

NOTICE OF BIDDING

Notice is hereby given that sealed proposals will be received by the Board of Commissioners of the Glencoe Park District, Glencoe, Illinois for Brochure Printing needs in accordance with instructions to bidders and specifications as attached.

Proposals will be received until 2:00 p.m., December 12, 2018 at the administrative office of the Glencoe Park District, 999 Green Bay Road, Glencoe, Illinois, 60022, at which time and place all bids will be publicly read. Award to the successful bidder will be made within 30 days.

Bidders are required to use the proposal form supplied with the specifications. All proposals must be enclosed in a sealed envelope and marked on the outside on the front of the envelope "Proposal for 2019 Brochure Printing." Proposals should be addressed to Glencoe Park District, attention: Erin Classen, 999 Green Bay Road, Glencoe, Illinois, 60022.

It is the intention to award the contract only to a bidder who is equipped, competent and experienced in the class of work and whose proposal is deemed advantageous to the intents of the Glencoe Park District. The Board of Park Commissioners of the Glencoe Park District, Cook County, Illinois reserves the right to reject any or all bids and/or to waive technicalities.

By order of the Board of Commissioners of the Glencoe Park District, Cook County, Illinois.

Dated this 20th Day of November 2018.

Lisa Sheppard
Executive Director



November 20, 2018

Dear Sir or Madam:

The Glencoe Park District is seeking bid proposals for all 2019 brochure printing needs, with an option to continue into a two or three year contract at the Park District's discretion. A single vendor is desired for all printing jobs.

Bids will only be accepted from qualified companies owning, maintaining and operating printing, typesetting as well as other equipment necessary to complete the required jobs of the Glencoe Park District. All jobs must be route sorted and delivered to the Glencoe Post Office according to the enclosed delivery schedule on the specification sheets.

Bidders are required to submit three samples of their work according to the bid specifications. Bidders who do not provide three samples will not be considered. The District shall have the right to inspect any material specified herein. Materials that fail to comply with the enclosed specifications are subject to rejection at the discretion of the District.

Bids should be submitted to the Glencoe Park District. Attention: Erin Classen, 999 Green Bay Road, Glencoe, IL 60022 before 2:00 p.m. by Wednesday, December 12, 2018 in a sealed envelope marked on the outside front of the envelope: SEALED PRINTING BID. Bids will be opened and publicly read shortly after 2:00 p.m. The Board of Commissioners of Glencoe Park District reserves the right to reject any or all bids and/or to waive technicalities.

If you have any questions, please contact me at (847) 835-7537.

Sincerely,

Erin Classen
Superintendent of Marketing and Communications



Section 1: Intent

The Glencoe Park District's seasonal brochure highlights programs, special events, facilities, and park district policies. It is mailed to every resident in the Park District. It is the intent of the participating entities to enter into a three-year contract beginning January 1, 2019, with a qualified vendor to provide printing of 3,800 brochures on a three times per year and mailing the publication to approximately 3,350 District residences. A sample brochure currently produced is available by mail or in person by request, please contact Erin Classen (eclassen@glencoe parkdistrict.com).

Section 2: General Rules

The general rules and conditions that follow apply to all quotations requested and accepted by the participating entities unless otherwise specified. Companies or their authorized representatives are expected to fully familiarize themselves with the conditions, requirements and specifications as reflected in the Request for Quotation (RFQ) documents before submitting quotes. The submission of a quote implies that the Vendor is familiar with, and intends to comply with all conditions.

Section 3: Additional Information and Technical Questions

Should the Quoter require additional information about this request for quote, please submit questions via email to Erin Classen (eclassen@glencoe parkdistrict.com). Questions are due no later than 3 p.m. on Friday, November 30, 2018. Any and all changes to these specifications are valid only if they are included by written addendum from the Park District to all Quoters.

Section 4: Vendor's Qualifications

No award will be made to any Vendor that cannot confirm to the participating entities' satisfaction that they have sufficient ability and experience in this class of work as well as sufficient capital and equipment to do the job and complete successfully within the time named (i.e. responsible). The participating entities' decision or judgment on these matters shall be final, conclusive and binding. The participating entities may make such investigations as it deems necessary. The Vendor shall furnish to the participating entities, under oath if so required, all information and data the participating entities may request for the purpose of investigation.

Section 5: Insurance, Hold Harmless and Indemnification

In addition to other standard contractual terms the Park District needs, the Park District will require the selected Vendor to comply with indemnification, hold harmless and insurance requirements as outlined below:

- 1) Vendor shall defend, indemnify and hold the Park District, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees arising out of or resulting from the acts, errors or omissions of the Vendor in performance of this Agreement, except for injuries and damages caused by the sole negligence of the Park District. The Vendor shall procure and maintain, for the duration of this agreement, 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 by the contractor, his agents, representatives, employees or

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www.glencoe parkdistrict.com](http://www.glencoe parkdistrict.com)



subcontractors. The cost of such insurance shall be paid by the contractor. Insurance shall meet or exceed the following unless otherwise approved by the Park District.

