

ADDISON PARK DISTRICT



Leisure for your lifestyle.

February 9, 2012

Dear prospective printer:

The Addison Park District staff intends to contract services for the printing of our seasonal programming guides. These programming guides (brochures) list all facilities and describe the programs, events and activities offered by the park district.

The enclosed brochure is an example of the form and quality of the job on which we are seeking bid proposals.

Please complete the following forms and submit sealed bid to:

**Addison Park District
2012-2013 Brochure Bid
120 E. Oak Street
Addison, IL 60101**

All bids must be received on or before Thursday, February 23 at 11:00 a.m. The bid opening will be conducted at the Park District administrative office at this time.

We anticipate the Board of Commissioners to approve the selected vendor for the 2012 – 2013 Brochure during the regularly scheduled Board Meeting on Monday, February 27, 2012.

If you have any questions on the bidding process, please call Deb Pfaff at (630) 833-0100. Thank you in advance for your time and consideration.

Sincerely,

Deb Pfaff,
Marketing & Communications Coordinator
Addison Park District

Enclosure:

Addison Park District Brochure Bid Instructions

The Addison Park District Board is hereafter referred to as "Board." The word "Contractor" will mean the printer entering into the contract for the performance of the work covered by these specifications, and his or their legal representative, or authorized agents.

Examination of Specifications

Each bidder will read general specifications for proposed printing and fully acquaint himself with conditions as they exist so that he may fully understand the difficulties and restrictions attending the execution under the contract. Bidders will also thoroughly examine and be familiar with detailed specifications. The failure or omission of any bidder to receive or examine any form instrument, or acquaint himself with required conditions, will in no way relieve any bidder from any obligation with respect to his bid. By submitting a bid, the bidder agrees and warrants that he has examined the specifications, where the specifications require in any part of the work that a given result be produced, that the specifications are adequate and the required result can be produced under the specifications.

Requirements of Bidders

Each bidder will be actively engaged in producing work of the nature described in the specifications. He must be able to display, if requested, that he has sufficient labor and materials with which to perform the job within the specified time frame.

Samples and References

All bids must include:

1. Three samples of your firm's work that is comparable to Addison Park District's brochure.
2. Three local (Northern Illinois) references.
3. Paper samples of both the cover stock and interior page stock.

Printers Accepted

Only commercial printers are accepted – no brokers or advertising agencies will be accepted on this bid.

Bid Form and Award of Contract

Each bidder will use the proposal form provided which should be filled out completely and submitted in a single envelope labeled: "Sealed Bid." **Bids must be received on or before 11:00 a.m., Thursday, February 23, 2012.**

The printer awarded the contract will be notified within 30 calendar days after the opening of the bid packets. The Addison Park District reserves the right to accept and/or reject any bid that fails to meet the specifications outlined in this document in terms of quality, references, service and turn-around time. The Park District also reserves the right to terminate the contract upon failure of the printer to provide satisfactory services and meet desired bid specifications.

Federal Labor Standards and Equal Employment Requirements

During the performance of this contract, the Contractor agrees that it will not commit an unfair labor practice as defined in the Illinois Fair Employment Practice Act and that it will take affirmative action, in such forms as it will deem necessary and advisable, to ensure that no unfair employment practice is committed. The Contractor understands that the Board retains all of its rights under the Illinois Fair Employment Practice Act.

Bid Price

The bid price should be complete and include, but not be limited to: all paper, printing, bleeds, screens, proofs, cutting, collating, perforating, binding (saddle stitch), labeling and delivery.

Delivery services must include bundling of brochures in 50s, skid-packed, and delivered to Door to Door Direct (see page # 5) on a schedule set forth by the Addison Park District. Balance of brochures to be delivered to the Addison Park District; please refer to page #5.

Assignments and Subcontracts

The Contractor will not assign this contract or any part thereof without written consent of the Park District, nor shall the Contractor award any work under this contract to any subcontractor without prior written approval from the Park District. Nothing contained in the contract documents will create any contractual relation between any subcontractor and the Park District.

Penalty Clause

The contractor is responsible for printing and delivering the brochure within the time period set forth by the Addison Park District. Failure to deliver brochures within three days of the time period will result in a 10% discount to the base bid on that issue.

2012-2013 Addison Park District Brochure Bid Specifications:

Printing Process

Web-fed or sheet-fed printing processes are accepted.

