

WHEELING PARK DISTRICT
2011 SEASONAL PROGRAM BROCHURE
PRINT BID PACKAGE

Bids due by 10:00 a.m., November 11, 2010.

October 29, 2010

Dear Bidder:

Enclosed are all the plans, specifications, and bidding materials to furnish the Print Bid.

All pertinent information is included in the plans and specifications. Bidders are responsible for familiarizing themselves with all requirements for conducting business with the Wheeling Park District and all conditions of the bid documents contained herewith.

I look forward to receiving your bid proposal and working together with you on this project.

If you have further questions, please call me at (847) 465-7673.

Sincerely,

Kim Harris
Superintendent of Recreation Services

INVITATION TO BID

Notice is hereby given that sealed proposals will be received until the hour of **10:00 a.m. Thursday, November 11, 2010**, in the office of the Wheeling Park District, 333 W. Dundee Road, Wheeling, Illinois, for supplying the **Print Bid** in accordance with instructions to bidders and specifications as attached. Bids submitted after the closing time will be returned unopened. No oral, telephone, fax, or email proposals or modifications will be considered.

Bids will be opened at **10:00 a.m., Thursday, November 11, 2010**, at which time and place the names of the bidding parties and their bid prices will be publicly read.

Bidders are required to use the proposal form supplied with the specifications. All proposals must be enclosed in a sealed envelope marked on the outside **PRINT BID**, and addressed to: **Wheeling Park District, 333 W. Dundee Road, Wheeling, Illinois 60090.**

Proposals shall be submitted on the attached Quotation Form and returned in a sealed envelope. No bidder may withdraw his or her proposal after the hour set for the opening thereof, or before the award of the contract, unless said award is delayed for a period exceeding thirty (30) calendar days.

The Wheeling Park District may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful Bidder against the Wheeling Park District.

By order of the Board of Park Commissioners of the Wheeling Park District, Cook and Lake County, Illinois.

Dated this 29th day of October 2010.

WHEELING PARK DISTRICT
INSTRUCTIONS TO BIDDERS

Tentative Board Approval: **November 16, 2010**

Tentative Contract Awarded: **November 17, 2010**

Commencement of Work: Upon receiving notice, the successful bidder shall immediately place an order for the specified equipment. The successful bidder shall provide the Wheeling Park District with a written confirmation and agreement, within two (2) business days, stating all pertinent information including delivery date.

1. Contract Documents

The Notice to Bidders, the Instructions to Bidders, Specifications, the Supplied Proposal Form, required Bid Certification Form, three printing projects or brochures, and the accepted Bid Sheet comprise the Contract Documents. Copies of these documents can be obtained in person from the office of the Wheeling Park District, 333 W. Dundee Road, Wheeling, IL 60090 – free of charge.

2. Explanation to Bidders

Any explanation desired by a bidder regarding the meaning or interpretation of the invitation for bids, specifications, etc. must be reached in writing with sufficient time allowed for a reply to reach bidders before the submission of their bids.

Any interpretation made will be in the form of an amendment of the invitation for bids, specifications, etc., and will be furnished to all prospective bidders. Its receipt by the bidder must be acknowledged in the space provided on the Bid Form or by letter or telegram received before the time set for opening of bids. Oral explanations or instructions given before the award of the contract will not be binding.

3. Preparation and Submission of Bids

Before submitting proposal, each bidder shall examine carefully all documents pertaining to the purchase.

Submission of bid will be considered presumptive evidence that the Bidder is conversant with the requirements of the documents and of pertinent State and Local Codes, State of Labor and Material Markets, and has made due allowance in the bid for all contingencies. Include in bid all costs of labor, material, equipment, delivery, allowances, fees, guarantees, applicable taxes (sales tax does not apply), insurance and contingencies, with overhead and profit necessary to produce a completed project (purchase/sale), or to complete those portions of the work covered by the specification on which proposal is made, including all trades, without further cost to the Owner.

No compensation will be allowed by reason of any difficulties which the Bidder could have discovered or reasonably prior to bidding.

All proposals must be made upon the Proposal Form furnished by the Owner attached hereto and should give the amounts bid for work, in numbers, and must be signed and acknowledged by contractor. In order to ensure consideration, the Proposal should be enclosed in an envelope marked "Print Bid" to be received until 10:00 a.m., Thursday, November 11, 2010, showing the return address of the sender and addressed to: Wheeling Park District, 333 W. Dundee Road, Wheeling, IL 60090. Bids must be sealed, marked, and addressed as directed above. Failure to do so may result in a premature opening of, or a failure to open, such bid.

The proposal submitted must not contain erasures, inter-lineations, or other corrections unless each correction is suitably authenticated by affixing in the margin immediately opposite the correction the surname or surnames of the person or persons signing the bid.

Modifications of bids already submitted will be considered if received at the office designated in the invitation for bids by the time set for opening of bids. Telegraphic modifications will be considered, but should not reveal the amount of the original or reversed bid. Unless called for, alternate bids will not be considered.

4. Prices

The prices are to include the furnishings of all labor, materials, equipment, tools, delivery, insurance, bonds, warranties, and all other facilities, and the performance of all labor and services necessary for the proper completion of the purchase or sale or lease except as may be otherwise expressly provided in the Contract Documents.

