



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

2010 Printing Bid Hoffman Estates Park District

For Programming Guide
Spring, Summer, Fall 2009 & Winter 2010/2011

BID DATE: November 23, 2009
BID TIME: 10:00 a.m.

Bidder Name: _____

Address: _____

Phone _____ Fax: _____

Prepared by:
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169-2998
(847) 885-7500
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www.heparks.org

Hoffman Estates Park District Cook County, Illinois

Notice is hereby given that sealed proposals will be received by the Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois until the hour of **10:00 a.m., Monday, November 23, 2009**, in the administrative offices of the Hoffman Estates Park District, 1685 W. Higgins Road, Hoffman Estates, Illinois for supplying the **PRINTING BID** in accordance with instructions to bidders and specifications as attached.

Bids will be opened at **10:00 a.m., Monday, November 23, 2009** at which time and place, the bids will be publicly read and recorded.

Bidders are required to use the proposal form supplied with the specifications. All proposals must be enclosed in a sealed envelope marked on the outside **Proposal for Printing Bid** and addressed to:

Liz Binder
Communications & Marketing Manager
Hoffman Estates Park District
1685 W. Higgins Road
Hoffman Estates, IL 60169

The Board of Park Commissioners of the Hoffman Estates Park District, Cook County, Illinois reserves the right to reject any or all bids.

Published by order of the Board of Commissioners of the Hoffman Estates Park District, Cook County, Illinois.

Dated this 12th day of November, 2009.

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 Monica Del Angel, 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 may also submit descriptive literature showing style and features of the items being bid.

6. Bid pricing

The bid price 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 50's, 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

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.

10. Required turn around time

Required turn around time shall be not more than 13 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 AMZO Zip Mailing Services at the printer's expense. Quantities to be determined by HEPD.

Please note

The sample brochure enclosed is provided to give you an example of the content and general look regarding screens, photos, and copy. Brochure cover and interior graphics will differ.

2010 Printing Bid – Quote Specifications Hoffman Estates Park District

Proposal submitted by:

Bidder Name _____

Address _____

Phone _____

Fax _____

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.

QUOTE 1

1. Pages 44 up to 64 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 groundwood sheet accepted.
3. Ink Cover inside and outside: 4-color process with bleeds
Text: Black + 1 PMS; or 2 PMS
4. Trim Size 8.5" x 11"
5. Binding Center fold with staple stitch
6. Quantity 28,500 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 or CD.
8. Proofs One complete proof of brochure with color-accurate cover proof for approval.
9. Press Call out type and age of designated press

OPTIONS

The Hoffman Estates Park District may add a four-page or six-page coated center spread stitched into any seasonal brochure. Printer must provide a quote based on the following specs in Option 2 and 3:

OPTION 2

1. 11" x 17", 2/2 on 80 lb. gloss enamel text folded to 8.5" x 11" and stitched into center of brochure. Disk supplied direct to plate.
2. Quantity: 28,500
3. Include cost per additional 500 & 1,000 inserts

OPTION 3

Please feel free to provide an additional bid for quote specifications that may be more cost effective than the requested options. Additional bids must be for 28,500 brochures of similar quality for 4 seasons.

2010 Printing Bid – Bid Amounts Hoffman Estates Park District

BID 1

28,500 per issue, 4-color cover, 2-color text in 44, 48, 52, 56, 60 and 64 pages:

Price for 44 plus cover: _____ Price for 56 plus cover: _____

Price for 48 plus cover: _____ Price for 60 plus cover: _____

Price for 52 plus cover: _____ Price for 64 plus cover: _____

Alteration cost per hour _____

Cost per 500 addl books _____

Cost per 1,000 addl books _____

OPTION 2

11" x 17" Center spread _____
(Folded, stapled)

Cost per 1,000 addl books _____

OPTION 3

2010 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.

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: _____