

## **BROCHURE PRINTING BID NOTICE**

Hanover Park Park District (the “Park District”) is accepting bids for the printing of eight (8) brochures (2 falls, 2 winters, 2 springs and 2 summers), 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 17, 2019 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 17, 2019.

Sealed bids will be accepted at the Park District facilities, 1919 Walnut Avenue, Hanover Park, Illinois, 60133 (the “Park District Office”), Attention: Bob O’Brien, Park District Secretary, until 12:00 noon, on May 17, 2019 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/ Bob O’Brien  
Park District Secretary

**HANOVER PARK PARK DISTRICT**  
**REQUEST FOR BIDS FOR PRINTING OF**  
**BROCHURES**

**April 17, 2019**

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

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**BROCHURE PRINTING AGREEMENT  
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# HANOVER PARK 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: (i) two Fall (2019 and 2020); (ii) two Winter (2019/2020 and 2020/2021); (iii) two Spring (2020 and 2021); and two Summer (2020 and 2021) 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").

B. "Successful Bidder" or "Contractor" shall mean the Bidder that receives the award of contract from the Park District for the Project Work.

C. "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; 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 17, 2019 on bid forms attached hereto. 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, school district or another unit of local government (the "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 submitted the Minimum Qualification Documentation set forth in Section 5 above (or such documentation is submitted but the Bidder does not meet the minimum qualifications).

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, data and printing samples 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.





Project Name	Owner	Name of Owner's Contact	Phone	Contract Amount	Completion Date	Percentage of Work Performed by Contractor

**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            )  
  )    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: \_\_\_\_\_, 2019

\_\_\_\_\_  
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: \_\_\_\_\_, 2019

\_\_\_\_\_  
(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: \_\_\_\_\_, 2019

\_\_\_\_\_  
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            )  
  )  
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: \_\_\_\_\_, 2019

Notary Public  
\_\_\_\_\_

## **BROCHURE PRINTING AGREEMENT 2019 - 2021**

This Brochure Printing Agreement (the "Agreement") is entered this 20<sup>th</sup> day of May, 2019, 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 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, 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 printer 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 20, 2019 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:  
By: \_\_\_\_\_  
President

Contractor:  
By: \_\_\_\_\_  
Title: \_\_\_\_\_

Attest:  
\_\_\_\_\_  
Secretary

Attest:  
\_\_\_\_\_  
Title: \_\_\_\_\_

## **EXHIBIT B INSURANCE REQUIREMENTS**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder and the results of that work by the Contractor, his agents, representatives, employees or subcontractors.

### **MINIMUM SCOPE AND LIMIT OF INSURANCE**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than **\$1,000,000** per occurrence. If a general aggregate limit applies it shall be not less than **\$1,000,000**.
2. If Contractor has any employees, then **Workers' Compensation** Insurance as required by the State of Illinois with Statutory Limits, and Employer's Liability Insurance with limits of no less than **\$500,000** per accident for bodily injury or disease.

If the Contractor maintains broader coverage and/or higher limits than the minimums shown above, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the District.

### **Other Insurance Provisions:**

The insurance policies are to contain, or be endorsed to contain, the following provisions:

#### ***Additional Insured Status***

The Hanover Park Park District, its officers, officials, and employees, are to be covered as additional insureds on the CGL policy with respect to liability arising out of work or operations performed by or on behalf of the Contractor including materials, parts, or equipment furnished in connection with such work or operations. General liability coverage can be provided in the form of an endorsement to the Contractor's insurance (at least as broad as ISO Form CG 20 10 11 85 or if not available, through the addition of **both** CG 20 10, CG 20 26, CG 20 33, or CG 20 38; **and** CG 20 37 if a later edition is used).

#### ***Primary Coverage***

For any claims related to this contract, the Contractor's insurance coverage shall be primary coverage at least as broad as ISO CG 20 01 04 13 as respects the District, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the District, its officers, officials, employees, or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.

#### ***Notice of Cancellation***

Each insurance policy required above shall provide that coverage shall not be cancelled, except with notice to the District.

***Waiver of Subrogation***

Contractor hereby grants to the District a waiver of any right to subrogation which any insurer of said Contractor may acquire against the District by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the District has received a waiver of subrogation endorsement from the insurer.

***Self-Insured Retentions***

Self-Insured retentions must be declared to and approved by the District. The District may require the Contractor to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or the District.

***Acceptability of Insurers***

Insurance is to be placed with insurers with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to the District.

***Claims Made Policies***

If any of the required policies provide claims-made coverage:

1. The Retroactive Date must be shown, and must be before the date of the contract or the beginning of contract work.
2. Insurance must be maintained and evidence of insurance must be provided ***for at least five (5) years after completion of the contract work.***
3. If coverage is canceled or non-renewed, and not replaced ***with another claims-made policy form with a Retroactive Date prior to*** the contract effective date, the Contractor must purchase "extended reporting" coverage for a minimum of ***five (5) years*** after completion of work.

