



October 21, 2016

Dear Printer:

The Oswegoland Park District is accepting bids for the combined printing of its seasonal program catalogs (2017 Summer, 2017 Fall, 2018 Winter-Spring).

The Oswegoland Park District will accept bids at the Prairie Point Center, 313 E. Washington St., Oswego, Illinois until 1:00 pm on Tuesday, November 15, 2016, with the bid opening immediately following. The proposal form shall be submitted in a sealed envelope marked "Sealed Bid: Seasonal Program Catalogs."

Please include a statement of your company's commitment to the use of environmentally friendly practices and products as relating to the printing business.

The Oswegoland Park District Board of Commissioners reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a proposal and reject the remainder. Bids shall not include Federal Excise Tax or State Sales Tax. The Park District will furnish an Exemption Certificate upon request.

If you have questions, please contact Laura Finch at (630) 554-4498, or [lfinch@oswegolandpd.org](mailto:lfinch@oswegolandpd.org).

Sincerely,

A handwritten signature in black ink, appearing to be "Laura Finch".

Laura Finch  
Marketing Manager

Encl.



## Detail Specifications

### Oswegoland Park District Seasonal Program Catalogs

**Quantity:** 24,000 finished catalogs for each printing (Summer 2017, Fall 2017, Winter-Spring 2018) Underruns are not acceptable. Overruns will be paid for to a maximum of 2% (480 copies). Overruns will be paid at 70% of the base bid per book price.

**Base Bid – Paper:**

Inside pages: 50 lb. offset white (30% recycled post-consumer preferred), at least 84 brightness factor

Cover: 80 lb. glossy (10% recycled post-consumer preferred), at least 85 brightness factor

**Number of inside pages:** Varies by season (Summer 88 pages, Fall 72 pages, Winter-Spring 88 pages)

**Catalog trim size:** 8 3/8" x 10 5/8"

**Photos:** Approximately 30 per issue, all photos packaged and placed

**Front and Back Covers:** Printed in full color on inside and outside, covers may bleed.

**Inside pages:** Printed in full color on all pages, inside pages may bleed.

**Files:** Copy of catalog (hard copy, CD, electronic file) photos, art, screens and color, delivered to the printer from the Oswegoland Park District according to the following schedule:

- Summer 2017 – April 14, 2017
- Fall 2017 – July 21, 2017
- Winter/Spring 2018 – November 17, 2017

**Proof** of the entire catalog including front and back covers to be furnished for final approval before printing. Blue line or comparable electronic file acceptable.

**Delivery:** For each printing, approximately 20,000 copies of the finished product must be tied in bundles of 25, banded with plastic straps, placed on a skid, shrink-wrapped (or boxed), and delivered to: Chicagoland Circulation Services , 23900 W Industrial Dr. S #7, Plainfield, IL 60585.

Catalogs must be delivered before 3:00 pm on the following dates:

- Summer 2017 – April 27, 2017
- Fall 2017 – August 4, 2017
- Winter/Spring 2018 – November 30, 2017

Approximately 300 copies to be image addressed, and mailed to a current mailing list supplied to the printer for each issue of the catalog. Postage indicia to be provided by the printer, postage reimbursed by the Park District.

The remaining catalogs will be delivered to the Oswegoland Park District Prairie Point Center, 313 E. Washington St., Oswego, Illinois, 60543 no later than 3:00 pm on the following dates:

- Summer 2017 – April 27, 2017
- Fall 2017 – August 4, 2017
- Winter/Spring 2018 – November 30, 2017



**Project Name: Seasonal Program Catalogs**  
(2017 Summer, 2017 Fall, 2018 Winter/Spring)

**Instructions to Bidders**

The Oswegoland Park District and Owner are one and the same. The Owner's representative, Laura Finch, for the purchase of seasonal program catalogs, can be contacted at the Oswegoland Park District, 313 E. Washington Street, Oswego, Illinois, 60543, (630) 554-4498.

The word "Printer" shall mean the party or manufacturer entering the contract for the performance of the work covered by the written specifications and catalog examples, and his/her legal representatives or authorized agents.

