

INVITATION FOR BIDS

Notice is hereby given that sealed Bids will be received by the Executive Director of the Bartlett Park District for ***Brochure Printing***, as indicated in the specifications, until **10am on Friday, November 20, 2009** at the offices of **the Thomas C. White Administration Building, 696 West Stearns Road, Bartlett, Illinois 60103**. **At 10:05am** that morning, all Bids received will be publicly opened and read aloud at the Park District Administration Building, 696 West Stearns Road, Bartlett.

All Bids must be enclosed in a sealed envelope clearly marked on the outside, ***““BID – BARTLETT PARK DISTRICT BROCHURE PRINTING.”***

Proposed forms of Bid including specifications are on file and may be obtained at the office of the Bartlett Park District.

The Bartlett Park District reserves the right to reject any or all Bids and to waive informalities in the bidding.

Rita Fletcher
Executive Director
BARTLETT PARK DISTRICT

**BARTLETT PARK DISTRICT
BROCHURE PRINT BID**

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**BARTLETT PARK DISTRICT
BROCHURE PRINT BID**

NOTICE TO BIDDERS

1. TIME AND PLACE OF BID OPENING

Notice is hereby given that the Director of the Bartlett Park District will receive bids either mailed or in person at the Bartlett Park District Administration Building, 696 West Stearns Road, Bartlett, Illinois, 60103, until 10am on Friday, November 20, 2009 at which time the bid proposals will be publicly opened and read aloud at 10:05am. Bids by fax will not be accepted.

2. INSTRUCTIONS TO BIDDERS- DESCRIPTION OF WORK

All Bids shall be in accordance with the Bid Documents, which are on file in the office of the Director.

Bids must be received on the proper Bid Form hereto attached, and enclosed in a sealed envelope marked clearly on the outside; ***"BID – BARTLETT PARK DISTRICT BROCHURE PRINTING."***

3. LABOR AND MATERIALS

a. The Contractor shall provide all labor and materials required to complete the following work:

Produce and deliver at its cost and expense merchandise in quantity specified on Bid Form and designs provided (as applicable) as indicated in the Specifications for the Brochure Print Bid.

b. The Park District and Contractor agree that the Contractor's preparation of all drawings, designs, specifications, notes and other services rendered in the performance of this Agreement is a service work done for hire and that the ownership of such documents vests in the Park District. The Park District agrees to, and does hereby grant and transfer to the Contractor, an exclusive, royalty-free license to all such data and documents which the Park District may obtain by copyright and of all designs and specifications as to which the Park District may assert any rights or establish any claim under prevailing patent, trademark or copyright laws. In the case of future reuse of any of the documents by the Park District, the Contractor and its consultants shall not be liable to the Park District or to third parties for their reuse.

4. CONTRACTOR COMPLIANCE

Contractor shall comply with all applicable codes, laws, ordinances and regulations of the Bartlett Park District, the Village of Bartlett, DuPage, Cook and Kane Counties, the State of Illinois, and the Federal Government, including, but not limited to, health and sanitation, age, workers compensation, sales tax, and equal employment, as applicable. Contractor shall, at his or her sole cost and obligation, be responsible for obtaining all permits required to perform his or her duties under this Agreement. Contractor represents and certifies to the Park District that it is not barred from entering into this Contract as a result of violations of either Section 33E-3 or Section 33E-4 of the Illinois Criminal Code (Public Contracts). Any breach by Contractor of the foregoing laws, regulations and rules shall constitute a breach by Contractor of this Agreement.

5. PAYMENT

Provided the Park District receives an application for payment not later than the first (1st) day of the month for goods that have been received by the Park District, the Park District shall make payment to the Contractor no later than the thirtieth (30th) day of the same month. If the Park District receives an application for payment after the first (1st) day of the month, the Park District shall make payment no later than sixty (60) days after receipt of the application for payment for goods received by the Park District.