Folding

Folding must be flat and not have any creases or gusseting.

Book Size

Finished book size is 8.5" x 11" folded. Trimming must be square and even on all copies. Pages may include full bleeds.

Under/Over Runs

Under runs are not acceptable; over runs will be acceptable at no additional cost.

Paper Stock

Cover: 80# Glossy Cover with four-color ink process; Body: 60# white Offset

Brochure Files

The brochure will be provided on a CD, and/or uploaded via Printer's FTP site. The Park District will provide information in Adobe InDesign CS5. **The printer is responsible for meeting with staff to pick up and discuss the brochure materials (disks, proofs, etc.) from the Park District office, 120 E. Oak Street, Addison, Illinois 60101.**

Proof

Complete proofs of brochure with color-accurate cover proof are to be delivered to the park district's office for approval. **The proofs will be returned to the printer via UPS/FedEx at the printer's expense.**

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.

Binding & Finishing

This brochure is to be saddle stitched and folded to the finished size of 8.5" x 11".

Delivery to Door-to-Door Direct:

For each printing, 13,000 of the finished product must be bundled into manageable packages and delivered to:

**Door-To-Door Direct Warehouse
8102 Lemont Rd, Suite 500
Woodridge, IL 60517**

NOTE: Prior to the scheduled delivery, you must call ahead to arrange delivery time with Door to Door Direct. They can be reached at (630) 910-6930.

The remaining brochures will be delivered to the three Park District's Facilities as follows:

- Centennial Rec Center/Club Fitness located at: 1776 W. Centennial Place.
- Links & Tees Golf Facility located at: 950 W. Lake Street (Club House)
 - Winter Season – Deliver to 880 W. Lake Street (Golf Dome)
- Community Rec Center located at: 120 E. Oak Street

Alternate A

	Summer 15,000 Printed	Fall 15,000 Printed	Winter/Spring 16,000 Printed	Winter 14,000 Printed	Spring 14,000 Printed
Qty. Delivered to Centennial	1000	1000	1500	600	600
Qty. Delivered to Links & Tees	200	200	300	100	100
Qty. Delivered to Community	800	800	1200	300	300

2012-13 Addison Park District Printing Bid

For Addison Park District Seasonal

Recreation Program Fun Guide

BID DATE: Thursday, February 23, 2012

BID TIME: 11:00 a.m.



Printer Name: _____

Printer Contact: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Prepared by:

Addison Park District
Deb Pfaff, Marketing & Communications Coordinator
120 E. Oak Street
Addison, IL 60101
Phone: (630) 833-0100
Fax: (630) 833-6025
E-mail: dpfaff@addisonparks.org
Web: www.addisonparks.org

Addison Park District
 2012-13 Brochure Bid Price Quote Form

DESCRIPTION	PRICE	
	Web-fed printing	Sheet-fed printing
2012-13 Program Guides		
A. Summer Issue (15,000 copies) 64 Pages (60 interior + cover)		
B. Fall Issue (15,000 copies) 64 Pages (60 interior + cover)		
C. Winter/Spring Issue (16,000 copies) 72 Pages (68 interior + cover)		
TOTAL (A + B + C)		
Alternate A The Park District may elect to do separate Winter and Spring issues (instead of combining them). Please indicate pricing for doing separate winter and spring issues:		
D. Winter Issue (14,000 copies) 64 Pages (60 interior + cover)		
E. Spring Issue (14,000 copies) 56 Pages (52 interior + cover)		
TOTAL (A + B + D + E)		
ADDITIONAL OPTIONS: Please indicate the price to add: Four interior pages to each issue:		
Eight interior pages to each issue:		
CORRECTIONS: Please indicate the cost of corrections at final proof :	/hour	

Addison Park District
 2012-13 Brochure Bid Price Quote Form

DESCRIPTION	PRICE	
	Web-fed printing	Sheet-fed printing
2012-13 Program Guides 56 pages (52 interior pages + cover)		
A. Summer Issue (15,000 copies)		
B. Fall Issue (14,000 copies)		
C. Winter Issue (15,000 copies)		
D. Spring Issue (14,000 copies)		
TOTAL		
ADDITIONAL OPTIONS: Please indicate the price to add: Four interior pages to each issue:		
Eight interior pages to each issue:		
CORRECTIONS: Please indicate the cost of corrections at final proof :	/hour	