

**SEASONAL BROCHURE PRINTING AND MAILING PREPARATION SERVICES
INVITATION TO BID**



SUBMISSION DEADLINE:

Proposals will be received until
11 a.m., Monday, September 23, 2019
at which time and place all bids will be publicly read.

LOCATION:

Glenview Park District
1930 Prairie Street
Glenview, IL 60025

PREPARED BY:

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www.glenviewparks.org

**LEGAL NOTICE
GLENVIEW PARK DISTRICT
COOK COUNTY, ILLINOIS**

NOTICE OF BIDDING

Notice is hereby given that sealed proposals will be received by the Board of Park Commissioners of the Glenview Park District, Glenview, Illinois for the **Seasonal Brochure Printing and Mailing Preparation Services** in accordance with instructions to bidders and specifications. Scope of work includes printing, mail preparation services and delivery to the Glenview Post Office of the Park District's quarterly seasonal brochure series and the Summer Camp Brochure, for a three year term, with the option to renew for subsequent cycles.

Proposals will be received until **11 a.m., Monday, September 23, 2019 at the Glenview Park District, 1930 Prairie Street, Glenview, IL 60025**, at which time and place all bids will be publicly read. Bids received after closing time will be returned unopened. The public opening is for information only, and is not to be construed as acceptance or rejection of any bid. Award to the successful bidder will be made within sixty (60) days.

The successful bidder will be required to comply with all laws, statutes, regulations, ordinances, rulings, or enactments of any governmental authority which are applicable to the work or the project.

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, **"SEALED BID: Seasonal Brochure Printing and Mailing Preparation Services."** A PDF version of the bid package can be obtained by emailing elizabeth.makelim@glenviewparks.org.

Proposals should be addressed to:

**Elizabeth Makelim
Glenview Park District
1930 Prairie Street
Glenview, IL 60025**

The Board of Park Commissioners of the Glenview Park District, Cook County, Illinois, reserves the right to reject any or all bids, or any part thereof, and to accept the bids deemed to be in the best interests of the Glenview Park District.

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

Dated this 5th day of September, 2019.

Michael D. McCarty
Secretary/Executive Director

Publication Date: September 5, 2019

1. Bidding Requirements and Instructions

1.1 OBJECTIVE

The Glenview Park District is accepting bid proposals for the printing, mail preparation services and delivery to the Glenview Post Office of the Park District's quarterly seasonal brochure series and the Summer Camp Brochure, for a three year term, with the option to renew for subsequent cycles.

1.2 BID PACKET CONTENTS

The following information is included with your Bid Packet:

- Bidding Requirements and Instructions
- Interpretation or Correction of Bid Invitation
- Overview
- Terms and Conditions of Bids
- Technical Specifications, Components 1-4
- Bid Worksheets, Components 1-4
- Authorized Signature Form
- References Sheet

Please read through all the material carefully and direct any questions to the Contact Person indicated on the cover letter. All figures must be presented in a legible manner on the Bid Notice in order to be considered. Information from any other source or in any other format will be considered supplemental and not part of the bid.

1.3 DEFINITION OF TERMS

Throughout this bid document, the following terms shall be used:

- Bidder:** Any individual, firm, company or corporation submitting a sealed proposal as a bid on the designated item(s) or project.
- Contractor:** Any individual, firm, company or corporation whose bid is accepted by the Glenview Park District for the item(s) or project.
- Park District:** The Glenview Park District of Cook County, Illinois.

1.4 REQUIREMENTS OF BIDDERS

Any and all costs incurred in preparation of this bid are considered incidental to the bid and are the responsibility of the Bidder. The following items must be completed and two (2) copies are **required** as part of the Bid submission:

- A statement of past performance, qualifications and general experience;
- A list of three references, with company names, contact names and phone numbers, for which the bidder has completed work of a similar nature, as well as one work sample from each reference;
- Bid Forms containing all figures and totals; and
- Bids must be submitted in a sealed envelope with the following information on the face:

"SEALED BID: Seasonal Brochure Printing and Mailing Preparation Services."

1.5 BID SUBMITTAL DATE/BID OPENING DATE

Sealed bid documents will be received until **11 a.m., Monday, September 23, 2019 at the Glenview Park District, 1930 Prairie Street, Glenview, IL 60025**, at which time and place all bids will be publicly read. All proposals must be signed, in ink, by the proper officer of the firm bidding.