6. CONTRACTOR EMPLOYEES AND/OR SUBCONTRACTORS

- a. The Contractor shall maintain policies of employment as follows: The Contractor and all subcontractors shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin or age. The Contractor shall take affirmative action to insure that applicants are employed, and that employees are treated during employment without regard to race, religion, color, sex, national origin or age. Such action shall include but not be limited to, the following: employment upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination rates of pay or other forms of compensation and selection for training including apprenticeship. The Contractor agrees to post in conspicuous places available to employees and applicants for employment notices setting for the policies of non-discrimination.
- b. The Contractor and all subcontractors shall, in all solicitations or advertisements for employees placed by them or on their behalf, state that all qualified applicants will receive consideration for employment without regard to race, religion, color, sex, national origin or age. Contractor shall also and in addition to the provision set out in this Section XIX, remain in compliance with Illinois Public Works Employment Discrimination Act (775 ILCS 10/1 et seq.) and the Illinois Human Rights Act Article II Employment (775 ILCS 5/2-101 et seq.).
- c. All Contracts for work herein are subject to the provisions of the Equal Employment Opportunity Clause of the Illinois Fair Employment Practices Commission.
- d. Pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) ("Rights Act"), all Contract and Subcontractors must have in force and effect a written sexual harassment policy which includes at a minimum the following provisions:
 1. a statement of illegality of sexual harassment;
 2. the definition of sexual harassment under Illinois law;
 3. a description of sexual harassment utilizing examples;
 4. an internal complaint process, including penalties;
 5. the legal resource, investigative and complaint process available through the Illinois Department of Human Rights ("Department") and the Illinois Human Rights Commission ("Commission");
 6. directions on how to contact the Department and the Commission; and
 7. protection against retaliation as provided by Section 6-101 of the Rights Act.
- e. The Contractor understands, represents and warrants to the Owner that Contractor and its subcontractors (for which the Contractor takes responsibility to ensure that they comply with the Rights Act) are in compliance with Section 2-105 of the Rights Act and will remain in compliance with Section 2-105 of the Rights Act for the entirety of the Work. A violation of Section 2-105 is cause for the immediate cancellation of this Contract. However, any forbearance or delay by the Owner in canceling this Contract shall not be construed as, and does not constitute, Owner's consent to such violation and a waiver of any rights the Owner may have, including without limitation, cancellation of this Contract.

7. REJECTION OF BIDS

The Bartlett Park District Board of Commissioners reserves the right to reject and refuse any or all Bids and to reject bids of any person or firms who, in its opinion, have had insufficient experience in the type of project on which they are bidding, or who is not provided with the necessary capital, materials, machinery, or supervisory personnel to execute the work to be contracted.

8. INSURANCE REQUIREMENTS

Insurance shall be provided as required elsewhere in contract documents or as set forth in Exhibit No. 1, attached hereto.

9. DATE OF DELIVERY

The Contractor must adhere to the dates of delivery set forth in the Bid Specifications.

10. TAXES

The Bartlett Park District, being a governmental body, receives statutory exemption from Illinois Sales Tax. Therefore, bids for merchandise should not include Illinois Sales Tax.

11. QUESTIONS

Questions regarding this Bid should be directed via e-mail to Ms. Stephanie FitzSimons, Marketing Manager, sfitzsimons@bartlettparks.org or by phone 630-540-4834.

12. WARRANTY

Contractor agrees to perform all work in a good and workmanlike manner. Contractor agrees to provide a one-year warranty on the work in a form, and on terms acceptable to the Park District.

BARTLETT PARK DISTRICT INSTRUCTIONS TO BIDDERS

1.00 GENERAL

1.01 TERMINOLOGY

The term "Owner" herein shall be construed to be the same as the "Bartlett Park District." The terms "Contractor" and "Vendor" shall be construed to be the same as the "Bidder."

1.02 NOTICE TO BIDDERS

The Notice to Bidders contains information necessary to bidders. A copy of the notice is attached hereto and is to be considered a part of the Requirements for Bidding and Instructions to Bidders, as fully as if repeated herein.

1.03 DESCRIPTION OF WORK

The described merchandise in the specifications intended by the Contract is the Contract Item or Items referred to in the Notice to Bidders and the Bid Form. All deliveries shall be made on, or before (with approval of the Park District), the deadlines established in the bid specifications. The contract will be awarded to the lowest responsible bidder as defined by Illinois law.