***Verification of Coverage***

Contractor shall furnish the District with original certificates and amendatory endorsements or copies of the applicable policy language effecting coverage required by this clause. All certificates and endorsements are to be received and approved by the District before work commences. However, failure to obtain the required documents prior to the work beginning shall not waive the Contractor's obligation to provide them. The District reserves the right to require complete, certified copies of any required insurance policies, including endorsements required by these specifications, at any time.

**HANOVER PARK DISTRICT  
GENERAL SPECIFICATIONS  
BROCHURES FALL 2019 THROUGH SUMMER 2020**

**PRINTING**

<b>Project</b>	Hanover Park District Seasonal Brochure Printing (contractor's office must be located within 20 miles of the Park District's Community Center) Fall '19, Winter '19-'20, Spring '20 & Summer '20
<b>Quantity</b>	12,750 each issue; four issues.
<b>Size &amp; Stock</b>	8½ x 11 finished size (Fall, Winter, Spring & Summer) Cover & inside pages Sheet-Fed printed on 70# matte text
<b>Number of Pages</b>	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 44 pages + cover (48 pages total) <i>Spring</i> Quote 4: 44 pages + cover (48 pages total) <i>Summer</i> (Include in bid, additional 4 pages)
<b>Ink</b>	Full Color
<b>Art/Prep</b>	Client provides art: Body & cover, in Adobe In-Design files on a CD (Mac or PC platform)
<b>Proofs</b>	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.
<b>Binding</b>	Trimming, folding, saddle-stitching of brochure is the responsibility of the contractor.
<b>Pack/Deliver</b>	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.
<b>CPM</b>	Include price per extra 1000 copies.
<b>Additional Requirements</b>	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.
<b>Production Schedule</b>	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
<b>Checklist</b>	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 '19	Winter '19-'20	Spring '20	Summer '20
Design File Sent	July 12	Oct. 23	Jan. 17	April 10
Delivery Date	July 26	Nov 4	Feb 7	April 24

**HANOVER PARK DISTRICT  
GENERAL SPECIFICATIONS  
BROCHURES FALL 2019 THROUGH SUMMER 2020**

**ALTERNATE # 3 GRAPHIC DESIGN SCHEDULE**

<b>Project</b>	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 2019, Winter 2019/20, Spring 2020 & Summer 2020 (see General Conditions and Instructions)
<b>Size &amp; Stock</b>	Four seasonal "8½ x 11 with 4 color cover with bleeds; inside pages 4- color design)
<b>Number of Pages</b>	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 44 pages + cover (48 pages total) <i>Spring</i> Quote 4: 44 pages + cover (48 pages total) <i>Summer</i>
<b>Layout</b>	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.
<b>Proofs</b>	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.
<b>Software</b>	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.
<b>Production Schedule</b> <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 be deducted for each day of delay in meeting the specified delivery dates.
<b>Cost Estimates</b>	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 '19	Winter '19-'20	Spring '20	Summer '20
ALL Info to Designer	May 24	Sept. 4	Nov. 22	Feb. 7
1 <sup>st</sup> Draft Due to Park Dist.	June 7	Sept. 13	Dec. 6	Feb. 21
1 <sup>st</sup> Draft Back to Designer	June 14	Sept. 20	Dec. 13	March 6
2 <sup>nd</sup> Draft Due to Park Dist.	June 21	Oct. 4	Dec. 20	March 13
2 <sup>nd</sup> Draft Back to Designer	June 28	Oct. 11	Jan. 8	March 27
3 <sup>rd</sup> (final) Draft Due to Park Dist	July 10	Oct. 16	Jan. 15	April 3
FINAL Approval	July 12	Oct. 18	Jan. 17	April 10

**HANOVER PARK DISTRICT  
GENERAL SPECIFICATIONS  
BROCHURES FALL 2020 THROUGH SUMMER 2021**

**PRINTING**

<b>Project</b>	Hanover Park District Seasonal Brochure Printing (contractor's office must be located within 20 miles of the Park District's Community Center) Fall '20, Winter '20-'21, Spring '21 & Summer '21
<b>Quantity</b>	12,750 each issue; four issues.
<b>Size &amp; Stock</b>	8½ x 11 finished size (Fall, Winter, Spring & Summer) Cover & inside pages Sheet-Fed printed on 70# matte text
<b>Number of Pages</b>	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 44 pages + cover (48 pages total) <i>Spring</i> Quote 4: 44 pages + cover (48 pages total) <i>Summer</i> (Include in bid, additional 4 pages)
<b>Ink</b>	Full Color
<b>Art/Prep</b>	Client provides art: Body & cover, in Adobe In-Design files on a CD (Mac or PC platform)
<b>Proofs</b>	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.
<b>Binding</b>	Trimming, folding, saddle-stitching of brochure is the responsibility of the contractor.
<b>Pack/Deliver</b>	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 Park District Office, 1919 Walnut Ave, Hanover Park, IL 60133 the same day as the Post Office delivery if not before.
<b>CPM</b>	Include price per extra 1000 copies.
<b>Additional Requirements</b>	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.
<b>Production Schedule</b>	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
<b>Checklist</b>	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 '20	Winter '20-'21	Spring '21	Summer '21
Design File Sent	Aug 3	Oct 21	Jan 22	April 9
Delivery Date	Aug 20	Nov 11	Feb 15	April 26

