

HANOVER PARK PARK DISTRICT

**REQUEST FOR BIDS FOR GRAPHIC
DESIGN AND PRINTING OF BROCHURES**

March 31, 2017

**HANOVER PARK PARK DISTRICT
1919 WALNUT AVENUE
HANOVER PARK, ILLINOIS, 60133
(630) 837-2468**

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GRAPHIC DESIGN AND BROCHURE PRINTING AGREEMENT

BID NOTICE

Hanover Park Park District (the "Park District") is accepting bids for the graphic design and printing of eight (8) brochures (fall, winter, spring and summer 2017- 2019), which describe the programs and services offered by the Park District and which comply with the Park District's General Conditions and Instructions dated April 3, 2017 including but not limited to the Specifications set forth therein (the "Brochure Project"). Copies of the bid documents may be obtained from the Park District's Marketing Supervisor, Heczen Gomez at the Park District facilities located at 1919 Walnut Avenue, Hanover Park, Illinois, 60133, (Phone: (630) 837-2468) during regular business hours of 9:00 a.m. to 4:30 p.m., Monday through Friday beginning April 3, 2017.

Sealed bids will be accepted at the Park District facilities, 1919 Walnut Avenue, Hanover Park, Illinois, 60133 (the "Park District Office"), Attention: Rick Wulbecker, Park District Secretary, until 12:00 noon, on May 1, 2017 on bid forms furnished by the Park District, at which time said bids will be publicly opened and read aloud. Each bid proposal shall be accompanied by a proposal guaranty in the form of a certified check, cashier's check, bank draft or bid bond in an amount equal to 5% of the bid amount made payable to Hanover Park Park District. Each proposal should also be accompanied by the Minimum Qualification Documentation set forth in the General Conditions and Instructions.

The Park District reserves the right to reject any and all proposals, accept all or part of a proposal, and to waive minor irregularities and nonconformities and any proposal when it is in the best interest of the Park District.

/s/ Rick Wulbecker
Park District Secretary

EXHIBIT A

HANOVER PARK DISTRICT GRAPHIC DESIGN AND PRINT PROJECT

I. GENERAL CONDITIONS AND INSTRUCTIONS

1. Definitions

The following words and phrases, used herein, shall have the meaning ascribed to them as follows:

- A. "Park District" or "Owner" shall mean the Hanover Park Park District, 1919 Walnut Avenue, Hanover Park, Illinois, 60133, (the "Park District Offices").
- B. "Bidder" shall mean each company submitting a bid for the graphic design and printing of eight (8) brochures (Fall, Winter, Spring and Summer) describing the programs and services offered by the Park District in accordance with the Specifications as provided in Section 2 herein and the other Contract Documents (the "Project Work").
- C. "Successful Bidder" or "Contractor" shall mean the Bidder that receives the award of contract from the Park District for the Project Work.
- D. "Contract Documents" shall mean: (i) these General Conditions and Instructions, (ii) the Specifications (as set forth in Section II herein), (iii) the Tax Compliance Affidavit, (iv) the attached Certifications regarding bid rigging and adoption of sexual harassment policy, (v) all addenda issued prior to receipt of bids, and (vi) the attached Brochure Graphic Design and Print Agreement.

Changes or corrections may be made by the Park District to the Contract Documents after they have been issued and before the Bid Opening. In such case, a written addendum describing the change or correction will be issued by the Park District to all Bidders of record. Such addendum or addenda shall take precedence over that portion of the documents concerned, and shall become part of the Contract Documents.

2. Preparation and Submission of Bids

- A. All bids shall be signed by the individual owner of a sole proprietorship, a general partner of a partnership, a duly authorized officer, attested to by the corporate secretary, of a corporation, or the manager of a limited liability company or by an individual otherwise authorized to bind the company to the Bid. Prices/Costs shall be in United States dollars.
- B. All Submittals shall be submitted in a sealed envelope and should state the following information on the face of the envelope:

Bidder's Name, Address, and shall be marked "Brochure Design and Print Bid".

- C. Bids must be received by the District Secretary no later than 12:00 noon on May 1st, 2017 on bid forms attached here to. Bidders shall be responsible for the actual delivery of bids during business hours to the address indicated. It shall not be sufficient to show that the bids were mailed in time to be received before the scheduled closing time for bids.
- D. Conditional Bids. Qualified bids are subject to rejection in whole or in part.
- E. Authority to Act as Agent. Upon request, the Bidder will provide proof to the Park District that the signature on the bid form has the authority to bind the Bidder to the price(s) quoted.
- F. Errors in Bids. When an error is made in extending total prices, the unit price will govern. Carelessness in quoting prices or in preparation of a bid will not relieve Bidder. Erasures or changes in bids must be initialed.
- G. Withdrawal of Bid. Any Bidder may withdraw or modify his or her bid at any time prior to the scheduled closing time for receipt of bids. However, only telegrams, letters or other written requests for modifications or corrections of a previously submitted bid which are addressed in the same manner as the bid, and are received by the Park District prior to the scheduled closing time for receipt of bids, will be accepted. The bid, when opened, will then be corrected in accordance with such written request, provided that the written request is contained in a sealed envelope which is plainly marked "Modification of Bids" on the "Brochure Design and Print Project".
- H. The Bidder shall provide a name, address, and phone number of one contact person who will be responsible for implementation of the total bid.