The bid prices shall include all applicable fees, charges, and taxes. The Wheeling Park District is sales tax exempt and will provide necessary documentation at the time of sale.

5. Time Schedule

The timely execution of any project is extremely important. As timing of delivery of this equipment could have an impact on our maintenance schedule, we have established a specific deliver date. It is the responsibility of the Bidder to verify all delivery times with the appropriate manufacturers and notify the Owner with an attachment to the Bid Proposal.

If your company produces any mistakes, you must correct the award free of charge within 48 hours. If the mistake is not corrected by 48 hours, a penalty fee of 1-½ times the price will be paid to the Wheeling Park District.

6. Late Bids and Modifications or Withdrawals

Bids and modifications or withdrawals thereof received at the office designated in the invitations for bids after the exact time set for opening of bids will not be considered.

7. Withdrawal of Bids

Bids may be withdrawn by written or telegraphic request received from bidders prior to the time set for opening of bids.

8. Public Opening of Bids

Bids will be publicly opened at the time set for opening in the invitation for bids. Their content will be made public for the information of bidders and others interested, who may be present either in person or by representative.

9. Award of Contract

Award of contract will be made to lowest responsible bidder, as determined by the Board of Commissioners of the Wheeling Park District, whose bid conforms to the invitation for bid.

The Board of Park Commissioners may reject any or all of the bids on any basis and without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any unsuccessful bidder against the Wheeling Park District.

10. Insurance

The accepted bidder shall provide copies of all applicable Product Liability Insurance Policies or certificates therefore, within ten (10) calendar days of the Contract Award and prior to delivery of the equipment.

11. Postponement of Delivery for Opening Proposals

The Park District reserves the right to postpone the date of presentation and opening of proposals and will give notice of any such postponement to each interested party.

Print Bid Specifications - Wheeling Park District 2011 Program Brochures

- Product:** Seasonal Program Brochure. Bid request for a one-time contract of three brochures.
- Quantity:** 19,000 program guides three times per yr. (Winter/Spring, Summer, Fall).
- Color:** Cover - 4-color process with full bleed. Photos (placed in electronic file, but printer responsible for all trapping). Inside covers and body pages - 2/2 (black + 1 PMS color of our choice) with bleed. 10%-50% tint screening in electronic Mac/Quark files / Adobe InDesign.
- Final Size:** **Portrait-format**, 8-1/2 inches wide by 11 inches tall (printer to advise optimal trim size per his/her press) Web or sheet fed with bleeds cover and body pages. Offset cover, and web body is acceptable if cost efficient, and quality is maintained.
- Pages:** 56 body pages + 4 page cover. May vary in 4 or 8 page increments per printer's signatures - one (1) step either way. Minimum 56 pages, maximum 68 pages, provide cost for additional signatures.
- Stock:** Cover - 80# white gloss cover, 60# offset body. Example: Carolina CIS cover or equivalent, 60# Accent offset body or equivalent. (See recycled stock options as an alternate bid item.)
- Separations:** 4/C Matchproof or digital proof for cover. Printer will be responsible for trapping, and separations.
- Preparation:** Hi-Res pdf output with registration mark and bleed can be provided for upload with 4-color front and back cover and 2C (pms and black) for all inside pages. Files can be furnished on disk/CD Mac QuarkXPress 6.0, support files Photoshop 8.0 and Illustrator 10/CS3. Publication will include 15-25 photos (b/w halftones). Photos will be pre-scanned, high-res and provided on disk. If CD output is preferred, pick up from the Wheeling Park District location must be provided.
- Proofs:** Printer must provide proof for the body of brochure, and color proofs of cover, to be approved by Wheeling Park District before printing. Digital proof output (or digital print) is acceptable. Printer takes responsibility for matching furnished file and color laser output to printer's proof output and/or printing.
- Bindery:** Trimmed, folded, 2-staple/saddle-stitch on left/short edge.
- Mailing:** Of the total press run, approximately 19,000 will be sorted into postal routes (Wheeling & a portion of Prospect Hts.), **bundled by the printer** according to postal regulations, and delivered to the Wheeling Post Office, 250 W. Dundee Road, in mail tubs and sacks as required. In addition, the printer is responsible for contacting the Park District two (2) days prior to delivery of the program guide to the Post Office to inform them of the postage costs so that the funds can be given to the Post Office. Printer must comply with scheduled delivery to the Post Office. The remaining brochures will be delivered to the loading dock of the Community Recreation Center, 333 W. Dundee Road, Wheeling, IL.
- Schedule:** Printer must comply with printing schedule deadlines, including a turnaround time of 11 working days from disk to print delivery. We will confirm our schedule each issue with the printer as changes occur. Deadlines must be adhered to and communication with the Park District and our design house is of the utmost importance.
- Misc.:** Printer will provide free pick up and delivery service as needed by the Wheeling Park District. Printer will be available to come to the Community Recreation Center if necessary to discuss design/prepress technical specifications, color choice, or other concerns. Our design house will give the printer a test file for his/her no-charge preliminary preflight check prior to release of first issue. Stock sample dummy is required prior to final approval of bid.

