.heparks.org](http://www.heparks.org) under General Information/Bid Information.

Sincerely,

Sandy Manisco
Communications & Marketing Superintendent
HOFFMAN ESTATES PARK DISTRICT

INSTRUCTIONS TO BIDDERS

Identification of Project

The official name and location of the project shall henceforth be known as:

2019 Spring, Summer, Fall, and 2020 Winter Program Guide

The official name and address of the project owner shall henceforth be known as:

HOFFMAN ESTATES PARK DISTRICT
1685 West Higgins Road
Hoffman Estates IL  60169-2998

Bid Opens: DATE 10/25/2018

Bid Date: DATE 11/8/2018 @ 9:30AM

Rec. Committee Approval: DATE 11/20/2018

Board Approval: DATE 11/27/2018

Contract Awarded: DATE 11/28/2018

Commencement of Work: Commencement of paperwork shall begin immediately upon notification of award. Actual work shall commence as soon attached schedule and shall continue with due diligence until full completion and acceptance.

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. A sample brochure may be obtained by contacting the park district, to 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 sample brochure.

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.
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 turnaround 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.
HOFFMAN ESTATES PARK DISTRICT  
Hoffman Estates, Illinois

SPECIFICATIONS

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. The award of the bid will be based on the pricing for the 2019 brochures. Printer must also provide a quote based on the following specs for both the Program Guide and Inserts:

SPECIFICATIONS FOR PROGRAM GUIDE

1. Pages: 40 plus each additional 4 pages
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: 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.

SPECIFICATIONS 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 second’s paper allowed
FORM OF PROPOSAL

Proposal of _______________________________________________, hereinafter called the "BIDDER", (a) / (an) ________________________________________, (Corporation, Partnership, individual) doing business as _________________________________, to Hoffman Estates Park District, hereinafter called the "OWNER."

***

The Bidder, in response to your advertisement for bids for 2019 Spring, Summer, Fall, and 2020 Winter Program Guide and delivery, having examined the Specifications and other Documents and being familiar with all of the conditions surrounding the proposed work (purchase/sale) including availability of materials and labor, hereby proposes to furnish all labor, materials and supplies and to construct the project in accordance with the Contract Documents, within the time set forth therein and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidder acknowledges receipt of the following Addenda, which are a part of the Contract Document: Numbers: __________, __________, __________, __________.

Bidder hereby agrees to start work within five (5) days after receipt of "Notice to Proceed."
Year 1: 2019 Spring, Summer, Fall, and Winter 2020 - 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 pages plus cover: ___________

Price for each additional 4-pages: ___________

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

Alteration cost per hour: ___________ (the first hour should be included)

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 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 each additional 4 pages:   ____________

Cost per 500 addl books _____________________          Cost per 1,000 addl books____________

Alteration cost per hour ___________ (the first hour should be included)

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 each additional 4 pages:  ____________

Cost per 500 addl books _________ Cost per 1,000 addl books___________

Alteration cost per hour _______________    (the first hour should be included)

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

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**REFERENCES**

Hoffman Estates IL  60169

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STATEMENT OF EXPERIENCE

The Bidder shall list all recent projects for which he provided services of a similar nature to the subject project.

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<th>Project/Location</th>
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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.

_____________________________________________________________
_____________________________________________________________