Any bids received after the time indicated will not be considered and will be returned unopened to the bidder.

2. Interpretation or Correction of Bid Invitation

Bidders are to promptly notify the Park District of any ambiguity, inconsistency or error(s) which they may discover upon examination of this Bid Invitation. Interpretations, corrections and changes to the Bid Invitation will be made via written addendum and sent to all plan holders. Receipt of any and all addenda must be acknowledged by the Bidder at the time of issue. Any interpretations, corrections or changes that are made in any other manner are not binding. Failure of the Bidder to request clarification constitutes a waiver to later claim that an ambiguity or misunderstanding resulted in an improper bid.

3. Overview

3.1 ABOUT THE GLENVIEW PARK DISTRICT

The Glenview Park District is located in northern Cook County. The Park District encompasses an area of approximately 17 square miles and serves 56,000 residents in the communities of Glenview and Golf, and portions of other villages and unincorporated areas.

The Park District has 26 community and neighborhood parks. Recreational facilities include: two golf courses, an indoor tennis club, paddle tennis courts, an indoor ice arena, two outdoor pools, three museums/nature preserves, and a community center consisting of a fitness center, running track, and other amenities. The Park District offers a wide variety of programming interests including athletics, visual and performing arts, technology, cooking and more. The Park District serves all age groups and provides a wide variety of products including memberships, merchandise, facility rentals and events.

3.2 PROJECT DESCRIPTION & SCOPE

The Glenview Park District currently produces a series of five brochures on a yearly basis: four quarterly brochures that are between 84-98 interior pages (black + 1 spot color) with a six-page color cover, and one 4/c camp brochure. Over the course of the next year, the Park District will be transitioning to a 4/c design for all four quarterly brochures. The winning bid must include the cost of printing (1) the seasonal brochure as it is currently designed; (2) the camp brochure; (3) the future 4/c seasonal brochure design; and (4) the cost of mail preparation, including sorting, bundling according to postal regulations and delivery of brochures to the Glenview Post Office.

3.3 PROJECT TERM

The Park District believes in developing strong relationships with its vendors and recognizes that this can be achieved through multi-year contracts with benefits to both parties. The term of the contract will be for three years and include the production of five brochures per year, for a total of 15 brochures, with the option to renegotiate and renew the terms at the end of the three-year period, provided both parties are in agreement with the terms.

4. Terms and Conditions of Bids

4.1 ACCEPTANCE OR REJECTION OF BIDS

The Glenview Park District Board of Commissioners reserves the right to accept or reject any or all bids, to combine or separate any section, to waive irregularities in a bid and to accept the bid that in its judgment is in the best interest of the Glenview Park District. The Park District has the right to accept any alternates in any order or combination and to determine the best bid on the basis of the sum of the Base Bid and the Alternates accepted. Overall cost is a major consideration in awarding the bid, however the quality of the

product or service, references, customer service, delivery time and any applicable past experience will also be considered. No bid will be considered unless the entity providing the bid can furnish evidence satisfactory to the Park District that they have the necessary facilities, abilities, experience, equipment and the financial and physical resources available to fulfill the conditions of the bid and execute the Work should they be awarded the Work. The Work will be awarded to the lowest responsible Bidder. In determining the responsibility of any bidder, the Park District may also consider the Bidder's financial responsibility, past transactions between the Bidder and other entities, experience, ability to work cooperatively with the Park District, its staff and consultants, adequacy of equipment, ability to complete performance within given time constraints and any other pertinent considerations such as, but not limited to, reliability, reputation, competency, skill, efficiency, facilities and resources. Bids will be considered from all Bidders who meet the criteria, regardless of their location of business. Preference will be giving to local and regional Bidders within a 50-mile radius of the Glenview Park District. The bid will be awarded in the Park District's best interest based on these and other legally allowable considerations. The Park District and its representatives and agents may make any investigations deemed necessary to determine the ability of the Bidder to perform the Work. The Bidder shall furnish any information and data requested by the Park District for this purpose.

