



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

**Spring 2016- Winter 2019 Printing Bid
Hoffman Estates Park District**

Please find below the bid specifications for the three (3) quarterly program guide series, which includes the Spring 2016, Summer 2016, Fall 2016, Winter 2017, Spring 2017, Summer 2017, Fall 2017, Winter 2018, Spring 2018, Summer 2018, Fall 2018 and Winter 2019 guides as well as a 4 or 8 page glossy inserted in each issue.

BID DATE: October 19, 2015
BID TIME: 10 a.m.
LOCATION: Triphahn Center Board Room

Prepared by:
Hoffman Estates Park District
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BID NOTICE as printed in the Daily Herald Legal Notices on October 8, 2015:

Notice is hereby given that the Hoffman Estates Park District will accept sealed bids for the **2016-2019 PRINTING BID OF THE SPRING, SUMMER, FALL & WINTER PARK DISTRICT PROGRAMMING GUIDE** until the hour of **10:00 a.m., Monday, October 19, 2015**, 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.

Dated this October 8, 2015.

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 bids of 1, 2 and 3 year pricing of the quarterly Program Guide and a 4 or 8 page glossy insert. To be considered for multiple years, printers must include pricing for each year. **NOTE: HEPD will not accept bids for cold web printing.**

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,

SPRING issues: Artwork between Jan. 25-30

SUMMER issues: Artwork between March 25-30

FALL issues: Artwork between June 24-29

WINTER issues: Artwork between Oct 23-28

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.

Please note

A sample of the Program Guide and insert may be obtained at one of the park district's facilities, or by contacting Sandy Manisco at 847-781-3672 or smanisco@heparks.org. This provides an example of the content and general look regarding screens, photos and copy. Brochure cover and interior graphics will differ.

**2016-2019 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. **To be considered for a multiple years, please include pricing for each year, up to 3 years. 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 Proposals based on Cold web offset printing will not be considered

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

**Year 1: Spring, Summer, Fall 2016 & Winter 2017- 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 _____

COMMENTS

**Year 2: Spring, Summer, Fall 2017 & Winter 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 _____

COMMENTS

**Year 3: Spring, Summer, Fall 2018 & Winter 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 _____

COMMENTS

**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.
