

**DOWNERS GROVE PARK DISTRICT
2455 Warrenville Road
Downers Grove, Illinois 60515**

NOTICE TO BIDDERS

Dear Prospective Bidder:

The Downers Grove Park District is currently receiving bids for Printing Services for the Seasonal Recreation Guides and Annual Playbook. Enclosed please find specifications and bid forms for these projects.

Sealed bids plainly marked "Printing Bid Enclosed" shall be received on or before 2:00 p.m., Tuesday, Nov. 16, 2021, at the Administrative Office of the Downers Grove Park District, 2455 Warrenville Road, Downers Grove, Illinois 60515.

As a municipal corporation, the Downers Grove Park District is exempt from all Federal and State sales and excise taxes and such taxes shall not be included as part of this bid. Exemption certificates are available upon request.

The Downers Grove Park District Board of Commissioners reserves the right to reject any or all bids or to accept any bid which in their judgment is the lowest responsible bid, and the right to waive minor deviations from the specifications.

Information regarding the above service may be obtained by contacting Dawn Hartman, Director of Marketing and Community Engagement at 630.960.4579. Thank you for your consideration.

Bob Kotula, Secretary
Board of Park Commissioners

**LEGAL NOTICE
ADVERTISEMENT FOR BIDS**

The Downers Grove Park District is accepting bids for the following identified printing projects: **Seasonal Recreation Guides and Annual Playbook**. Bids will be received on or before 2:00 p.m., Tuesday, Nov. 16, 2021, at the Administrative Office of the Downers Grove Park District, 2455 Warrenville Road, Downers Grove, Illinois 60515. Bids will be publicly opened and read aloud at that time. Specifications may be obtained at the Park District Administrative Office beginning Thursday, Oct. 28, 2021. The Downers Grove Park District reserves the right to reject any or all bids.

Bob Kotula, Secretary
Board of Park Commissioners
Published in the **My Suburban Life** Thursday, Oct. 28, 2021

DOWNERS GROVE PARK DISTRICT
2455 Warrenville Road
Downers Grove, Illinois 60515
2021 BID PROPOSAL

The Bidder hereby offers to provide to the Downers Grove Park District printing services for the following projects: Seasonal Recreation Guides and Annual Playbook as specified herein, at the submitted costs. It is understood, and agreed by the Bidder, that the quotation submitted for the items to be purchased, or work to be performed, are firm quotations which shall not be increased throughout the delivery schedule of the product to be acquired.

Company Name

Street Address

City State Zip

Phone Number

ATTEST:

By: _____

Signature

Clerk

Title Date

STATE OF ILLINOIS)
) SS
COUNTY OF)

CONTRACTOR’S CERTIFICATION

Pursuant to 720 ILCS 5/33E-11, the undersigned certified that he is a duly authorized agent of the prime contractor submitting the attached bid to the Downers Grove Park District, and that said contractor is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3 or 33E-4 of said Act.

Signed this _____ day of _____, 2021

By: _____

Title: _____

Address: _____

SUBSCRIBED AND SWORN TO before me on this

_____ of _____, 2021

Notary Public

DOWNERS GROVE PARK DISTRICT
2455 Warrenville Road, Downers Grove, Illinois 60515
PROJECT 1: GUIDE SERIES PRINTING SPECIFICATIONS

DESCRIPTION: Downers Grove Park District 2021-22 Recreation Guide Series, including 4 publications: 2022 Summer Guide, 2022 Fall Guide, 2022-23 Winter/Spring Guide and 2022-23 Annual Playbook. (A sample is available upon request.)

QUANTITY: 25,000 for Summer, Fall and Winter/Spring
26,000 for Annual Playbook
No overruns will be paid for.

FORMAT: 8.25" x 10.75" (A sample is available upon request.)
Design features include screen tints, reverses and bleeds on covers and inside pages could include top, bottom and outside edges.

PAGE COUNT Summer 2022
BASE PROPOSAL: 104 pages + 4-page cover

Fall 2022
 88 pages + 4-page cover

Winter/Spring 2022-23
 104 pages + 4-page cover

Annual Playbook 2022-23
 60 pages + 4-page cover

Add Alternate*: Option 1: Additional 8 pages per guide
 Option 2: Additional 4 pages per guide
 Option 3: Cost per additional 500 brochures ordered

* Park District reserves the right to choose any of the alternates prior to the production of any of the guides.

PAPER: Body Stock: 50# recycled white offset (**Please submit sample**)
 Cover Stock: Warren Strobe Dull 100 lb. Text (Or include equivalent sample swatch subject to District approval)
 Minimum 30% recycled content for both stocks.

ART/PREP: Artwork and typesetting for inside pages are provided as a PDF document created in Adobe InDesign to be uploaded on company's FTP site. Limited alterations, trapping and stripping may be required. Covers are provided as pdf documents. Printer to provide final scans for covers.