Questions about these specifications may be directed to Kim Harris at (847) 465-7673.

BID FORM
WHEELING PARK DISTRICT, 333 W. DUNDEE ROAD, WHEELING, ILLINOIS 60090
(847) 465-3333

Sealed bids will be received by the Wheeling Park District until 10:00 a.m. on Thursday, November 11, 2010, and then publicly opened for the furnishing of the following services to be executed in accordance with the following instructions:

Project Description: Printing of Three Seasonal Program Guides

BASE PRICE per issue, including ALL items on **specification sheet**:

Qty. 19,000 _____ Cost for additional 1,000 _____

Body 56 - 64 pages, (60 average) plus 4 page cover each issue.

SUBTOTAL, base price times 3 issues (19,000 per issue):

Subtract early payment discount if any: _____

TOTAL ANNUAL BID (for 3 issues): _____

Alternate Items

Body may vary in increments per printer signature. Minimum body 56 pages, maximum 64 pages. Provide cost for additional signatures plus cover.

1. Cover: 4 pages 80# cover, C2S 4/4 with bleed. *Qty.* 19,000 _____
Cost for add'l 1,000 _____

SUBTOTAL, base price times 3 _____

SUBTOTAL, base price times 3 (additional 1,000) _____

2. Body 60# offset, 30% post consumer recycled stock 2/2 with bleed.
Cover 80# CIS 4/2 with full bleed. *Qty.* 19,000 _____
Cost for add'l 1,000 _____

SUBTOTAL, base price times 3 _____

SUBTOTAL, base price times 3 (additional 1,000) _____

3. Body 70# offset, 30% post consumer recycled stock 2/2 with bleed.
Cover 80# CIS 4/2 with full bleed. *Qty.* 19,000 _____
Cost for add'l 1,000 _____

SUBTOTAL, base price times 3 _____

SUBTOTAL, base price times 3 (additional 1,000) _____

Subtract early payment discount if any: _____

FORM 1 – BID

I, _____ (Officer), having been first duly sworn on oath, do depose and state that I presently reside at _____ (Address), and that I am the duly authorized principal, officer or agent of _____ (Name of Contractor) and do hereby certify to Wheeling Park District, its Commissioners, officers, and employees that neither I nor _____ (Name of Contractor) are barred from bidding on the contract for which this bid is submitted, as a result of violation of either Section 33E-3 (“Bid-rigging”) or Section 33E-4 (“Bid-rotating”) of Article 33E of the Criminal Code of 1961 of the State of Illinois approved July 28, 1961, as amended.

On behalf of Contractor

Subscribed and sworn to before me
this _____ day of _____,

-Notary Public-

My Commission Expires: _____

WHEELING PARK DISTRICT
Wheeling, Illinois

FORM OF PROPOSAL

Proposal of _____,

Hereinafter called the "BIDDER", (a)/(an) _____,
(Corporation, Partnership, Individual)

doing business as _____,

To Wheeling Park District, hereinafter called the "OWNER."

The Bidder, in response to your advertisement for bids for Print Bid and delivery, having examined the Specifications and other Documents and being familiar with all of the conditions surrounding the proposed work (purchase) including availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies and to construct the project in accordance with the Contract Document, within the time set forth therein and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents of which this proposal is a part.

Bidders agree to provide all information described in the Specifications for the sum of:

_____ (in writing)
(Dollars)

In submitting this bid, it is understood that the right is reserved by the Owner to reject any and all bids and it is agreed that this bid may not be withdrawn during the period of days in the Contract Documents.

The Bidder hereby certifies:

- A. That this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization, or corporation.
- B. That he/she has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid.
- C. That he/she has not solicited or induced any person, firm, or corporation to refrain from bidding.
- D. That he/she has not sought by collusion or otherwise to obtain for him/her any advantage over any other bidder or over the "Owner."
- E. That he/she is in compliance with the Criminal Code Act of 1961, Article 33E-11, Public Contracts, and Public Act 85-1295.
- F. That all materials, methods, and workmanship shall conform to the drawings, specifications, manufacture's standards and specifications, and all applicable Codes and Standards.

WHEELING PARK DISTRICT

FIRM NAME _____

BY: _____
(Sign and Date)

ADDRESS _____

BY: _____
(Sign and Date)

PHONE _____

BY: _____
(Sign and Date)

THIS FORM MUST BE RETURNED WITH THE BID PACKAGE

REFERENCES:

List three clients for reference checks. Bidder must have completed work of a similar nature for these clients within the last two years. If you have printed program guides or other related projects for park districts or other companies, please provide samples.

	COMPANY NAME	CONTACT	PHONE
(1.)	_____	_____	_____
(2.)	_____	_____	_____
(3.)	_____	_____	_____

In compliance with the invitation to bid, and subject to all conditions thereof, the undersigned offers, and agrees, if this bid be accepted within thirty days from the date of the opening, to furnish any of the services quoted, at the price set.

Date: _____

NAME OF BIDDER _____

ADDRESS _____

PHONE NUMBER _____

Authorized Signature

Name and Title