**Examination of Specifications**

Bidder shall thoroughly examine and be familiar with the brochure examples and the written specifications. The failure or omission of any Bidder to receive or examine any form, instrument, and acquaint himself/herself with conditions there existing shall in no way relieve any Bidder from any obligations with respect to his/her bid. By submitting a bid, the bidder agrees and warrants that he/she has examined the brochure examples and written specifications, and where the specifications require in any part of the work, that a given result be produced, that the specifications and catalog examples are adequate and the required result can be produced under the specifications and catalog examples.

Please Note: The samples enclosed are provided to give you an idea of the content and general look regarding screens, photos and copy.

**Requirements of Bidders**

The Printer bidding these products shall be actively engaged in work of the nature of the product described. He/she must be able to show that he/she has adequately furnished and delivered materials to do the work outlined in these specifications, and to perform the work within the specified time limit.

**The following information must be attached to the proposal form. Failure to do so will result in disqualification of the bidder.**

- On the attached Reference sheet, list at least five (5) buyers of similar products within the past three years, giving the name, address, telephone number, contact person and date of purchase.
- The Printer shall complete the Printer Certification form attached to the proposal form. Failure to do so may result in disqualification of the Bidder.

### Plans and Specifications

Brochure examples and written specifications may be obtained at the Oswegoland Park District Prairie Point Center, 313 E. Washington Street, Oswego, Illinois 60543 during regular business hours, 8:30 am-4:30 pm Monday through Friday.

### Proposal Form

Bidder shall use the proposal form provided, which shall be filled out completely in ink, and in duplicate, and returned in a sealed envelope marked "Sealed Bid: Seasonal Program Catalogs," addressed to the Oswegoland Park District, 313 E. Washington Street, Oswego, IL 60543. Bids shall be accepted until 1:00 pm, Tuesday, November 15, 2016, with the bid opening immediately following.

### Acceptance or rejection of bids

The Board of Park Commissioners of the Oswegoland Park District will accept or reject bids within thirty (30) days after analysis of the proposals. The Owner reserves the right to (1) reject all bids; (2) reject only certain bids which are non-conforming or non-responsive to the bid requirements; (3) accept only a portion, part or specific items of work of all bids which are separately set forth on the bid proposal form and reject others, as the Owner shall in its sole discretion determine to be in its best interests, and to award the contract to the responsible bidder submitting the lowest bid responsive to the bidding requirements. In the event of a rejection of a portion, part, or certain items of work of all bids, the bid of each bidder shall automatically be deemed reduced by the amount of such rejected part or item at the unit price or other cost designated therefore by that bidder on its submitted bid proposal form. The successful bidder so selected may not refuse to enter into a contract with the Owner on the basis that the Owner awarded a contract for less than all portions or items of the work specified in the bid documents. The Board of Park Commissioners reserves the right to waive any technicalities.



## **General Requirements**

### **Quality of materials**

All materials specified are to be new, clean, and free from defects. Where the product, material, or equipment of a particular manufacturer is specified, it is intended that the proposal submitted by the Printer include that particular product, material, or equipment.

Should the Printer wish to substitute the product, material, or equipment of like quality of other manufacturer as equal, he/she shall obtain approval from the Owner no less than five (5) working days before bids are due. The Owner will then notify the other bidders of the item approved.

Should the Printer wish to use any product, material, or equipment not approved as equal, he/she is privileged to submit not more than two alternate/substitution proposals on any one item, listing the difference, if any, that will be made in his/her estimate should such substitution be accepted. Written specifications and installation drawings shall be included on all alternates/substitutions.

All other materials, not specifically described but required for a complete and proper installation, shall be as selected by the Printer subject to the approval of the Owner.

Any questions shall be directed to the Owner's Representative, no less than five (5) working days before bids are due.

### **Completion/Delivery Date**

It is hereby understood and mutually agreed by and between the Printer and the Owner that the delivery date is the latest date to supply the product, material or equipment as specified in the Contract. If the Printer shall neglect, fail, or refuse to deliver the specified product, material or equipment within the time specified in the Contract or any proper extension thereof granted by the Owner, it in no way relieves the Printer of his responsibility to complete the work at no additional cost to the Owner. Liquidated damages for late delivery will be assessed at two percent (2%) of the bid price for each 24 hour or fraction thereof period that elapses after the delivery date.

