
1685 W. HIGGINS, HOFFMAN ESTATES, ILLINOIS 60169 • (847) 885-7500
(847) 885-7523

Identification of Project

The official name and location of the project shall henceforth be known as:
2020 Spring, Summer, Fall and 2021 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, Illinois 60169-2998

Bidding opens: September 13, 2019
Bid Date: October 2, 2019
Rec Committee Approval: October 15, 2019
Board Approval: October 22, 2019
Contract Awarded: October 23, 2019

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

Please find below the bid specifications for the 2020- 2021 quarterly program guide series, which includes the Spring 2020, Summer 2020, Fall 2020, and Winter 2021 guides.

BID DATE: October 2, 2019
BID TIME: 11:00 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 2020 SPRING, SUMMER, FALL, and 2021 WINTER PARK DISTRICT PROGRAM GUIDE** until the hour of **11:00 a.m., Wednesday, October 2, 2019** 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 the Hoffman Estates Park District Web Site www.heparks.org. (General Information/Bid Information). Samples of the Guide may be picked up at any of our facilities or by contacting Katie Burgess at (847) 885-7500 or kburgess@heparks.org. The Hoffman Estates Park District encourages minority business firms to submit on all Park District work and encourages all contractors working for the District to utilize minority business and suppliers. 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 Katie Burgess, Communications and Marketing Manager, 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 must 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. **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 must be delivered, in cartons, the same day to the Hoffman Estates Park District Office, Triphahn Center, 1685 West Higgins Road, Hoffman Estates, Illinois.

7. Samples and reference

All bids must include an example of work comparable to the bid request. 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 January 29 -February 2; Delivery to Mail House by Feb 19

SUMMER issues: Artwork between March 22-27; Delivery to Mail House by April 22
FALL issues: Artwork between June 25-29, Delivery to Mail House by July 15
WINTER issues: Artwork between Oct 12-17, Delivery to Mail House by November 6

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 make a diligent effort to promptly review the proofs as not to delay the printer.

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.

12. Law Compliance

All project work shall comply with all State and Municipal Laws and Regulation, and with all Local Ordinances and Rules pertaining to this work.

Such Laws, Regulations, Ordinances and Rules shall be considered a part of these specifications.

- A. The Contractor warrants that it is familiar with and shall comply with Federal, State and local laws, statutes, ordinances, rules and regulations and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of the Contract including without limitation Workers Compensation Laws, minimum salary and wage statutes and regulations, laws with respect to permits and licenses and fees in connection therewith, laws regarding maximum working hours. No plea of misunderstanding or ignorance thereof will be considered.
- B. Whenever required, the Contractor shall furnish the Owner with satisfactory proof of compliance with said Federal, State and local laws, statutes, ordinances, rules, regulations, orders, and decrees.
- C. Contractor shall carefully examine the Occupational Safety and health Act as issued by the Federal Register (OSHA), and the specific regulations governing procedures, techniques, safety precautions, equipment design, and the configuration of the same as required under this Act and shall comply with all terms of the Act and to perform and complete in a workmanlike manner all work required in full compliance with said Act.
- D. Contractor shall comply with all terms of the Illinois Preference Act and all terms of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.
- E. At all times Contractor shall remain in compliance with the Illinois Public Works Employment Discrimination Act (775 ILCS 10/1, et seq.), and the Illinois Human Rights Act (775 ILCS 5/2-101, et seq.), and in addition shall at all times comply with Section 2-105 of the Illinois Human Rights Act requiring a written sexual harassment policy as defined therein.

- F. Contractor shall be solely responsible for complying with the Substance Abuse Prevention on Public Works Projects Act, Public Act 095-06345.
- G. Contractor agrees to maintain all records and documents for projects of the District in compliance with the Freedom of Information Act, 5 ILCS 140/1 et seq. In addition, Contractor shall produce records which are responsive to a request received by the District under the Freedom of Information Act so that the District may provide records to those requesting them within the time frames required. If additional time is necessary to compile records in response to a request, then Contractor shall so notify the District and if possible, the District shall request an extension so as to comply with the Act. In the event that the District is found to have not complied with the Freedom of Information Act due to Contractor's failure to produce documents or otherwise appropriately respond to a request under the Act, then Contractor shall indemnify and hold the District harmless, and pay all amounts determined to be due including but not limited to fines, costs, attorney's fees and penalties.
- H. Contractor understands, represents and warrants to the Owner that the Contractor (for which the Contractor takes responsibility to insure that they comply with the above-mentioned Acts) are in compliance with all requirements provided by the Acts set forth in Article 15 and that they will remain in compliance for the entirety of the Work. A violation of any of the Acts set forth in this Article is cause for the immediate cancellation of the Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be considered as, and does not constitute, Owners consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.
- I. Contractor shall pay prevailing wages as established by the Illinois Department of Labor for each craft or type of work needed to execute the contract in accordance with 820 ILCS 130/.01 et seq. The Contractor shall prominently post the current schedule of prevailing wages at the Contract site and shall notify immediately of all changes in the schedule of prevailing wages. Any increases in costs to the Contractor due to changes in the prevailing rate of wage during the terms of any contract shall be at the expense of the Contractor and not at the expense of the Owner. The change order shall be computed using the prevailing wage rates applicable at the time the change order work is scheduled to be performed. The Contractor shall be solely responsible to maintain accurate records as required by the prevailing wage statute and shall be solely liable for paying the difference between prevailing wages and any wages actually received by laborers, workmen and/or mechanics engaged in the Work