2) Minimum Levels of Insurance

- a) Comprehensive or Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.
- b) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c) Worker's Compensation coverage as required by the Industrial Insurance Laws of the State of Illinois.
- d) Vendor's Errors or Omissions or Professional Liability: \$1,000,000 per occurrence and as an annual aggregate.

3) Other Provisions

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

- a) General or Commercial Liability and Automobile Liability Coverages: The Park District, its officials, employees and volunteers are to be covered as additional insureds with respect to: liability arising out of activities performed by or on behalf of the contractor; products and completed operations of the contractor; premises owned, leased or used by the contractor; or automobiles owned, leased, hired or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the Park District, its officials, employees or volunteers. The contractor's insurance shall be primary insurance with respect to the Park District, its officials, employees and volunteers. Any insurance or self-insurance maintained by the Park District, its employees or volunteers shall be excess of the contractor's insurance and shall not contribute with it. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the Park District, its officials, employees or volunteers. Coverage shall state that the contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages

- a) Each insurance policy required by this clause shall state that coverage shall not be canceled by either party except after thirty (30) days prior written notice has been given to the Park District.

3. Acceptability of Insurers

- a) Insurance is to be placed with insurers with a current Bests' rating of A- or better, or with an insurer acceptable to the Park District.

4. Verification of Coverage

- a) Contractor shall furnish the Park District with certificates of insurance and copies of actual insured endorsements affecting coverage required by this clause. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf and shall name the Park District, its officials, employees and agents as "additional insureds" except for coverages identified above. The certificates are to be received and approved by the Park District before work commences. The Park District reserves the right to require complete, certified copies of all required insurance policies at any time.

5. Subcontractors



- a) Contractor shall include all subcontractors as insured under its policies or shall require subcontractors to provide their own coverage. All coverages for subcontractors shall be subject to all of the requirements stated herein.

Section 6: Requirements of Quotation

When necessary, the successful company shall, within ten (10) days after notification of the award: (a) enter into a contract in writing with the participating entities covering all matters and things as set forth in the specifications and quotation; (b) carry insurance acceptable to the participating entities covering public liability, property damage, automobile liability and worker's compensation.

The successful company shall obtain, at their own expense, all permits and licenses which may be required to complete the contract.

No amendment of a contract shall be valid unless made in writing and signed by the participating entities or their authorized agents. All notices required by the contract shall be given in writing. The Vendor shall not assign the contract, or any part thereof, to any person, firm or corporation without the previous written consent of the participating entities. Such assignment shall not relieve the Vendor from his obligations, or change the terms of the contract.

Wherever special conditions are written into the Specifications or Special Provisions sections which are in conflict with conditions stated in these instructions for submitting a quotation, the conditions stated in the Specifications or Special Provisions sections shall take precedence.

Where applicable, all materials shipped to the Participating entities must be shipped F.O.B. delivered, designation location, Glencoe, Illinois. If the delivery is made by truck, arrangements must be made in advance by the Vendor, with concurrence by the participating entities, for receipt of the materials. The materials must be delivered where and when directed.

The participating entities shall have the right to inspect any materials, components, equipment, supplies, services, or completed work specified herein. Any of said items not complying with these specifications are subject to rejection at the option of the participating entities. Any items rejected shall be removed from the premises of the participating entities and/or replaced at the entire expense of the successful Vendor.

Section 7: Evaluation and Acceptance

The Park District intends to select a Quoter that furnishes satisfactory evidence that it has the requisite experience, ability, resources and staffing to enable it to perform the scope of work successfully. In making the determination as to whether to select a Quoter, the Park District will consider the following factors (listed in no particular order):

- 1) Prior experience performing similar work for Park Districts.
- 2) Ability, capacity and skill to fulfill the services as specified.
- 3) References from prior or current clients.
- 4) Park District's prior experience with Quoter, if applicable.



Quotes submitted are offers only and the decision to accept or reject is a function of quality, reliability, capability, reputation, and expertise of the Quoter.

The Park District may accept the quote that is, in its judgment, the best and most favorable to the interests of the Park District and to the public; reject the low price quote; accept any item of any quote; reject any and all quotes; or waive irregularities and informalities in any quote submitted or in the request for quotes process. The waiver of any prior defect or informality shall not be considered a waiver of any future or similar defect or informality. Quoters should not rely on, or anticipate, any waivers in submitting their quotes.

Unit prices shall be shown for each unit, and shall include all associated cost related to design and editorial services. Cash discounts will not be considered in determining overall price, but may be used in the overall evaluation.

The participating entities associated with this project collectively reserve the right to reject and/or award any and all quotations or parts thereof and to waive any formalities and technicalities according to the best interests of the respective entities. Vendors shall make all investigations necessary to thoroughly inform themselves regarding the supplies and/or service to be furnished in accordance with the quotation. No plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the participating entities of the compensation to the Vendor.