4.2 STATEMENT OF PAST PERFORMANCE, REFERENCES AND SAMPLES

To assist the Park District in determining the scope or variety of program brochures and fliers and/or the printing capability, Bidder must provide:

- For the Statement of Past Performance, provide a narrative of between 250-500 words describing the successful handling of similar project(s), which may include a description of the working relationship, the ability to meet timelines, awards received, problems encountered and corrective actions taken and innovative solutions provided.
- Three commercial or municipal references (including the company names, contact names and phone numbers) for which the Bidder has performed work of a similar nature and scope as described by the bid documents and one work sample from each reference. *Bids from print brokers will not be accepted.*

4.3 BID DATE EXTENSION

If less than three (3) sealed bids are received by the specified opening date and time, the Park District reserves the right to extend the bid opening date by two weeks for the purpose of contacting vendors to solicit additional bids. Vendors submitting a sealed bid by the original opening date will be given the option of having their original bid held for the new opening or submitting a new bid.

4.4 PREVAILING WAGE RATES

A wage determination is made annually by the Board of Park Commissioners, Glenview Park District, Glenview, Illinois in accordance with Sections 39S-1 through 39S-12, Chapter 48 of the Illinois Revised Statutes {1981} with reference to prevailing rates of wages. The Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq. (the Act) requires contractors and subcontractors to pay laborers, workers and mechanics performing services on public works projects no less than the prevailing rate of wages (hourly cash wages plus fringe benefits) in the county where the work is performed. All contracts entered into for the proposed work shall be drawn in compliance with said Statute and all bids should be prepared accordingly. Bidders and Contractors rendering services under this contract must comply with all requirements of the Act, including but not limited to all wage, notice and record keeping duties and are responsible for determining the applicable prevailing wage rates at the time of bid submission and performance of the work. Failure of a bidder/contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents and Illinois law. Revisions of the Prevailing Wage Rates are made periodically by the Illinois Department of Labor. As required by the Prevailing Wage Act, any and all such revisions supersede the Glenview Park District's June determination. A Schedule of Wages as determined by the Illinois

Department of labor is available on their web site: <https://www.illinois.gov/idol/Laws-Rules/CONMED/Pages/prevaling-wage-rates.aspx>.

4.5 TAXES

This work is being done under the auspices of the Glenview Park District and therefore, is exempt from sales taxes. The bid will not include any costs for these taxes. The Park District's tax exempt number will be provided to the bidder upon award of the contract.

4.6 DELIVERY CHARGES

All bid pricing should include any and all shipping and delivery charges. These charges shall be freight (F.O.B.) to the Glenview Park District at the location designated in the call for bids. Any variation from the advertised terms should be clearly stated in the Vendor's bid. All risk of loss prior to Delivery and Acceptance by the Glenview Park District shall be borne by the Vendor/Contractor.

4.7 PAYMENT TERMS and PROCEDURES

The Glenview Park District is subject to 50 ILCS 505 Local Government Prompt Payment Act. If required, the Park District will issue a Purchase Order for all goods and services stipulated under this contract. The Contractor will invoice the Park District for services rendered by providing an itemized list for each seasonal brochure. The Park District will process all requests for payment upon receipt and in accordance with Illinois law. The Park District will only pay for items ordered and delivered upon receipt of the items. No advance payment or down payments will be made.

4.8 INSURANCE, BONDS AND LICENSES

The Glenview Park District requires a Certificate of Insurance (COI) that meets or exceeds the requirements as stated in the Insurance Requirements document, from all Vendors/Contractors that are on Park District property or in Park District facilities in the course of performing work for the District. Any and all costs associated with providing the required insurance, endorsements and waivers and any required bonds or licenses necessary in the performance of the work under this contract shall be included in the bid pricing. No work shall commence prior to the submission of all insurance, bonds or required license documentation.

4.9 INDEMNIFICATION

The Contractor shall indemnify and save harmless the Glenview Park District from and against any and all claims, costs, damage and demands resulting from injuries or death or damage to property alleged to have arisen as a result of or connected with the performance of work under the agreement by the Contractor or his subcontractor. The contractor shall defend the Glenview Park District against any actions based thereon and shall pay all fees of attorneys and all costs and other expenses arising therefrom.

4.10 CHANGE ORDERS

Any and all authorized additions, deductions and/or deletions to any section or portion of the Work, and/or alterations in the timing or delivery of the work shall be duly recorded on a written Change Order executed by the Executive Director or his designated representative at the level of Superintendent.