2.00 CONTRACT DOCUMENTS

2.01 OBTAINING CONTRACT DOCUMENTS

A. Contract documents may be obtained in accordance with the Notice to Bidders.

B. The following documents shall constitute the contract documents:

1. Advertisement for Bids
2. Notice to Bidders
3. Instructions to Bidders
4. Bid Form
5. Affidavit of Experience
6. Insurance Requirements - Exhibit 1
7. Specifications
8. Owner/Contractor Agreement

2.02 EXAMINATION OF CONTRACT DOCUMENTS

A. Examination of Proposed Contract Documents

1. Prospective bidders must examine the Contract Documents carefully, and before bidding, must request in writing from the specified Bartlett Park District contact person listed under "Questions" in the Notice to Bidders, any interpretation or correction of every apparent ambiguity, inconsistency, error or omission therein. Such interpretation or correction, as well as any additional contract provisions the Bartlett Park District may decide to include, will be issued in writing as an Addendum to the Contract, which will be mailed or delivered to each person recorded as having received a copy of the Contract Documents from the Owner, and which will also be posted for the inspection or prospective bidders. Upon such mailing or delivery and posting, such Addendum shall become a part of the Contract Documents and be binding on all Bidders, whether or not actual notice or such Addendum is shown.
2. The written interpretation or correction given by the Bartlett Park District shall be binding.
3. If the Contractor, prior to the submission of his bid, fails to call the Bartlett Park District's attention to the existence of any ambiguity, inconsistency, error or omission in the Contract Documents, his bid will be conclusively presumed to have been based upon the interpretation of such ambiguity, or inconsistency, or the directions correcting such error or omission, which may subsequently be given by the Bartlett Park District.

B. Examination of Specifications

Bidders are required to submit their proposals upon the following conditions:

1. The Bidder shall examine the Specifications.
2. The Bidder shall make all the investigations necessary to thoroughly inform him regarding all facilities for the delivery of merchandise.
3. The Bidder is also required to examine all data on file in the office of the Owner for examination by prospective Bidders. No plea of ignorance of conditions that exist or that may hereafter exist, or of conditions or difficulties that may be encountered in the execution of the work under the Contract, as a result of failure to make the necessary examinations and investigations will be accepted as an excuse for any failure or omission on the part of the Contractor to fulfill in every detail all the requirements of said Contract Documents, or will be accepted as a basis for any claims whatsoever for extra compensation or for any extension of time.

3.00 BID PREPARATION

3.01 PREPARATION

- A. Bids shall be prepared on the Bid Form provided within the bidding documents.
- B. The Bidder shall not make changes in the Bid Form provided.
- C. The Bidder shall fill in all relevant blank spaces, including alternate bids and unit prices in ink or by typewriter. When a bidder submits a bid with spaces containing erasures or other changes, each erasure or change shall be initialed by the person signing the bid.
- D. Base Bid and Alternate Bid items shall show total amounts in both words and figures. In case of a conflict, the amount shown in words will govern, unless such conflict is otherwise resolved by the Owner after considering all facts and circumstances present at the time of bid opening.
- E. If any base bid, alternate bid, or unit price is omitted, the Owner may reject the entire bid.
- F. No conditional bids will be accepted.

3.02 STATUTORY REQUIREMENTS

- A. All applicable Federal and State laws and the rules and regulations of all authorities having jurisdiction over the bidding process shall apply to the contract throughout, and they will be deemed to be included in the contract the same as though written therein in full.
- B. Permits and Fees: All applicable fees and permits will be paid for by the Contractor(s) and shall be included in the bid price.

3.03 SIGNING OF BIDS

Bid forms shall be signed, with the individual's name typed or printed below his signature. The Bid Form shall be signed by a person authorized to bind the entity submitting the Bid Form to a contract, and the legal name of the entity (sole proprietorship, corporation, partnership, joint venture, etc.) shall be stated.

- A. Partnerships shall sign in the firm name by one of the general partners.
- B. Corporations, including divisions or subsidiaries, shall state on the Bid Form the complete corporate name and be signed and attested to by authorized officers of the corporation.
- C. Associations and joint ventures shall include proper signatures by each person or firm.