3. Examination by Bidder

The Bidder shall, before submitting a bid, carefully examine all the specifications and Contract Documents. If the bid is accepted, the Bidder will be responsible for all errors in its bid resulting from its failure or neglect to comply with these instructions. The Park District will not, in any case, be responsible for any change in anticipated profits or any unanticipated losses resulting from such failure or neglect. By submitting a bid, the Bidder agrees and warrants that the Bidder has complied with these directions, and that any and all results required under the Specifications or other Contract Documents can be produced under the Specifications.

4. Bid Guaranty

Each bid shall be accompanied by a bid guaranty in the form of a certified check, cashier's check, bank draft or bid bond in an amount equal to five percent (5%) of the bid amount, made payable to the Park District as guarantee that if the bid is accepted, the Successful Bidder will execute a contract in accordance with the terms and conditions herein (the "Contract") within ten (10) days of the award of the contract. In the event the Bidder fails to execute the Contract within said ten (10) days, the amount of the check or draft shall be forfeited to the Owner as liquidated damages.

5. Minimum Qualification Documentation

Each Bidder shall furnish the Park District with a list of the projects its organization has completed in the past five (5) years that are similar in size, scope, cost, and complexity to this Project Work. This list shall include the name of the project, owner, contract amount, and date of actual completion versus date of contracted completion. List names and phone numbers of appropriate job reference individuals for each project listed. The list of projects must include a minimum of five (5) projects that are similar in size, scope and complexity as the Project Work, and at least one (1) of which was performed for a park district or other unit of government ("Minimum Qualification Documentation").

6. Basis of Award

A. The Park District reserves the right to reject any or all bids received whenever such rejection is in the best interest of the Park District. The Park District also reserves the right to reject the bid of a Bidder who (a) has previously failed to perform properly or complete on time contracts of a similar nature, (b) when investigation shows that the Bidder is not in a position to perform the contract and/or comply with the terms and conditions of the Contract Documents, (c) is delinquent on any state or federal taxes, (d) is barred from bidding on this contract or any other contract pursuant to 720 ILCS 5/33E-3 and 720 ILCS 5/33E-4, (e) fails to comply with these General Conditions and Instructions, and/or (f) has not adequately performed the Project Work set forth in Section 6 above.

B. The Park District reserves the right to reject any or all bids and to waive or not to waive any irregularities, informalities or variances therein, or to accept any bid considered by the Park District to be in the best interest of the Park District.

7. Award of Contract

The Park District reserves the right to review all bids submitted for a period of sixty (60) days after the Bid due date, and by submitting a bid, the Bidder agrees that the amount specified in his/her/its bid shall remain in full force and effect for such sixty (60) day period. No Bidder shall modify, withdraw, or cancel his/her

bid, or any part thereof, for sixty (60) days after the due date for submitting bids, and no attempted modification, withdrawal, or cancellation shall be valid.

8. Material Inspection and Responsibility

Materials, the style, make or quality of which is specifically designated, shall be as specified. Should any substitution of material or other item be made, the Park District's written approval must be obtained prior to said substitution.

9. Completion Dates

The Successful Bidder shall furnish the Project Work in strict compliance with the Timetables attached hereto and incorporated herein. The Park District reserves the right to amend the time tables without any change in contract price for the Fall, Winter, Spring and/or Summer brochures. Time is of the essence of the Contract.

10. Payment

The Park District will tender payment for the Project Work after the completion of the Project Work for each of the respective brochures and after the Park District determines that said work has been fully and timely performed in strict compliance with the Contract Documents and respective Timetables and is free from any defects. Project work will be considered to be defective in the event it does not strictly comply with the requirements set forth in the Contract Documents.

11. Non-Discrimination

No Contractor who is the recipient of Park District funds, or who proposes to perform any work or furnish any goods and/or labor provided for herein shall discriminate against any worker, employee or applicant for employment because of religion, race, sex, color, national origin, marital status, ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

12. Binding Obligation and Non-Assignability

By submitting a bid the Bidder agrees that if awarded the bid said Successful Bidder shall be contractually bound to furnish the Project Work in compliance with the Contract Documents and the prices quoted in the bid. Successful Bidder shall not assign the whole or any part of the award or any obligations created under the Contract Documents. Any such assignment shall be null and void.