INK: 4-color process throughout. Ink is to be an eco-friendly, soy-based product.

PROOFS: One set of electronic proofs for the body; quality match print proof for cover

BINDERY: Fold, saddle stitch, trim, mark and box into groups of 50 or less.

DELIVERY: Vendor is responsible for pick-up and delivery of all materials during production process.
Approximately 23,500 Guides will be delivered to Door to Door Direct, 8102 Lemont Rd., Ste 1700, Woodridge, IL 60517. Remaining copies will be boxed and delivered to the ground level maintenance office in room #G12 of Lincoln Center, 935 Maple Avenue, Downers Grove, IL 60515. Delivery dates to Door to Door Direct and Downers Grove Park District office are detailed later in the proposal as Project 1 attachment. **Penalty for late delivery: \$250 per day.**

INSURANCE: The contracts with vendors will require proof of commercial general liability insurance and errors and omissions insurance in an amount not less than \$500,000 per claim and must name the Downers Grove Park District, its officers, directors, commissioners, employees and agents as additional insured.

**DOWNERS GROVE PARK DISTRICT
2455 Warrenville Road, Downers Grove, Illinois 60515
2021 BID PROPOSAL**

A) GUIDE SERIES (4 publications)

| Season | Pages | Base Cost |
|---|------------------------------|------------------|
| Summer 2022 25,000 copies | 104 plus 4-page cover | |
| Fall 2022 25,000 copies | 88 plus 4-page cover | |
| Winter/Spring 2022-23 25,000 copies | 104 plus 4-page cover | |
| Annual Playbook 2022-23 26,000 copies | 60 plus 4-page cover | |

| | | | |
|--|----------------------|----------------------|----------------------|
| <u>BASE PROPOSAL TOTAL (Cost of four Guides):</u> | 1-year option | 2-year option | 3-year option |
| | 4 issues | 8 issues | 12 issues |
| | 2022-23 | 2023-24 | 2024-25 |
| | \$ _____ | \$ _____ | \$ _____ |

B) ALTERATIONS

Cost for alterations to blue line proof

Per hour \$ _____

Specify all additional charges or costs: _____

C) ADD ALTERNATES - Additional Cost (per season) to base proposal for quantities indicated according to specifications:

| | 1-year option | 2-year option | 3-year option |
|--|----------------------|----------------------|----------------------|
| Option 1: Additional 8 pages per seasonal guide | \$ _____ | \$ _____ | \$ _____ |
| Option 2: Additional 4 pages per seasonal guide | \$ _____ | \$ _____ | \$ _____ |
| Option 3: Cost per additional 500 guides ordered | \$ _____ | \$ _____ | \$ _____ |

As a requirement of your bid proposal, three (3) references and three (3) samples of comparable projects MUST be included. If bidding this project using a web printing process, samples must be of your work accomplished in this way.

Project Attachment

| Downers Grove Park District 2022-23 Seasonal Guide Schedule* | | | | |
|---|------------------------|----------------------|--|----------------------------------|
| | Summer 2022 | Fall 2022 | Annual Playbook 2022-23 | Winter/Spring 2022-23 |
| Electronic files to printer | Feb. 4 | June 3 | Sept. 16 | Oct. 21 |
| Hard copy proofs ready | Feb. 10 | June 9 | Sept. 22 | Oct. 27 |
| Corrections to proof returned to printer | Feb. 14 | June 13 | Sept. 26 | Oct. 31 |
| Delivery to Park District/Door to Door Direct | Feb. 23 | June 22 | Nov. 9 (Deliver with Winter/Spring Guide) | Nov. 9 |

* Tentative schedule. If a multiple-year contract is awarded, a schedule for future publications will be provided.

CONTACT INFORMATION AND REFERENCES

(Please Print)

| | |
|-----------------|---------|
| YOUR FIRM NAME: | |
| CONTACT PERSON: | PHONE: |
| ADDRESS: | |
| E-Mail ADDRESS: | |
| DATE: | SIGNED: |

REFERENCES: 1) Firm Name:

Address:

Contact Person:

Phone:

2) Firm Name:

Address:

Contact Person:

Phone:

3) Firm Name:

Address:

Contact Person:

Phone:

Sealed bids should be returned to: Secretary, Board of Park Commissioners, Downers Grove Park District, 2455 Warrenville Road, Downers Grove, Illinois 60515. Seal and mark envelope "PRINTING BID ENCLOSED." Bid opening is 2:00 p.m., Tuesday, Nov. 16, 2021. Information on the above service may be obtained by contacting Dawn Hartman, Director of Marketing & Community Engagement at 630.960.4579.

Bob Kotula, Secretary, Board of Park Commissioners