- D. Individuals doing business under a fictitious name shall sign in the name of the individual “doing business as ...”

4.00 BID SUBMISSION

4.01 BID SUBMISSION

The bid must be verified and be presented to the Owner on the prescribed form in a sealed envelope on or before the time and at the place mentioned in the advertisements for bids, endorsed with the name of the person, firm or corporation presenting it, the date of the presentation, and the title of the work for which the bid is made.

5.00 BID OPENING AND METHOD OF AWARD

5.01 BID OPENING

- A. The bids shall be valid for sixty (60) calendar days after bid opening.
- B. Bids received after the stated time may be returned unopened to the Bidder.

5.02 TIME FOR ACCEPTANCE

- A. The Bids shall be valid for sixty (60) calendar days after bid opening.
- C. The Owner and the Bidder may agree to extend the acceptance period beyond sixty (60) days.

5.03 NO BIDS BY FAX

The Bartlett Park District will not accept any bid sent by facsimile machine, or E-Mail, or any other unsealed method.

5.04 OWNER'S RIGHTS

Whenever in its opinion it is in the best interest of the Public and not inconsistent with the competitive bidding process, the Owner reserves the right to:

- A. Accept any Bid.
- B. Reject any and all Bids.
- C. Waive any technical deficiencies and acceptable irregularities.

6.00 INSURANCE REQUIREMENTS

See Exhibit 1, attached hereto.

7.00 CONTRACT

Upon successful approval of a bid award, the Owner agrees to execute an agreement with the Bartlett Park District prior to commencing work.

AFFIDAVIT OF EXPERIENCE

STATE OF _____)

SS

COUNTY OF _____)

_____, BEING DULLY SWORN, THAT HE IS

_____, OF _____
(Sole Owner, Member of Firm), (Individual, Firm or Corp.)

WHICH HAS DONE WORK FOR THE FOLLOWING PARTIES OF THE
GENERAL KIND AND APPROXIMATE MAGNITUDE UNDER THIS CONTRACT:

	<u>NAME OF OWNER</u>	<u>JOB DESCRIPTION</u>	<u>\$AMOUNT</u>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____

SIGNATURE: _____

SUBSCRIBED AND SWORN TO BEFORE ME THIS ____ DAY OF _____, 2009.

NOTARY PUBLIC

EXHIBIT NO. 1

INDEMNIFICATION AND INSURANCE

1. Indemnification.

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Park District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent it is caused in whole or in part by the Park District. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Parties shall similarly protect, indemnify and hold and save harmless each other, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of breach of any of their obligations under, or default of, any provision of the Contract.

1. Insurance and Bonds.

Contractor's Insurance Requirements. Contractor shall obtain insurance of the types and in the amounts listed below.

- a. **Commercial General and Umbrella Liability Insurance.** Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. The insurance company's liability shall not be reduced by the existence of such other insurance. There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability from pollution, explosion, collapse, or underground property damage.
- b. **Business Auto and Umbrella Liability Insurance.** Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos. Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.
- c. **Workers Compensation Insurance.** Contractor shall maintain workers compensation as required by statute and employers liability insurance. The commercial umbrella and/or employers liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease. If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella

Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

d. **General Insurance Provisions.**

1. **Evidence of Insurance.** Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above. All certificates shall provide for 30 days written notice to the Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested. Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance. Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner. Failure to maintain required insurance may result in termination of this Contract at Owner's option. With respect to insurance maintained after final payment in compliance with requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested. Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.
2. **Acceptability of Insurers.** For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.
3. **Cross-Liability Coverage.** If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.
4. **Deductibles and Self-Insured Retentions.** Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owners, its officers, officials, employees, volunteers and agents or required to procure a bonds guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.
5. **Subcontractors.** Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

1. **Acceptability of Insurers**

For insurance companies which obtain a rating from A. M. Best, that rating should be no less than A:VII using the most recent edition of A. M. Best's Key Rating Guide. If the Best's rating is less than A:VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

2. **Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insured provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

3. Deductible and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

4. Subcontractors

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

BARTLETT PARK DISTRICT

BROCHURE PRINTING **SPECIFICATIONS**

1.00 GENERAL

1.01 DESCRIPTION OF WORK

Delivery of proof, complete printing of *Brochures* and delivery (including sorting for delivery) to the Streamwood Post Office.