13. Taxes

The Park District is a Tax Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does not, however, apply to tools, machinery, equipment or other property leased by the Successful Bidder, or its subcontractors, or to suppliers and materials which,

even though they are consumed are not incorporated into the completed Project. The Successful Bidder and its subcontractors shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment or other property and upon such unincorporated supplies and materials and the cost of any such tax shall be included in the price submitted by Bidder.

14. Investigations Prior To Award of Contract

The Park District may make such investigations as are deemed necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish all such information and data for this purpose as the Park District may request. The Park District reserves the right to reject any bid if the evidence submitted by, or investigation of such Bidder, fails to satisfy the Park District that such Bidder is properly qualified to carry out the obligations of the Contract Documents and to complete the work contemplated therein.

15. Bid Amount

The Bid Amount submitted by Bidder shall include all applicable prices, materials, labor, tools, supplies, equipment, delivery to the Park District per the Specifications, bond costs and all other fees, insurance, expenses, costs, profits and overhead of Bidder to complete the Project Work in strict compliance with the Contract Documents.

II SPECIFICATIONS:

The Specifications for the Project Work, consisting of two (2) pages, are attached hereto and expressly incorporated herein and made a part hereof (the "Specifications"). As set forth in the Specifications, Contractor's business office (i.e., the business office in which Contractor will be performing all of the Project Work, including but not limited to, the graphic design and printing of all four (4) brochures) must be located within twenty (20) miles of the Park District Community Center located at 1919 Walnut Avenue, Hanover Park, Illinois, 60133.

TAX COMPLIANCE AFFIDAVIT

The undersigned, being the duly appointed and powered official of _____ (Name of Company) ("Bidder") duly sworn and under oath hereby certifies that Bidder is not delinquent in payment of any taxes to the Illinois Department of Revenue, and/or the Internal Revenue Service.

Signature

STATE OF ILLINOIS)
)
COUNTY OF _____) SS.

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that (s)he is authorized to act on behalf of _____ (Company), and that (s)he executed the foregoing certificate as his/her free act and deed and as the act and deed of _____ (Company).

Dated: _____, 2017

Notary Public

CERTIFICATION THAT BIDDER
IS NOT BARRED FROM PUBLIC CONTRACTING DUE TO
BID-RIGGING OR BID-ROTATING CONVICTIONS

The undersigned hereby certifies that _____ (Name of Company) ("Bidder") is not barred from entering into public contracts due to having been convicted of bid-rigging or bid-rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. The undersigned further certifies that no officers or employees of the Bidder's firm have been so convicted and that Bidder is not the successor company or a new company created by the officers or owners of one so convicted. The undersigned certifies that any such conviction occurring after the date of this certification will be reported to the Park District immediately in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

Dated: _____, 2017

(Print Name of Bidder/Company)

(Signature of Authorized Officer)

(Printed Name of Signatory)

(Title of Signatory)

STATE OF ILLINOIS)
)
COUNTY OF _____) SS.

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that (s)he is authorized to act on behalf of _____ (Company), and that (s)he executed the foregoing certificate as his/her free act and deed and as the act and deed of _____ (Company).

Dated: _____, 2017

Notary Public

CERTIFICATION THAT BIDDER HAS ADOPTED
AND MAINTAINS A WRITTEN SEXUAL HARASSMENT POLICY

The undersigned hereby certifies that _____(Name of Company)(“Bidder”) has in full force and effect a written sexual harassment policy in accordance with the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*), including at least the following:

- a statement on the illegality of sexual harassment;
- the definition of sexual harassment under Illinois law;
- a description of sexual harassment, utilizing examples;
- an internal complaint process, including penalties;
- the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights (“Department”) and the Illinois Human Rights Commission (“Commission”);
- directions on how to contact the Department and the Commission; and,
- protection against retaliation as provided by Section 6-101 of the Act.

The undersigned further certifies that such policy shall remain in full force and effect throughout the term of the Contract.

(Print Name of Bidder/Company)

(Signature of Authorized Officer)

(Printed Name of Signatory)

(Title of Signatory)

STATE OF ILLINOIS)
) SS.
COUNTY OF _____)

I, the undersigned, a notary public in and for the State and County aforesaid, hereby certify that _____ appeared before me this day in person and, being first duly sworn on oath, acknowledged that (s)he is authorized to act on behalf of _____ (Company), and that (s)he executed the foregoing certificate as his/her free act and deed and as the act and deed of _____ (Company).

Dated: _____, 2017

Notary Public

GRAPHIC DESIGN AND BROCHURE PRINTING AGREEMENT

This Graphic Design and Brochure Printing Agreement (the "Agreement") is entered this 1st day of May, 2017, between Hanover Park Park District, an Illinois park district (the "District" or "Owner") and _____ ("Contractor") (collectively, the "Parties").

IN CONSIDERATION of the covenants and conditions herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged by the Parties, the Parties hereby agree as follows:

1. Contractor shall perform the graphic design, brochure printing and ancillary work in strict compliance with the below defined Contract Documents and in strict compliance with applicable federal, state and local rules, regulations, codes, statutes and laws (the "Project Work").