4.11 CONTRACT EXTENSION

The Park District reserves the right to extend the contract period for up to two (2) additional twelve (12) month terms. Written notice of the Park District's intent to renew the contract or allow the contract to expire will be sent to the Contractor within thirty (30) days of the expiration date. The Park District will provide anticipated delivery deadlines for the coming term at the time of renewal notification.

4.12 CONTRACT TERMINATION

The Glenview Park District reserves the right to terminate the contract if any section of the performance specification is not met. The Park District will notify the Contractor of any issues of non-compliance. The Contractor will have 5 business days to respond to and resolve issues to the satisfaction of the Park District before the contract is terminated. Any such termination will be issued to the Contractor in writing.

4.13 PERFORMANCE

Timely printing and delivery of brochures that meet these specifications are essential to this contract. The Glenview Park District will suffer irreparable harm in the form of lost registration fee revenue, public credibility and goodwill if the Brochures are not delivered on the dates specified by the Park District. The exact amount of such damage cannot be ascertained. Accordingly, this contract will include liquidated damages in the amount of five hundred dollars (\$500.00) or a pro-rated portion thereof for each and every 24 hour period beginning at 4:00 P.M. on the specified delivery date, up until the time all Brochures are delivered as specified. Liquidated damages will not be applied if the delay is caused solely by the Park District. Any delay caused by the Park District will be acknowledged as such, in writing with an appropriate time extension. The exercise by the Park District of its rights under these specifications shall not constitute a Park District caused delay within the meaning of this paragraph and therefore would not entitle the Contractor to any extension of time or additional compensation.

By submitting a bid, the Contractor acknowledges all requirements of these specifications and agrees to enter into a contract with the Glenview Park District. Further, the Contractor shall be deemed to have agreed that the amount of liquidated damages is reasonable and fair in the event that the Contractor fails to print and/or deliver the Brochures in a timely manner as herein specified.

4.14 PAGES TO BE COMPLETED AT THE TIME AN AGREEMENT IS EXECUTED BY THE PARK DISTRICT AND THE SUCCESSFUL BIDDER:

The successful Bidder shall provide the following at such time as is provided herein, in order for the agreement to be considered valid by the District:

- Certificate of Compliance Form
- Prevailing Wage Affidavit Form
- Drug Free Work Place Act Compliance Sheet
- Substance Abuse Prevention Program Certification
- Performance and Payment Bond
- Verification of Insurance - Certificate of Insurance provided identifying the District as an Additional named insured.
- District/Contractor Agreement as prepared by District's counsel

COMPONENT #1: FOUR SEASONAL PROGRAM BROCHURES TECHNICAL SPECIFICATIONS

Printing of between one and four seasonal program brochures with the following specifications:

PRINT QUANTITY

24,500 per season

The park district will not assume the cost of any overruns of the ordered number of brochures.

PAPER STOCK

Cover: 100# gloss enamel text.

Interior: 60# white recycled enamel text.

- Paper must be FSC (Forest Stewardship Council) certified paper and free of chlorine bleaching in its manufacturing.
- For each paper stock sample submitted, please provide
 - manufacturer's name and grade name
 - opacity and brightness ratings
 - percentage of post-consumer recycled content (a minimum of 10% is required)

MATERIAL PREPARATION & FILE DELIVERY

Base bid should be calculated for a six-page 4/c cover supplied as an Illustrator file and an 84-page 2/c body, supplied as an InDesign or Illustrator file. Layout will be uploaded to printer's FTP site.

PRESS WORK

Six-Page Cover: Four color process. Front cover folds into itself.

Body: Two color (black and one PMS color)

Bleeds on cover and all interior pages

Minimum output of 150 lpi

Printers that use press web offset or commercial sheet fed printing are the only printing processes acceptable. Newspaper web offset is not acceptable.

FINAL SIZE

8 3/8" x 10 7/8"

Bidder may recommend slight variations to this size if it will result in cost savings

BINDING AND FINISHING

Trim, fold and 2-staple saddle-stitch on left/long edge.

PROOFS

Printer must provide proof for the body of brochure, and color proofs of cover, to be approved by the Glenview Park District before printing. Digital proof output (or digital print) is acceptable for the body of the brochure. A true color match is required for the cover. Printer takes responsibility for matching furnished file and color laser output to printer's proof output and/or printing.