2.00 SPECIFICATIONS

2.01 SCOPE

A. SCOPE

1. **Brochure Series:** Series of four (4) brochures per year for a two year period. (Schedules will be provided upon acceptance.)
 - a. **Spring 2010:** (56 pages plus cover) delivered to printer on or about January 31, 2010 to be printed and delivered no later than February 20, 2010. **(Quantity 16,500)**
 - b. **Summer 2010:** (64 pages plus cover) delivered to printer on or about April 1, 2010 to be printed and delivered no later than April 16, 2010. **(Quantity 18,000)**
 - c. **Fall 2010:** (68 pages plus cover) delivered to printer on or about June 30, 2010 to be printed and delivered no later than July 16, 2010. **(Quantity 17,500)**
 - d. **Winter 2011:** (60 pages plus cover) delivered to printer on or about October 29, 2010, to be printed and delivered no later than November 12, 2010. **(Quantity 17,500)**
 - e. **Spring 2011:** (56 pages plus cover) delivered to printer on or about January 31, 2011 to be printed and delivered no later than February 20, 2011. **(Quantity 16,500)**
 - f. **Summer 2011:** (64 pages plus cover) delivered to printer on or about April 1, 2011 to be printed and delivered no later than April 16, 2011. **(Quantity 18,000)**
 - g. **Fall 2011:** (68 pages plus cover) delivered to printer on or about June 30, 2011 to be printed and delivered no later than July 16, 2011. **(Quantity 17,500)**
 - h. **Winter 2012:** (60 pages plus cover) delivered to printer on or about October 29, 2011, to be printed and delivered no later than November 12, 2011. **(Quantity 17,500)**

B. QUANTITY

Quantity: 17,500 Autumn, 17,500 Winter, 16,500 Spring, and 18,000 Summer

*Indicate additional charge per 100 booklets

C. DESCRIPTION

1. **Base Quote:** Paper 60# commercial grade (USA or Canadian) heat set web process or sheet fed. Specify the brand name on the proposal form and submit a sample of the paper along with manufacturer's written specifications. Cover must be a minimum of 80# gloss text weight sheet fed.

1) **Number of Pages:**

- a. 60 pages plus cover (1 brochure-Winter)
- b. 56 pages plus cover (1 brochure-Spring)
- c. 64 pages plus cover (1 brochure-Summer)
- d. 68 pages plus cover (1 brochure-Autumn)

The Park District reserves the right to alter the size of any brochure. A request will be made for alternate pricing if a change is desired.

2) **Brochure Trim Size:**

Web: 8-3/8" x 10-7/8" **Sheet Fed:** 8-1/2" x 11" (17" x 11" spread)

3) **Binding:** saddle stitched

5. **Halftones/Duotones:**

- a. **Interior:** Minimum of 133-line screen must be used for all halftones and duotones with a dpi of 1200.
- b. **Photos:** Photos will include halftones and duotones. All photos are placed within the working file.
- c. **Cover:** 150-line screen minimum.
- d. **Bleeds:** There will be bleeds throughout the brochure and are at the discretion of the designer and not limited in number.

6. **Colors:**

- a. **Cover Colors:** Cover is to be printed in four colors inside and out on 80# gloss text. Cover may include full bleeds.
- b. **Inside Colors:** Black plus one PMS Color may include full bleeds.

7. **Process:** Minimum processing of Heat set web or sheet fed printing.

8. **Proof:** Blue Line (or laser) proof of the entire brochure including front and back covers to be furnished for final approval before production begins. A digital proof of four-color front and back cover, and inside shall be supplied. Proof is to be delivered to the Bartlett Community Center, 700 S. Bartlett Road at the printer's expense.