2. Contract Documents. The Contract Documents consist of this Agreement, the Bid Notice, General Conditions and Instructions, General Specifications, and Contractor's Bid Form/Proposal, copies of which are attached hereto as Exhibit A and expressly incorporated herein and made a part hereof (collectively, the "Contract Documents").

3. Completion Dates. Contractor shall complete the Project Work in strict compliance with the dates specified in the Contract Documents. Time is of the essence of this Contract.

4. Payment. The contract sum for the Project Work is \$_____ (the "Contract Sum"), to be paid in accordance with paragraph 10 of the General Conditions and Instructions.

5. Material Inspection and Responsibility. Materials, the style, make or quality of which is specifically designated, shall be as specified. Should any substitution of material or item of equipment or apparatus be made, the District's written approval must be obtained prior to installation which the District may withhold in its sole and absolute discretion.

6. Non-Discrimination. Contractor shall not discriminate against any worker, employee or applicant for employment because of religion, race, sex, color, or national origin, marital status, or ancestry, age, physical or mental disability unrelated to ability, or an unfavorable discharge from the military service, nor otherwise commit an unfair employment practice.

7. Indemnity. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the District, its officials, officers, employees and volunteers against all injuries, deaths, damage to property, loss, damages, claims, suits, liens, lien rights, liabilities, judgments, costs and expenses, which may in any way arise

directly or indirectly from (i) the Project Work provided hereunder; (ii) any acts and/or omissions of or on behalf of the Contractor, its employees, contractors, sub-contractors of any tier, suppliers, and/or agents; and/or (iii) any breach or default under this Agreement by Contractor; except to the extent caused by the negligence of a party indemnified hereunder. In which case, Contractor shall at its own expense, appear, defend and pay all charges of attorneys and costs and other expenses arising therefrom or incurred in connection therewith, and if any judgment shall be rendered against the District in any such action, Contractor agrees that any bond or insurance protection required herein, or otherwise provided by Contractor, shall in no way limit the responsibility to indemnify, keep and save harmless and defend the District as herein provided. This obligation shall survive the expiration and/or termination of this Agreement.

8. Binding Obligation and Non-Assignability. Contractor shall not assign the whole or any part of this Agreement without the written consent of the District. All subcontractors shall be approved by the District.

9. Taxes. The District is a Tax Exempt Organization and is not subject to sales, consumer, use, and other similar taxes required by law. This exemption does not, however, apply to tools, machinery, equipment or other property leased by the Contractor, or Subcontractors, or to suppliers and materials which, even though they are consumed are not incorporated into the completed Project Work. The Contractor and Subcontractors shall be responsible for and pay any and all applicable taxes, including sales and use taxes, on such leased tools, machinery, equipment or other property and upon such unincorporated supplies and materials. Any such taxes are included in the Contract Sum.

10. Insurance Requirements. Throughout the duration of the Project Work, required herein, Contractor, at its sole cost, shall maintain insurance with the following minimum types and amounts of coverages set forth on the Certificate of Insurance, a copy of which is attached hereto as Exhibit B and is incorporated herein.

11. Default. In the event of default hereunder, the non-defaulting party shall be entitled to all remedies available at law and/or equity, including reasonable attorney's fees.

12. Relationship of the Parties. It is understood, acknowledged and agreed by the parties that the relationship of the Contractor to the District arising out of this Agreement shall be that of an independent contractor. Neither Contractor, nor any employee, subcontractor or agent of Contractor, is an employee, partner, joint venturer and/or agent of the District, and therefore is not entitled to any benefits provided to employees of the District. Contractor has no authority to employ/retain any person as an employee or agent for or on behalf of the District for any purpose. Neither Contractor nor any person engaging in any work or services related to this Agreement at the request or with the actual or implied consent of the Contractor may represent himself to others as an employee of the District. Should any person indicate to the Contractor or any employee, subcontractor or agent of Contractor by written or oral

communication, course of dealing or otherwise, that such person believes Contractor to be an employee or agent of the District, Contractor shall use its best efforts to correct such belief. In ordering or accepting delivery of or paying for any goods or services, Contractor shall do so in Contractor's own business.

13. No Third Parties and/or Waiver of Statutory Immunities. Notwithstanding any provisions herein to the contrary, this Agreement is entered into solely for the benefit of the contracting parties, and nothing in this Agreement is intended, either expressly or impliedly, to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a part to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities and/or privileges of the District, and/or its officials, officers, employees, volunteers and/or agents as to any liability whatsoever.

14. Notwithstanding any provision herein to the contrary, the designer performing the Project Work must be accessible to the Park District (i.e., via phone, e-mail and/or to meet in person) on Mondays through Fridays from May 19, 2017 through the completion of the Project Work, excluding State of Illinois and federal holidays, between the hours of 9:00 am and 5:00 pm. Failure of Contractor to comply with this requirement shall be a material breach of this Agreement.