The Owner shall not be charged any excess cost to the accepted base bid under any circumstances.

Project: Seasonal Program Catalogs (2017 Summer, 2017 Fall, 2018 Winter/Spring)

Bid Due Date: November 15, 2016 at 1:00 pm

Starting Date: Upon approval by the Park District Board of Commissioners, and letter of acceptance from the Park District

Terms: The Oswegoland Park District will supply copy, photos, and line art on CD or electronic files by the following dates:

- 2017 Summer Catalog                      April 14, 2017
- 2017 Fall Catalog                              July 21, 2017
- 2018 Winter/Spring Catalog              November 17, 2017

Payment

Payment will be made in full after delivery of the product, material or equipment with Owner's final acceptance. Payment of invoices received by the Oswegoland Park District's Finance Office by the 1<sup>st</sup> of every month will be mailed out the third Friday of every month.

Guarantee/Warranty

The Printer shall include copies of all manufacturers' guarantees/warranties applicable to the product, material or equipment as specified in the contract.



**Proposal to the Oswegoland Park District  
For the Printing of Seasonal Program Catalogs**

The undersigned Bidder agrees that should this proposal be accepted by the Owner, the Bidder will enter into a contract with the Oswegoland Park District to furnish and deliver all materials, tools and equipment, and perform all work necessary for the Oswegoland Park District to complete the construction of all items detailed in the written specifications for amounts set forth as follows:

**Base Bid Proposal for three (3) Seasonal Program Catalogs**

Cover Pages: four (4) colors ink, full bleed on 80# gloss white, at least 85 brightness factor

Inside Pages: four (4) colors ink, full bleed on 50# offset white, at least 84 brightness factor

Season	Pages	Cost
Summer 2017	88 plus cover	\$
Fall 2017	72 plus cover	\$
Winter/Spring 2018	88 plus cover	\$
Grand Total for all three (3) Catalogs		\$

Final Catalog Trim Size: \_\_\_\_\_

**Optional/Additional Costs for Seasonal Program Catalogs**

	Cost
Cost for each additional 1000 brochures ordered	\$
Cost for additional four (4) pages	\$
Cost for additional eight (8) pages	\$

Charge for corrections to blue line proof: \$ \_\_\_\_\_

Other charge (please specify): \$ \_\_\_\_\_

The Bidder further certifies that the official name or title and the business address of the Bidder to be considered as the maker of this proposal is as follows: (Please type or print in ink)

Name of Bidder \_\_\_\_\_

Address of Bidder \_\_\_\_\_

City and State \_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



## References

List at least 5 buyers of similar products within the past three years, giving the name, address, contact person, phone number, and date of service/purchase.

Business \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Service Provided \_\_\_\_\_ Date of service \_\_\_\_\_

Business \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Service Provided \_\_\_\_\_ Date of service \_\_\_\_\_

Business \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Service Provided \_\_\_\_\_ Date of service \_\_\_\_\_

Business \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Service Provided \_\_\_\_\_ Date of service \_\_\_\_\_

Business \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Service Provided \_\_\_\_\_ Date of service \_\_\_\_\_





### **Printer Certification**

Printer certifies that no owner, shareholder, officer, director or employee of the Printer is related by blood or marriage to any Park Commissioner, officer, or employee of the Oswegoland Park District except as listed below:

Pursuant to Illinois Act 85-1295, effective January 1, 1989, the undersigned certifies that he/she is a duly authorized agent of the Printer submitting the attached bid to the Oswegoland Park District, and that said Printer is not barred from bidding on this public contract as a result of a violation of either Section 33E-3 or 33E-4 of said Act.

Failure to (1) execute said certification, or (2) to list all information requested above, or (3) to make a truthful certification may result in disqualification of bidder or, if the Printer has been awarded the contract, cancellation of said contract at any time and such other and additional remedies at law and/or in equity as the Park District may have against the Printer caused by such unexecuted, incomplete or false certification.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

By \_\_\_\_\_

Title \_\_\_\_\_

Address \_\_\_\_\_

Subscribed & Sworn to before me

This \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

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