BASE PRICE

Bid quote for Component #1 must include cover, body, all electronic work flow costs, reversal, bleeds, screens, trapping, cutting, collating, proofs, binding and final delivery to Post Office and Park District.

COMPONENT #2: SUMMER CAMP BROCHURE TECHNICAL SPECIFICATIONS

Printing of summer camp brochure with the following specifications:

PRINT QUANTITY

24,500

The Park District will not assume the cost of any overruns of the ordered number of brochures.

PAPER STOCK

Cover: 100# gloss enamel text.

Interior: 80# white recycled matte text.

- Paper must be FSC (Forest Stewardship Council) certified paper and free of chlorine bleaching in its manufacturing.
- For each paper stock sample submitted, please provide
 - manufacturer's name and grade name
 - opacity and brightness ratings
 - percentage of post-consumer recycled content (a minimum of 10% is required)

MATERIAL PREPARATION & FILE DELIVERY

Base bid should be calculated for a four-page 4/c cover supplied as an Illustrator file and a 32-page 4/c body, supplied as an InDesign or Illustrator file. Layout will be uploaded to printer's FTP site.

PRESS WORK

Four color process throughout.

Bleeds on cover and all interior pages.

Minimum output of 150 lpi.

Printers that use press web offset or commercial sheet fed printing are the only printing processes acceptable. Newspaper web offset is not acceptable.

FINAL SIZE

8" x 10"

Bidder may recommend slight variations to this size if it will result in cost savings

BINDING AND FINISHING

Trim, fold and 2-staple saddle-stitch on left/long edge.

PROOFS

Printer must provide proof for the body of brochure, and color proofs of cover, to be approved by the Glenview Park District before printing. Digital proof output (or digital print) is acceptable for the body of the brochure. A true color match is required for the cover. Printer takes responsibility for matching furnished file and color laser output to printer's proof output and/or printing.

BASE PRICE

Bid quote for Component #2 must include cover, body, all electronic work flow costs, reversal, bleeds, screens, trapping, cutting, collating, proofs, binding and final delivery to Post Office and Park District.

COMPONENT #3: FOUR SEASONAL PROGRAM BROCHURES TECHNICAL SPECIFICATIONS

Printing of between one and four seasonal program brochures with the following specifications:

PRINT QUANTITY

24,500 per season

The Park District will not assume the cost of any overruns of the ordered number of brochures.

PAPER STOCK

Cover: 100# gloss enamel text.

Interior: 60# white recycled enamel text.

- Paper must be FSC (Forest Stewardship Council) certified paper and free of chlorine bleaching in its manufacturing.
- For each paper stock sample submitted, please provide
 - manufacturer's name and grade name
 - opacity and brightness ratings
 - percentage of post-consumer recycled content (a minimum of 10% is required)

MATERIAL PREPARATION & FILE DELIVERY

Base bid should be calculated for a six-page 4/c cover supplied as an Illustrator file and an 84-page 4/c body, supplied as an InDesign or Illustrator file. Layout will be uploaded to printer's FTP site.

PRESS WORK

Four color process throughout

Bleeds on cover and all interior pages

Minimum output of 150 lpi

FINAL SIZE

8 3/8" x 10 7/8"

Bidder may recommend slight variations to this size if it will result in cost savings

BINDING AND FINISHING

Trim, fold and 2-staple saddle-stitch on left/long edge.

PROOFS

Printer must provide full proof for the body of brochure, and color proofs of cover and selected pages, to be approved by the Glenview Park District before printing. Digital proof output (or digital print) is acceptable for the body of the brochure. A true color match is required for the cover. Printer takes responsibility for matching furnished file and color laser output to printer's proof output and/or printing.

BASE PRICE

Bid quote for Component #3 must include cover, body, all electronic work flow costs, reversal, bleeds, screens, trapping, cutting, collating, proofs, binding and final delivery to Post Office and Park District.

COMPONENT #4: MAIL PREPARATION TECHNICAL SPECIFICATIONS

Mail preparation for all four seasonal program brochures and the camp brochure.

Bidder will be responsible for obtaining an updated carrier route delivery list in quantities to single family homes, townhomes, condominiums, apartments (no businesses) and sorting, labeling and preparing approximately 23,500 brochures for bulk mail delivery to all addresses within the Glenview Park District boundaries (which includes parts of Northbrook, Skokie and Golf.) The Park District will supply the necessary zip codes.