15. Miscellaneous.

A. This Agreement supercedes all prior agreements and understandings, both written and oral, of the parties to the subject matter hereof. This Agreement applies to and binds the heirs, successors, executors, administrators and assigns of the parties to this Agreement. Any amendments to this Agreement must be in writing and executed by both parties.

B. This Agreement may be executed in any number of counterparts, and by the District and Contractor on different counterparts, each of which when executed shall be deemed an original and all of which together shall constitute one and the same Agreement.

C. Changes in the number, gender and grammar of terms and phrases herein when necessary to conform this Agreement to the circumstances of the parties hereto shall in all cases, be assumed as though in each case fully expressed therein.

D. This Agreement shall be construed, governed and enforced according to the laws of the State of Illinois, and the exclusive venue for the enforcement of this Agreement and/or litigation between the parties shall be the Circuit Court of DuPage County, Illinois.

E. In construing this Agreement, section headings shall be disregarded.

F. Time is of the essence of this Agreement and every provision contained herein.

G. If any clause, phrase, provision or portion of this Agreement or the application thereof, to any person or circumstance, shall be invalid or unenforceable under applicable law, such event shall not affect, impair or render invalid or unenforceable the remainder of this Agreement, nor shall it affect the application of any other clause, phrase, provision or portion hereof to other persons or circumstances.

H. The persons signing this Agreement shall have all the legal authority and power in their respective capacities to bind the Parties, and the Agreement shall not be effective until fully executed and delivered to the Parties.

I. Survival of Obligations. Except as otherwise provided, any obligations and duties which by their nature extend beyond the expiration or termination of this Agreement, including, without limitation, Sections pertaining to Indemnity shall survive the expiration of this Agreement.

J. Facsimile signatures shall be sufficient for purposes of executing, negotiating, and finalizing this Agreement.

Hanover Park Park District:

Contractor:

By: _____
President

By: _____
President

Attest:

Attest:

Secretary

Secretary

**HANOVER PARK DISTRICT
GENERAL SPECIFICATIONS
BROCHURES FALL 2015 THROUGH SUMMER 2016**

PRINTING

Project	Hanover Park District Seasonal Brochure Printing (contractor's office must be located within 20 miles of the Park District's Community Center) Fall '17, Winter '17-'18, Spring '18 & Summer '18
Quantity	12,750 each issue; four issues.
Size & Stock	8½ x 11 finished size (Fall, Winter, Spring & Summer) Cover & inside pages Sheet-Fed printed on 70# matte text
Number of Pages	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 48 pages + cover (52 pages total) <i>Spring</i> Quote 4: 48 pages + cover (52 pages total) <i>Summer</i> (Include in bid, additional 4 pages)
Ink	Full Color
Art/Prep	Client provides art: Body & cover, in Adobe In-Design files on a CD (Mac or PC platform)
Proofs	PDF proofs will be e-mailed and a final low-res PDF will be e-mailed to load on the Park District's website. If requested, contractor to provide one complete dylux of brochure.
Binding	Trimming, folding, saddle-stitching of brochure is the responsibility of the contractor.
Pack/Deliver	The contractor is responsible for binding and presorting the four (4) brochures for US Postal Services according to the routes directed by the District and delivering the four (4) brochures to the local Post Office. Remaining copies are to be delivered by the printer to the Hanover Park District Office, 1919 Walnut Ave, Hanover Park, IL 60133 the same day as the Post Office delivery if not before.
CPM	Include price per extra 1000 copies.
Additional Requirements	1,000 "complimentary" copies of the registration form, (one page double sided, 8 ½" x 11", matching book pages each season in 60# offset white recycled paper 92 brightness or higher) to be delivered with the remaining brochures.
Production Schedule	All dates specified on the enclosed production schedule must be met or a penalty of 5% of the total brochure price will deducted for each day of delay in meeting the specified delivery dates
Checklist	Bidder must provide: Must provide both design and printing without sub-contracting any of the work. Bid form, agreement form, bid bond & 4 samples of similar work for other clients within the past 2 years.