**HANOVER PARK DISTRICT  
GENERAL SPECIFICATIONS  
BROCHURES FALL 2020 THROUGH SUMMER 2021**

**ALTERNATE # 3 GRAPHIC DESIGN SCHEDULE**

<b>Project</b>	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 2020, Winter 2020/21, Spring 2021 & Summer 2021 (see General Conditions and Instructions)
<b>Size &amp; Stock</b>	Four seasonal “8½ x 11 with 4 color cover with bleeds; inside pages 4- color design)
<b>Number of Pages</b>	Quote 1: 44 pages + cover (48 pages total) <i>Fall</i> Quote 2: 44 pages + cover (48 pages total) <i>Winter</i> Quote 3: 44 pages + cover (48 pages total) <i>Spring</i> Quote 4: 44 pages + cover (48 pages total) <i>Summer</i>
<b>Layout</b>	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.
<b>Proofs</b>	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.
<b>Software</b>	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.
<b>Production Schedule</b> <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 be deducted for each day of delay in meeting the specified delivery dates.
<b>Cost Estimates</b>	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 ‘20	Winter ‘20-‘21	Spring ‘21	Summer ‘21
ALL Info to Designer	May 22	Sept. 4	Nov. 20	Feb. 5
1 <sup>st</sup> Draft Due to Park Dist.	June 5	Sept. 11	Dec. 4	Feb. 19
1 <sup>st</sup> Draft Back to Designer	June 12	Sept. 18	Dec. 11	March 5
2 <sup>nd</sup> Draft Due to Park Dist.	June 19	Oct. 2	Dec. 18	March 12
2 <sup>nd</sup> Draft Back to Designer	July 26	Oct. 9	Jan. 8	March 26
3 <sup>rd</sup> (final) Draft Due to Park Dist	Aug 1	Oct. 16	Jan. 15	April 5
FINAL Approval	Aug 3	Oct. 21	Jan. 22	April 9

**7410**  
**2019-21 HANOVER PARK PARK DISTRICT SEASONAL BROCHURES**  
**PRINTING 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 Friday, May 17, 2019 by 12:00 noon**

Bid Opening: May 17, 2019 at 12:00 noon at the Hanover Park Park District Board Room,  
 1919 Walnut Ave, Hanover Park, IL 60133.

**Printing bid**

12,500 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.

**2019 – 2020 Per season: please bid each issue (# of inside pages, cover not included).**

Year 1	Base Bid	Alternate #1	Alternate #2	Alternate #3
2019 - 2020	Full 4-Color	Full 4-Color + 4 pages	Full 4 -Color + Graphic Design	Full 4-Color + Graphic Design + 4pgs.
Fall (44 pgs.+cover) 48 total				
Winter (44 pgs.+cover) 48 total				
Spring (44 pgs.+cover) 48 total				
Summer (44 pgs.+cover) 48 total				

Cover: \$ \_\_\_\_\_ Delivery charge: \$ \_\_\_\_\_

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

**GRAND TOTAL 2019-2020**

**Total Base Bid (Printing):** \$ \_\_\_\_\_  
**Total Alternate #1 (Printing + 4 Pgs):** \$ \_\_\_\_\_  
**Total Alternate # 2 (Printing + Graphic Design):** \$ \_\_\_\_\_  
**Total Alternate # 3 (Printing + 4 pages + Graphic Design):** \$ \_\_\_\_\_

\*Alternate # 1, 2, 3 pricing information is for any change orders.



**2020 – 2021 Per season: please bid each issue (# of inside pages, cover not included).**

<b>Year 2</b>	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Alternate #2</b>	<b>Alternate #3</b>
2020 - 2021	Full 4-Color	Full 4-Color + 4 pages	Full 4 -Color + Graphic Design	Full 4-Color + Graphic Design + 4pgs.
Fall (44 pgs.+cover) 48 total				
Winter (44 pgs.+cover) 48 total				
Spring (44 pgs.+cover) 48 total				
Summer (44 pgs.+cover) 48 total				

Cover: \$ \_\_\_\_\_ Delivery charge: \$ \_\_\_\_\_

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

**GRAND TOTAL 2020-2021**

**Total Base Bid (Printing):** \$ \_\_\_\_\_  
**Total Alternate #1 (Printing + 4 Pgs):** \$ \_\_\_\_\_  
**Total Alternate # 2 (Printing + Graphic Design):** \$ \_\_\_\_\_  
**Total Alternate # 3 (Printing + 4 pages + Graphic Design):** \$ \_\_\_\_\_

\*Alternate # 1, 2, 3 pricing information is for any change orders.

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**