

**Village of Romeoville
Recreation Department
Request for Quotation**

TO: Printing Companies

FROM: Village of Romeoville Recreation Department

RE: Request for Quotation

The Village of Romeoville's Recreation Department invites qualified printing companies to complete the Request for Quotation for its annual brochure series.

Submittal Time Line:

Final dates for submittal of Request for Quotation will be **Friday, February 27, 2009 by 5:00pm CST**
Please remit two (2) copies of the Request for Quotation to the following address:

Romeoville Recreation Department
900 W. Romeo Road
Romeoville, IL 60446
ATTN: Colleen O'Connell, Superintendent of Recreation

Selection Process:

- A committee consisting of Kelly Rajzer, Director of Parks and Recreation and Colleen O'Connell, Superintendent of Recreation.
- The committee will then review the proposals and select a company based on price quotes and quality of previous work.

Project Description:

The printing company will be responsible for printing 13,500 copies of the Recreation Department's quarterly brochure, delivering a specified amount to the post office and the remaining copies to the Recreation Department.

Project Time Line:

Proofs will be received by printer approximately one month before quarterly registration dates (determined by the Recreation Department); finished product will be delivered to residents two (2) weeks before quarterly registration dates. Registration dates are typically in March, June, September and December.

Submittal

Please include the following in your submittal:

1. Brief description of the company;
2. References - a minimum of two (2);
3. Quotation should reflect a three year cycle;
4. Cost on 13,500 copies of a 48 page, 52 page and 56 page self cover;
5. Supply sheet fed samples of recent work.

General Conditions

1. Brochure published four (4) times per year: winter, spring, summer and fall issues
2. The printer is responsible for meeting with staff at the Recreation Center, 900 W. Romeo Rd., Romeoville, IL 60446, to pick up and discuss the brochure materials.
3. Prior to distribution, supply hi-res Oris color proofs that are SIP 3 or 4 compliant, along with a folded HP Color booklet in page order to the Recreation Department for proofing and changes, if necessary. The Recreation Department will return to printer within two (2) business days.
4. Printer responsible for turning proofs around in 48 hours. Once proofs are approved, brochures to be delivered in 7 business days.
5. Upon brochure completion, printer will deliver to the Romeoville Post Office ready for simplified mailing from the postal list provided by the Romeoville Recreation Department. (city and rural routes). Postage additional and paid for by the Romeoville Recreation Department. Extra copies will be delivered to the Romeoville Recreation Department offices.
6. Delivery included - FOB Romeoville Post Office and balance to Romeoville Recreation Department.
7. Price should be complete and include all paper, printing, bleeds, screens, 2 sets of proofs, cutting, collating, binding, mail preparation and deliveries.

Print Specifications

1. 48 page, 52 page and 56 page self cover
2. Size: 8.5 x 11 Saddle Stitched Booklet, no under sizing allowed
3. Printing process: Only sheet-fed printing accepted. No web press printing accepted.
4. Four color process with bleeds using a minimum of 200 line screens
5. Files supplied using Adobe InDesign; printer must use computer to plate technology (CTP)
6. Supply hi-res Oris color proofs that are SIP 3 or 4 compliant, along with a folded HP Color booklet in page order.
7. Paper: Utopia Two: Extra Green No. 2 Recycled 80 # gloss text containing 30% Post Consumer Waste and FSC Certified
8. No under runs or over runs accepted.

Contact Information

Any inquiries must be submitted in writing and sent to the attention of Colleen O'Connell, Superintendent of Recreation, Romeoville Recreation Department, 900 W. Romeo Road, Romeoville, IL 60446 or via email at coconnell@romeoville.org, no later than Friday, February 20, 2009.

Supplier Information:

Company Name_____

Address_____

Phone Number _____ Fax Number_____

E-mail Address_____ Date Quotation Returned_____