PRODUCTION SCHEDULE (*Fall is set. Winter, Spring & Summer are approximate*)

	Fall '17	Winter '17-'18	Spring '18	Summer '18
Send to Printer	July 17	Oct. 23	Jan. 22	April 6
Delivered to U.S. Post Office	July 31	Nov. 6	Feb. 5	April 16

**HANOVER PARK DISTRICT
GENERAL SPECIFICATIONS
BROCHURES FALL 2017 THROUGH SUMMER 2018**

GRAPHIC DESIGN

Project	Seasonal Brochure Design (contractor business office must be located within 20 miles of the Park District's Community Center) The Designer must be accessible to the park District during the project work on Mondays to Fridays between the hours of 8am-5pm excluding state and federal holidays. Fall 2017, Winter 2017/18, Spring 2018 & Summer 2018 (see General Conditions and Instructions)
Size & Stock	Four seasonal "8½ x 11 with 4 color cover with bleeds; inside pages 4- color design)
Number of Pages	Quote 1: 48 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 48 pages + cover (52 pages total) <i>Spring</i> Quote 4: 44 pages + cover (52 pages total) <i>Summer</i>
Layout	The Park District will provide all program text on digital format (rtf or word). Digital photos will also be provided on a CD, flash drive or via e-mail. Graphic Designer provides use of royalty-free art and minor stock photography up to 20 images per brochure.
Proofs	Contractor will provide proofs of brochure via PDF. If there is an additional charge for a set of dylux of brochure it must be included in bid.
Software	Contractor must supply final product on disc formatted in Adobe In-Design for a PC; such disc is to remain with the Park District as part of their digital brochure library.
Production Schedule <i>Rough Summary of Schedule:</i> <i>Produce page proofs: 2 weeks</i> <i>Correct text and art: 1 week</i> <i>Final changes/prepare proof for printer- +/- 5 days</i>	Turnaround time should follow the specific dates listed on the attached production schedule provided by the Park District. All dates specified on the enclosed production schedule must be met or a penalty of 5% of the total brochure price will deducted for each day of delay in meeting the specified delivery dates.
Cost Estimates	Cost per internal page. Includes text proof, complete layout proof (including graphics). Final artwork supplied to printer on disc. Cost for design of 4 color front & back covers. Cost per inkjet proof. Hourly rate for alterations. All costs and a breakdown of these must be included in bid.

PRODUCTION SCHEDULE

	Fall '17	Winter '17-'18	Spring '18	Summer '18
ALL Info to Designer	May 26	Sept. 1	Nov. 20	Feb. 9
1 st Draft Due to Park Dist.	June 9	Sept. 11	Dec. 4	Feb. 23
1 st Draft Back to Designer	June 23	Sept. 22	Dec. 15	March 9
2 nd Draft Due to Park Dist.	June 7	Oct. 6	Dec. 28	March 16
2 nd Draft Back to Designer	July 7	Oct. 13	Jan. 5	March 23
3 rd (final) Draft Due to Park Dist	July 12	Oct. 20	Jan. 19	March 30
FINAL Approval	July 17	Oct. 23	Jan. 24	April 2

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2017-18 Hanover Park Park District Seasonal Brochures
Printing/Graphic Design Bid Form

All bidders must use this form and fill out completely. Samples of completed jobs similar to Hanover Park Park District seasonal brochures must be included with the form.

Bidder name: _____
Bidder address: _____
City, State, Zip: _____
Phone number: _____

All bids are due by , May 1, 2017 by 12:00 noon
Bid Opening: May 1, 2017 at 12:00 noon at the Hanover Park Park District Board Room,
1919 Walnut Ave, Hanover Park, IL 60133. Bids will be acted upon by the
Board of Park Commissioners on May 5, 2017 at 7:00 pm meeting.

Printing bid

12,750 each issue; four times per year. (See specifications for details)

Cover & Inside Pages

8½ x 11 (Fall, Winter, Spring & Summer) finished size
 Sheet-Fed , 4 color, possible bleeds, Paper 70# Matte text

Delivery: Contractor responsible for pick-up and delivery of all materials. Delivery of the brochures to US Local Postal Office according to the routes directed by the Park District and delivering the remaining copies to the Hanover Park Park District Office, 1919 Walnut Ave, Hanover Park, IL 60133

Additional

Requirements: Contractor’s business office must be located within 20 miles of the Hanover Park Park District Community Center, 1919 Walnut Avenue, Hanover Park, Il 60133 [see specifications for more details.] 1,000 “complimentary” copies of the registration form, (one page double-sided, matching inside pages each season in 60# offset white recycled paper 92 brightness or higher) shall be delivered with the remaining brochures.

Per season: please bid each issue (# of inside pages, cover not included).

	Base Bid	Alternate #1
	Full 4-Color	+4pgs. Full 4-Color
Fall’17 (44 pgs.+cover) 48 total		
Winter ‘17-’18 (44 pgs.+cover) 48 total		
Spring ’18 (48 pgs.+cover) 52 total		
Summer ’18 (48 pgs.+cover) 52 total		

Cover: \$ _____ Delivery charge: \$ _____

Binding: \$ _____ Other (if applicable): \$ _____
 Fold, trim & stitch i.e. proofs, pre-sorting, bleeds, screens, etc.

If so specify: _____

Total Base Bid (Printing): \$ _____ **Total Alternate #1 (Printing)** \$ _____

*Alternate # 1 pricing information is for any change orders.