1) **Alteration Clause:** The Bartlett Park District must be notified of charges for minor alterations or adjustments that are requested to be made on the proofs. *Please quote your fee for changes.*

2) **Hard Copy:** The Park District will prepare a hard copy of the brochure and appropriate files on CD or Zip disk. The brochure is currently designed on a Macintosh platform in Quark Xpress 6.5 or Indesign CS with an operating system of OS10. The disk must be returned to the Bartlett Park District, 700 S. Bartlett Road, Bartlett, IL at the time of brochure delivery. ***All postage and/or courier service is provided at the printer's expense.***

3) **Brochure Delivery:**

a. **Streamwood Post Office**

- 1) For each printing, approximately 15,000 of the finished product must be carrier route sorted according to current postal regulations and delivered by the Printer to the Streamwood Post Office, 115 W. Irving Park Road, Streamwood, IL 60107. The postal route numbers will be provided to you, however you will need to secure the numbers for each route at your expense.

b. **Delivery Regulations:**

- 1) For specific regulations regarding proper delivery, contact the Supervisor of the bulk mail department at the Streamwood Post Office (630) 837-3500.
- 2) Current postal route for bulk delivery will be supplied to the Printer for each issue of the brochure.

c. The remaining brochures are to be delivered as follows:

- 1) Two boxes of brochures delivered to the interior of the Village of Bartlett, 228 S. Main St., Bartlett. (Office is open 8:30-4:30 M-F).
- 2) One box of brochures delivered to the interior of the Bartlett Public Library, 800 S. Bartlett Road, Bartlett. (Office is open 9:30-5:00 M-F).
- 3) The remaining brochures are to be delivered to the interior of Bartlett Community Center, 700 S. Bartlett Road, Bartlett, IL 60103.

12. **References:** Bids must include a minimum of three references. References should involve similar printing projects.

BID FORM

BID TO: Executive Director
BARTLETT PARK DISTRICT
Administration Center
696 W. Stearns Road
Bartlett, IL 60103

FOR: ***BROCHURE PRINTING -- Bid Opening: Friday, November 20, 2009 -10:05 AM***

BID FROM: _____
Name

ADDRESS: _____

PHONE: _____

FAX: _____

DATE: _____

THE UNDERSIGNED:

1. **Acknowledges receipt of Addenda:**

No. _____, Dated _____

2. **Agrees:** That this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving Bids.

3. **Contract Time:** The successful Low Bidder shall provide all the *Brochure Printing* required by the Contract no later than the date as noted on the Bid Sheet.

4. **Rejection of Bid:** The Bartlett Park District Board of Commissioners reserves the right to reject and refuse any or all Bids and to waive all informalities.

5. **Termination:** "This agreement shall remain in full force and effect for (two brochure series/two years) from the effective date, subject to the right of termination upon either party giving the other party written notice of such intention at least thirty (30) days prior to any termination."

Reliability – Timely delivery is of the essence. Turnaround time from the date files are delivered to printer to the full delivery of completed product to the Bartlett Park District offices shall be not more than 12 business days. Successful bidder agrees to meet these requirements, subject to a deduction of two hundred dollars (\$200) for each 24-hour period, or portion thereof, that the project delivery is delayed, assuming that the delay is not caused by Bartlett Park District.

Quality and Service Guarantee - Failure to provide a product similar in quality to Bartlett Park District's level of expectations as evidenced in the samples provided with this bid packet, or to comply with any of the specifications set forth, can render this contract null and void.

BID FORM - BROCHURE PRINTING

Having carefully examined this Bid Form, the Notice to Bidders, Instructions to Bidders, the Specifications, and applicable Addendum, the undersigned hereby proposes to furnish all printing services to the **Bartlett Park District** in accordance with the Specifications, for the sum of:

Bid: The lump sum of _____ and ____/100 Dollars (\$_____) ***Delivery Dates are indicated in specifications.**

Breakdown of Bid:

56 plus cover (1 Spring Brochure 2010) _____	*add'l 100 _____
64 plus cover (1 Summer Brochure 2010) _____	*add'l 100 _____
68 plus cover (1 Autumn Brochure 2010) _____	*add'l 100 _____
60 plus cover (1 Winter Brochure 2011) _____	*add'l 100 _____
56 plus cover (1 Spring Brochure 2011) _____	*add'l 100 _____
64 plus cover (1 Summer Brochure 2011) _____	*add'l 100 _____
68 plus cover (1 Autumn Brochure 2011) _____	*add'l 100 _____
60 plus cover (1 Winter Brochure 2012) _____	*add'l 100 _____

Cost savings for four less pages for one season _____

Additional cost for four more pages for one season _____

Additional Services:

Changes to Proof: \$ _____ per page or \$ _____ per hour

*Designer Hourly Charge: \$ _____

*Is there a minimum charge: \$ _____

***Please submit a specification sheet regarding print requirements as well as computer platform, proof type, print type (Heat set web or sheet fed) and finished size.**

RESPECTFULLY SUBMITTED, signed and sealed this _____ day of _____, 2009.

