

Bidder Name: _____
Address: _____
Telephone #: _____
Fax #: _____

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

HOFFMAN ESTATES PARK DISTRICT

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10/16/2018

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 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:**

SPECS 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.

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 second's paper allowed

**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

HOFFMAN ESTATES PARK DISTRICT

BY: _____
(Sign and Date)

BY: _____
(Sign and Date)

FIRM NAME _____

ADDRESS _____

PHONE _____

EMAIL: _____

BY: _____
(Sign and Date)

REFERENCES

Hoffman Estates IL 60169

References for:

1. Company Name: _____

Address: _____

City-state: _____

Phone Number: _____

Contact Person: _____

2. Company Name: _____

Address: _____

City/State: _____

Phone Number: _____

Contact Person: _____

3. Company Name: _____

Address: _____

City/State: _____

Phone Number: _____

Contact Person: _____

4. Company Name: _____

Address: _____

City/State: _____

Phone Number: _____

Contact Person: _____

STATEMENT OF EXPERIENCE

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

Project/Location	Contract Amount	Reference/Phone #
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

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.