**2017-18 Hanover Park Park District Seasonal Brochures
Printing/Graphic Design Bid Form (2)**

Graphic design bid

		Total Amount
Fall '17:	44 pages + cover (48 pages total)	\$ _____
Winter '17-'18:	44 pages + cover (48 pages total)	\$ _____
Spring '18:	48 pages + cover (52 pages total)	\$ _____
Summer '18:	48 pages + cover (52 pages total)	\$ _____

Above Bid prices must include the use of up to 20 stock art images or stock photography per brochure.

Other Charges (if applicable):

Hourly rate for alterations: \$ _____

Color Proofs: \$ _____

Other: *If so please specify:* _____ \$ _____

Total for year (Design): \$ _____

GRAND TOTAL BASE BID COST OF BROCHURES: \$ _____
[Printing + Graphic Design] All brochures

GRAND TOTAL ALTERNATE #1 COST OF BROCHURES: \$ _____
[Printing + Graphic Design + an additional 4 pages] All brochures

The undersigned, having read the conditions and specifications for the design and printing of the District Brochures, hereby agrees to provide both the design and printing of the Park District brochures for the sum listed above. If this bid is accepted within (60) days from the date of the opening, it offers, and agrees to furnish any or all of the items upon which prices are quoted, at the prices set above.

(Please Print)

Name of Bidder _____

Date: _____

Authorized Signature

Name & Title

**HANOVER PARK DISTRICT
GENERAL SPECIFICATIONS
BROCHURES FALL 2018 THROUGH SUMMER 2019**

PRINTING

Project	Hanover Park District Seasonal Brochure Printing (contractor's office must be located within 20 miles of the Park District's Community Center) Fall '18, Winter '18-'19, Spring '19 & Summer '19
Quantity	12,750 each issue; four issues.
Size & Stock	8½ x 11 finished size (Fall, Winter, Spring & Summer) Cover & inside pages Sheet-Fed printed on 70# matte text
Number of Pages	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 48 pages + cover (52 pages total) <i>Spring</i> Quote 4: 48 pages + cover (52 pages total) <i>Summer</i> (Include in bid, additional 4 pages)
Ink	Full Color
Art/Prep	Client provides art: Body & cover, in Adobe In-Design files on a CD (Mac or PC platform)
Proofs	PDF proofs will be e-mailed and a final low-res PDF will be e-mailed to load on the Park District's website. If requested, contractor to provide one complete dylux of brochure.
Binding	Trimming, folding, saddle-stitching of brochure is the responsibility of the contractor.
Pack/Deliver	The contractor is responsible for binding and presorting the four (4) brochures for US Postal Services according to the routes directed by the District and delivering the four (4) brochures to the local Post Office. Remaining copies are to be delivered by the printer to the Hanover Park District Office, 1919 Walnut Ave, Hanover Park, IL 60133 the same day as the Post Office delivery if not before.
CPM	Include price per extra 1000 copies.
Additional Requirements	1,000 "complimentary" copies of the registration form, (one page double sided, 8 ½" x 11", matching book pages each season in 60# offset white recycled paper 92 brightness or higher) to be delivered with the remaining brochures.
Production Schedule	All dates specified on the enclosed production schedule must be met or a penalty of 5% of the total brochure price will deducted for each day of delay in meeting the specified delivery dates
Checklist	Bidder must provide: Must provide both design and printing without sub-contracting any of the work. Bid form, agreement form, bid bond & 4 samples of similar work for other clients within the past 2 years.

PRODUCTION SCHEDULE (*Fall is set. Winter, Spring & Summer are approximate*)

	Fall '18	Winter '18-'19	Spring '19	Summer '19
Send to Printer	July 18	Oct. 24	Jan. 23	April 8
Delivered to U.S. Post Office	July 31	Nov. 7	Feb. 6	April 17

**HANOVER PARK DISTRICT
GENERAL SPECIFICATIONS
BROCHURES FALL 2018 THROUGH SUMMER 2019**

GRAPHIC DESIGN

Project	Seasonal Brochure Design (contractor business office must be located within 20 miles of the Park District's Community Center) The Designer must be accessible to the park District during the project work on Mondays to Fridays between the hours of 8am-5pm excluding state and federal holidays. Fall 2018, Winter 2018/19, Spring 2019 & Summer 2019 (see General Conditions and Instructions)
Size & Stock	Four seasonal "8½ x 11 with 4 color cover with bleeds; inside pages 4- color design)
Number of Pages	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 48 pages + cover (52 pages total) <i>Spring</i> Quote 4: 48 pages + cover (52 pages total) <i>Summer</i>
Layout	The Park District will provide all program text on digital format (rtf or word). Digital photos will also be provided on a CD, flash drive or via e-mail. Graphic Designer provides use of royalty-free art and minor stock photography up to 20 images per brochure.
Proofs	Contractor will provide proofs of brochure via PDF. If there is an additional charge for a set of dylux of brochure it must be included in bid.
Software	Contractor must supply final product on disc formatted in Adobe In-Design for a PC; such disc is to remain with the Park District as part of their digital brochure library.
Production Schedule <i>Rough Summary of Schedule:</i> <i>Produce page proofs: 2 weeks</i> <i>Correct text and art: 1 week</i> <i>Final changes/prepare proof for printer- +/- 5 days</i>	Turnaround time should follow the specific dates listed on the attached production schedule provided by the Park District. All dates specified on the enclosed production schedule must be met or a penalty of 5% of the total brochure price will deducted for each day of delay in meeting the specified delivery dates.
Cost Estimates	Cost per internal page. Includes text proof, complete layout proof (including graphics). Final artwork supplied to printer on disc. Cost for design of 4 color front & back covers. Cost per inkjet proof. Hourly rate for alterations. All costs and a breakdown of these must be included in bid.