ANY EXCEPTIONS NOT TAKEN BY THE VENDOR SHALL BE ASSUMED BY THE PARTICIPATING ENTITIES TO BE INCLUDED.

A contract will be awarded to the lowest responsible Vendor complying with the conditions of the contract documents only when it is in the best interest of the participating entities to accept the quotation. The participating entities associated with this project shall be the sole judge of compliance with the specifications and reserve the right to accept or reject any and/or all quotations or parts thereof.

Section 8: Other Terms

No Collusion

In submitting this Quote, the Quoter declares that the only person or party interested in the quotation as principals are those named herein, and that the quotation is made without collusion with any other person, firm or corporation.

Engagement

The Quoter further understands and agrees that if their Quote is accepted, the individual will enter into an engagement with the Park District to provide the Services with fifteen (15) days of receiving notice of the selection.



Payment

All payments for the Services will be made by the Park District in conformance with the requirements of the Local Government Prompt Payment Act (50 ILCS 505).

SPECIFICATIONS Scope of Work

The quotation shall be for a 66 page, four-color brochure containing printed information, photographs and/or graphics with soy-based ink.

The participating entities wish to enter into an agreement with one Vendor to provide the following description of brochure production and mailing services.

The brochure will be professionally designed in Adobe InDesign and sent to the printer electronically as a packaged InDesign file with fonts and graphics.

The brochure shall be created three (3) times per year (July, November, February). Additional brochures may be required.

The successful Vendor and participating entities shall determine a mutually acceptable work schedule for brochure production.

The successful Vendor will hold the prices for the contract term with additional years if mutually agreed upon. Please provide pricing for a one-year, two-year, and three-year contract.

Proof

Vendor to furnish electronic proof within two (2) business days following the receipt of the packaged InDesign files. Proof must be approved before printing. A designated Park District representative will authorize final approval of the proof within two (2) business days following receipt of the proof. A final PDF and electronic flipbook will be supplied to the Park District once final proof is approved.

Printing

Paper and printing specifications as follows:

- Quantity:** 3,800 finished brochures; imprinted on each:
"ECRWSS Residential Postal Patron, Glencoe, IL 60022"
- Pages:** 60 body pages, plus 6-page cover with folded flap (66 total pages)
- Trim Size:** 8.5" X 11"
- Stock:** Body: 70# white coated, matte finish, 10% recycled content
Cover: 80# gloss cover weight
- Press Work:** 4-color cover and throughout inside; all pages bleed



- Ink:** Soy-based ink
- Bindery:** Trim, fold, saddle stitch and package by postal routes.
- Proofs:** Revision proofs can be sent in PDF format. Included are PDFs of changes and one final set of hard copy content and contract proofs.
- Timeline:** In order to achieve a timely release for each issue, it is vital that the printing schedule follow a strict timeline and not exceed five (5) business days from the time the proof is approved, which includes printing, stitching, and delivery of the finished product to the Village of Glencoe Post Office.
- Delivery Date:** Fall (early-July); Winter (mid-November), Spring (mid-February)
Schedule to be determined annually
- Delivery Location:** Glencoe Post Office, 336 Hazel, Glencoe, IL according to mail route information supplied by printer. Must be sorted per postal regulations for saturation mail. This includes Glencoe, Hubbard Woods, and Routes 5 and 6 in Winnetka.
- The Vendor must provide the Park District with a postage statement one week in advance of delivery and the Park District will be responsible for coordinating the payment of postage expenses and will handle that expense directly with the Post Office. Remaining brochures should be delivered to the Takiff Center, 999 Green Bay Road, Glencoe, IL 60022, for subsequent delivery to the community via physical distribution at public.

*Any and all exceptions to these specifications MUST be clearly and completely indicated on the quote sheet. Attach additional pages if necessary. **NOTE TO QUOTERS:** Please be advised that any exceptions to these specifications may cause your quote to be disqualified.*



Recycled paper & Soy Ink			
Aggregate cost (3,800 per issue, 3 times/year) including delivery to post office			
	1-year contract	2-year contract <i>Renewal optional at Park District discretion</i>	3-year contract <i>Renewal optional at Park District discretion</i>
66 page brochure <ul style="list-style-type: none"> • Body: 70# white coated, matte finish • Cover: 80# gloss cover weight • 10% recycled content • Soy ink • Full color with bleeds 	\$	\$	\$
Add Four Pages (70 pages total)	\$	\$	\$
Less Four Pages (62 pages total)	\$	\$	\$
Cost of Changes to Proof			
Please list the cost per edit made to a proof:			

PLEASE SUBMIT three color samples of work similar in nature along with your bid. Bidders who do not provide three samples will not be considered.

List of three local references required. Include contact name, address and telephone number

Company Name	Address	Telephone Number
1.		
2.		
3.		

Firm Name: _____

Address: _____

Telephone Number: _____

Signature of Authorized Agent: _____