Bidder's Legal Signature

Printed Name of Above

Title (Owner/General Partner/Authorized Officer)

Official Address

Telephone Number

ATTEST:

Secretary

(SEAL)

DUPLICATE BID FORM

BID TO: Executive Director
BARTLETT PARK DISTRICT
Administration Center
696 W. Stearns Road
Bartlett, IL 60103

FOR: ***BROCHURE PRINTING -- Bid Opening: Friday, November 20, 2009- 10:05 AM***

BID FROM: _____
Name

ADDRESS: _____

PHONE: _____

FAX: _____

DATE: _____

THE UNDERSIGNED:

1. **Acknowledges receipt of Addenda:**

No. _____, Dated _____

2. **Agrees:** That this Bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving Bids.

3. **Contract Time:** The successful Low Bidder shall provide all the *Brochure Printing* required by the Contract no later than the date as noted on the Bid Sheet.

4. **Rejection of Bid:** The Bartlett Park District Board of Commissioners reserves the right to reject and refuse any or all Bids and to waive all informalities.

5. **Termination:** "This agreement shall remain in full force and effect for (two brochure series/two years) from the effective date, subject to the right of termination upon either party giving the other party written notice of such intention at least thirty (30) days prior to any termination."

Reliability – Timely delivery is of the essence. Turnaround time from the date files are delivered to printer to the full delivery of completed product to the Bartlett Park District offices shall be not more than 12 business days. Successful bidder agrees to meet these requirements, subject to a deduction of two hundred dollars (\$200) for each 24-hour period, or portion thereof, that the project delivery is delayed, assuming that the delay is not caused by Bartlett Park District.

Quality and Service Guarantee - Failure to provide a product similar in quality to Bartlett Park District's level of expectations as evidenced in the samples provided with this bid packet, or to comply with any of the specifications set forth, can render this contract null and void.

BID FORM - BROCHURE PRINTING

Having carefully examined this Bid Form, the Notice to Bidders, Instructions to Bidders, the Specifications, and applicable Addendum, the undersigned hereby proposes to furnish all printing services to the **Bartlett Park District** in accordance with the Specifications, for the sum of:

Bid: The lump sum of _____ and ____/100 Dollars (\$_____) ***Delivery Dates are indicated in specifications.**

Breakdown of Bid:

56 plus cover (1 Spring Brochure 2010) _____	*add'l 100 _____
64 plus cover (1 Summer Brochure 2010) _____	*add'l 100 _____
68 plus cover (1 Autumn Brochure 2010) _____	*add'l 100 _____
60 plus cover (1 Winter Brochure 2011) _____	*add'l 100 _____
56 plus cover (1 Spring Brochure 2011) _____	*add'l 100 _____
64 plus cover (1 Summer Brochure 2011) _____	*add'l 100 _____
68 plus cover (1 Autumn Brochure 2011) _____	*add'l 100 _____
60 plus cover (1 Winter Brochure 2012) _____	*add'l 100 _____

Cost savings for four less pages for one season _____

Additional cost for four more pages for one season _____

Additional Services:

Changes to Proof: \$ _____ per page or \$ _____ per hour

*Designer Hourly Charge: \$ _____

*Is there a minimum charge: \$ _____

***Please submit a specification sheet regarding print requirements as well as computer platform, proof type, print type (Heat set web or sheet fed) and finished size.**

RESPECTFULLY SUBMITTED, signed and sealed this _____ day of _____, 2009.

Bidder's Legal Signature

Printed Name of Above

ATTEST:

Title (Owner/General Partner/Authorized Officer)

Secretary

Official Address

(SEAL)

Telephone Number