PRODUCTION SCHEDULE

	Fall '18	Winter '18-'19	Spring '19	Summer '19
ALL Info to Designer	May 25	Aug. 31	Nov. 16	Feb. 8
1 st Draft Due to Park Dist.	June 8	Sept. 10	Dec. 3	Feb. 22
1 st Draft Back to Designer	June 22	Sept. 21	Dec. 14	March 8
2 nd Draft Due to Park Dist.	June 25	Oct. 5	Dec. 28	March 15
2 nd Draft Back to Designer	July 6	Oct. 12	Jan. 4	March 22
3 rd (final) Draft Due to Park Dist	July 13	Oct. 19	Jan. 18	March 29
FINAL Approval	July 18	Oct. 24	Jan. 25	April 3

**2018-19 Hanover Park Park District Seasonal Brochures
Printing/Graphic Design Bid Form**

All bidders must use this form and fill out completely. Samples of completed jobs similar to Hanover Park Park District seasonal brochures must be included with the form.

Bidder name: _____
Bidder address: _____
City, State, Zip: _____
Phone number: _____

Printing bid

12,750 each issue; four times per year. (See specifications for details)

Cover & Inside Pages

8½ x 11 (Fall, Winter, Spring & Summer) finished size
 Sheet-Fed , 4 color, possible bleeds, Paper 70# Matte text

Delivery: Contractor responsible for pick-up and delivery of all materials. Delivery of the brochures to US Local Postal Office according to the routes directed by the Park District and delivering the remaining copies to the Hanover Park Park District Office, 1919 Walnut Ave, Hanover Park, IL 60133

Additional

Requirements: Contractor’s business office must be located within 20 miles of the Hanover Park Park District Community Center, 1919 Walnut Avenue, Hanover Park, Il 60133 [see specifications for more details.] 1,000 “complimentary” copies of the registration form, (one page double-sided, matching inside pages each season in 60# offset white recycled paper 92 brightness or higher) shall be delivered with the remaining brochures.

Per season: please bid each issue (# of inside pages, cover not included).

	Base Bid	Alternate #1
	Full 4-Color	+4pgs. Full 4-Color
Fall '18 (44 pgs.+cover) 48 total		
Winter '18-'19 (44 pgs.+cover) 48 total		
Spring '19 (48 pgs.+cover) 52 total		
Summer '19 (48 pgs.+cover) 52 total		

Cover: \$ _____ Delivery charge: \$ _____

Binding: \$ _____ Other (if applicable): \$ _____
 Fold, trim & stitch i.e. proofs, pre-sorting, bleeds, screens, etc.

If so specify: _____

Total Base Bid (Printing): \$ _____ **Total Alternate #1 (Printing)** \$ _____

*Alternate # 1 pricing information is for any change orders.

Graphic design bid

Total Amount

Fall '18:	44 pages + cover (48 pages total)	\$ _____
Winter '18-'19:	44 pages + cover (48 pages total)	\$ _____
Spring '19:	48 pages + cover (52 pages total)	\$ _____
Summer '19:	48 pages + cover (52 pages total)	\$ _____

Above Bid prices must include the use of up to 20 stock art images or stock photography per brochure.

Other Charges (if applicable):

Hourly rate for alterations: \$ _____

Color Proofs: \$ _____

Other: *If so please specify:* _____ \$ _____

Total for year (Design): \$ _____

GRAND TOTAL BASE BID COST OF BROCHURES: \$ _____
[Printing + Graphic Design] All brochures

GRAND TOTAL ALTERNATE #1 COST OF BROCHURES: \$ _____
[Printing + Graphic Design + an additional 4 pages] All brochures

The undersigned, having read the conditions and specifications for the design and printing of the District Brochures, hereby agrees to provide both the design and printing of the Park District brochures for the sum listed above. If this bid is accepted within (60) days from the date of the opening, it offers, and agrees to furnish any or all of the items upon which prices are quoted, at the prices set above.

(Please Print)

Name of Bidder _____

Date: _____

Authorized Signature

Name & Title