



## **2019-20 Program Guide Bid Instructions**

The word "Contractor" shall mean the printer entering into the contract for the performances of the work covered by these specifications, and/or their legal representative, or authorized agents.

### **Examination of Specifications:**

Each contractor shall read the general specifications for proposed printing and fully acquaint him/herself with conditions, as they exist. Contractor shall also thoroughly examine and be familiar with the detailed specifications. The failure or omission of any contractor to receive or examine any form or instrument or acquaint him/herself with the required conditions shall in no way relieve any contractor from any obligation with respect to his proposal. By submitting a proposal, the contractor agrees and warrants that (s)he has examined the specifications, and where the specifications require that in any part of the work that a given result be produced, the specifications are adequate, and the required result can be produced under the specifications.

### **Requirements of Contractors:**

Each contractor shall be actively producing work of the nature described in the specifications and all work must be done on the premises of the contractor, no third parties are allowed. The contractor must be able to demonstrate, if requested, that he has sufficient labor and material with which to perform the job. With this proposal, the Contractor shall submit no less than three (3) references, and samples of similar products, for whom (s)he has completed work of a similar nature as described in the specifications.

Proposals may be withdrawn by letter, or in person, prior to the time and date established for the opening of proposals.

### **Specifications:**

Specifications for printing project to be proposal on are included.

### **Proposal Form:**

Each contractor shall use the proposal form, which should be filled out completely.

**Proposal must be received by 3:00 pm, Wednesday, February 13, 2019.** The envelope shall be sealed and marked "PROGRAM GUIDE BID 2019" and addressed to:

Wauconda Park District, 600 N. Main Street, Wauconda IL 60084

### **Acceptance or Rejection of Proposal:**

The Wauconda Park District Board of Commissioners reserves the right to reject any and/or all proposals and waive any irregularities which, in their judgment, is in the best interest of the District.

### **Pick-up and Delivery:**

The Contractor is responsible for binding, presorting each season's Program Guide for US Postal Service according to the routes directed by the District and delivering each season's Program Guide to the Wauconda Post Office. Remaining copies are to be delivered by the Contractor to the Wauconda Park District, 600 North Main Street, Wauconda, IL 60084.

**Changes in Work:**

- After the award of the contract, the Contractor shall be advised who the District's representative shall be for the printing job.
- Minor printing changes to facilitate ease of reading, which are in the interest of the District, may be made by the District's appointed representative with the understanding of both parties that no change in contract price is involved.
- Where adjustment of contract price is made, a written "Change Order" must be submitted in order to be accepted by the District's representative before any change is made.
- Any apparatus, appliance, material or work not indicated, but mentioned in the specifications, or vice versa, or any incidental accessories necessary to make the work complete and perfect in all respects and ready for distribution, even if not particularly specified, shall be furnished without additional expense to Wauconda Park District.
- Minor details not usually shown or specifics, but necessary for proper completion of the project, shall be included in the work the same as specified or shown.

**Payment:**

Payment shall be made by check, after completion of each Program Guide and after final acceptance by the District's representative. A detailed invoice must be submitted to the Wauconda Park District by the first of each month following the Program Guide delivery, for payment following approval of the Wauconda Park District Board of Commissioners at one of their bi-monthly meetings, scheduled on the second and fourth Tuesday of each month.

**Tax Exempt:**

As the Wauconda Park District is exempt from Federal Excise Tax and State of Illinois Retailers Occupational Tax, no contractors and vendors supplying the equipment and materials to the district shall charge tax to the District. The District can provide a letter of tax exemption, upon request.

## Specifications

### Quantity:

- 20,060 copies: Summer 2019
- 20,060 copies: Fall 2019
- 20,360 copies: Winter/Spring 2019-20

### Size and Pages:

Finished size: 8 3/8" by 10 7/8"

Page count: 56 plus 4-page wrap cover

### Alternate #1 Size and Pages:

Finished size: 8 3/8" by 10 7/8"

Page count: 64 plus 4-page wrap cover

### Bleeds:

Cover: full bleeds

Body: no bleeds

### Binding:

Trimming, folding, and saddle stitching is the responsibility of the contractor

### Composition:

The Park District will provide:

- Adobe InDesign Creative Suite pre-flight version archived including all text, photo, and color files uploaded to contractor ftp site
- Current list of postal routes and their amounts
- Current Program Guide copy enclosed

### Proofs:

Contractor to provide one completed digital proof to include front and back cover prior to printing. These materials are to remain at the District for one complete day for proofing. Contractor is responsible for pickup and delivery of materials.

### Production Schedule (Tentative):

- Summer 2019: Program Guide delivered: Monday, April 22, 2019
- Fall 2019: Program Guide delivered: Monday, July 29, 2019
- Winter/Spring 2020: Program Guide delivered: Monday, Wednesday, November 20, 2019
- Dates specified on enclosed production schedule must be met or a \$100 per day penalty will be deducted for each day of delay in meeting the specified delivery dates.

### Workmanship and References:

Proposal MUST be accompanied by three (3) different Program Guides/Program Guides printed by your company of a similar style to the Wauconda Park District's Program Guide. Also, at least three references must be supplied to the Park District. **No proposal will be considered without samples of workmanship and references.**

**Printer Requirements:**

- Postal Routes are counted, bundled, and labeled.
- Specific carrier route information will be provided to the contractor at least 14 days prior to the designated delivery deadline.
- Must meet all USPO bulk rate postal requirements.
- Must deliver all bundled copies to the Wauconda Post Office, 539 W. Liberty St, Wauconda, IL 60084 between the hours of 9 am-12 pm, Monday-Friday
- Must deliver remaining copies to Wauconda Park District, 600 N. Main St, Wauconda, IL 60084
- Must provide postal mailing paperwork with delivery.
- Wauconda Park District will deliver a check for postage to the Post Office prior to mailing with postage amount confirmed with contractor. **Do not include postage in your proposal.**

**Contact Information**

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Name and Title of Contact Person: \_\_\_\_\_

**I have read and understand all specifications and requirements of this project for the Wauconda Park District.**

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## Proposal

### Paper Requirements:

Cover: 80# gloss text with minimum of 30% recycled material

Body: 60# uncoated offset with minimum of 30% recycled material

Page Count: 56 plus 4-page wrap cover

### Ink Requirements:

Cover: 4-color process with full bleed

Body: 4-color process with no bleed

- 2019 Summer – 20,060 copies \$ \_\_\_\_\_
- 2019 Fall - 20,060 copies \$ \_\_\_\_\_
- 2020 Winter/Spring - 20,360 copies \$ \_\_\_\_\_

TOTAL BASE BID \$ \_\_\_\_\_

### Alternate #1:

Cover: 80# gloss text with minimum of 30% recycled material

Body: 60# uncoated offset with minimum of 30% recycled material

Page Count: 64 plus 4-page wrap cover

### Ink Requirements:

Cover: 4-color process with full bleed

Body: 4-color process with no bleed

- 2019 Summer – 20,060 copies \$ \_\_\_\_\_
- 2019 Fall - 20,060 copies \$ \_\_\_\_\_
- 2020 Winter/Spring - 20,360 copies \$ \_\_\_\_\_

TOTAL ALT BID \$ \_\_\_\_\_

### Additional Items:

Additional 1000 copies \$ \_\_\_\_\_

Customer revisions after Blue-Line: Fee per page \$ \_\_\_\_\_

Customer revisions after Blue-Line: Fee per hour \$ \_\_\_\_\_

## References

Reference 1:

Name of Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Reference 2:

Name of Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Reference 3:

Name of Firm: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_