13. Assignment

The Contractor shall not assign the Contract nor any monies due to become due to him hereunder, to any Person, Firm, or Corporation without previous written consent of the Owner.

14. Extras

No extra work shall be allowed or paid for unless a Change Order is made and accepted by the Owner in writing.

15. Default

In case of default by the Contractor, the Owner may procure the articles or services from other sources and hold the Contractor responsible for any excess cost occasioned thereby.

16. Cancellation of Contract

If the Contractor shall, in the judgment of the Hoffman Estates Park District, be unable to carry on the work satisfactorily, or if the Contractor shall violate any of the provisions of this contract, or in case of bankruptcy of the Contractor, or failure of the Contractor to pay for supplies or workmen, or a work-stoppage, or a failure by the Contractor to provide sufficient workmen or sufficient material for the job, the Owner may serve written notice upon the Contractor and his Surety of his intention to terminate the Contract, and, if within seven (7) days after the service of such notice, the Contractor have not proceeded to carry on the work in accordance with this Contract and to the satisfaction of the Owner, this Contract shall cease and terminate and the Owner shall have the right to take over the work and prosecute the same to completion by Contract for the account and at the expense of the Contractor and the Surety; and the Contractor and Surety shall be liable to the Owner for any excess costs occasioned by the Owner thereby, and in such event the Owner may take possession of and utilize in completing the work such materials, appliances, and plants as may be on the site of the work and necessary therefore; provided, however, that in the event the Owner determines that the failure of the Contractor to carry on the work in accordance with this Contract has resulted in an emergency which will require that the Owner take over the work immediately, to avoid loss or waste of a substantial part of the work already performed, the Owner may immediately take over the work and prosecute the same at the expense of the Contractor to the extent necessary to avoid damage, and may prosecute the same at the expense of the Contractor to the extent necessary to avoid damage, and may prosecute the same to completion at the expense of the Contractor unless within seven (7) days after the services of the above described notice, the Contractor has proceeded to carry on the work in accordance with this Contract and to the satisfaction of the Hoffman Estates Park District.

17. Lien Waivers (if applicable)

Neither by partial nor final payment will the Owner be deemed to have waived any remedy for defective work or negligence on the part of the Contractor or any other portion of the Contract which, by its nature, survives after time of payment.

Waivers must spell out exact description of work performed for which Waiver is issued and state whether dollar amount is full amount received or amount of work less retainage, held by prime contractor.

**2020-2021 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 Manager or a designated representative, the following printing for four (4) issues of the park district seasonal program guide each year. **Printer must provide a quote based on the following specs for the Program Guide:**

SPECS FOR PROGRAM GUIDE

1. Pages 48 up to 56 plus cover
Please complete enclosed worksheet for page numbers
2. Stock Cover: Recycled 100 lb. two-sided gloss text
Body: 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 27,000 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.

**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

27,000 per issue, 4-color cover and throughout:

Spring Guide 56 plus cover \$ _____

Summer Guide 56 plus cover \$ _____

Fall Guide 48 plus cover \$ _____

Winter Guide 48 plus cover \$ _____

Cost per additional 4 pages \$ _____

Cost per additional 8 pages \$ _____

Cost per additional 12 pages \$ _____

Cost per additional 14 pages \$ _____

Removal of 4 pages \$ _____

Removal of 8 pages \$ _____

Cost per 500 additional guides \$ _____

Cost per 1,000 additional guides \$ _____

Alteration cost per hour \$ _____

**Printing Bid – Examples & References
Hoffman Estates Park District**

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.