The Park District will also provide, at the time of document upload, an Excel file of "Private List" addresses to be affixed to approximately 250 brochures.

Mailing shall be prepared according to USPS requirements, which are currently processed as "flats," with the majority prepared for DDU Entry. The rest include a mixture of Automated and Non-Automated Flats prepared at 5-digit sort, 3-digit sort and mixed ADC.

A postage estimate is required from printer no later than three days prior to delivery of brochures to the post office.

The series of four seasonal brochures and the camp brochure must be received by the Glenview Post Office before/by noon the Friday before they are to be delivered to residences within the Glenview Park District. Exact delivery dates will be established by the Park District and communicated to the Bidder at least 15 business days in advance of the layout delivery date for each brochure.

15 copies of ordered brochure must be received by the Glenview Park District, Swain Nelson Bldg., 2320 Glenview Road, Glenview, IL 60025 at least three days prior to delivery to the Glenview Post Office.

The Park District shall directly pay all postage costs to the United States Post Office, Glenview, IL office.

After completing mail preparation and delivery, Contractor will package remaining brochure inventory in boxes no more than 40 lbs in weight and deliver to: Park Center, 2400 Chestnut Ave., Glenview, IL 60026 on the same day as delivery to the Glenview Post Office.

Please note: Charges for delivery to post office must be included in the print bid.

BID WORKSHEET, COMPONENT #1

Part A

Cost to print and bind (saddle stitch) between one and four seasonal program brochures, per brochure

6-page 4/c cover + 84 2/c interior pages
(90 pages including cover)

\$ _____

Part B

Cost to perforate a single page of the program brochure

- Please Indicate any location requirements or restrictions of the perforated page

\$ _____

Part C

Cost to add or remove a single 2/c interior page of the seasonal program brochure, with the understanding that pages must be added or removed in increments of four.

Calculate the cost increase to the base bid to add a 2/c interior page.

Increase = \$ _____ per page

- Please explain where price breaks occur when pages are added

Calculate the cost decrease to the base bid to remove a 2/c interior page.

Decrease = \$ _____ per page

- Please explain where price breaks occur when pages are removed

Part D

Cost to print quantity additions and reductions

Cost to print additional brochures

500 = \$ _____

1000 = \$ _____

Savings with less brochures printed

500 = \$ _____

1000 = \$ _____

BID WORKSHEET, COMPONENT #2

Part A

Cost to print and bind (saddle stitch) summer camp brochure

4-page 4/c cover + 32 4/c interior pages
(36 pages including cover)

\$ _____

Part B

Cost to perforate a single page of the program brochure

- Please Indicate any location requirements or restrictions of the perforated page

\$ _____

Part C

Cost to add or remove a single 2/c interior page of the seasonal program brochure, with the understanding that pages must be added or removed in increments of four.

Calculate the cost increase to the base bid to add a 2/c interior page.

Increase = \$ _____ per page

- Please explain where price breaks occur when pages are added

Calculate the cost decrease to the base bid to remove a 2/c interior page.

Decrease = \$ _____ per page

- Please explain where price breaks occur when pages are removed

Part D

Cost to print quantity additions and reductions

Cost to print additional brochures

500 = \$ _____

1000 = \$ _____

Savings with less brochures printed

500 = \$ _____

1000 = \$ _____

BID WORKSHEET, COMPONENT #3

Part A

Cost to print and bind (saddle stitch) between one and four seasonal program brochures, per brochure

4/c cover + 84 4/c interior pages
(90 pages including cover)

\$ _____

Part B

Cost to perforate a single page of the program brochure

- Please Indicate any location requirements or restrictions of the perforated page

\$ _____

Part C

Cost to add or remove a single 4/c interior page of the seasonal program brochure, with the understanding that pages must be added or removed in increments of four.

Calculate the cost increase to the base bid to add a 2/c interior page.

Increase = \$ _____ per page

- Please explain where price breaks occur when pages are added

Calculate the cost decrease to the base bid to remove a 2/c interior page.

Decrease = \$ _____ per page

- Please explain where price breaks occur when pages are removed

Part D

Cost to print quantity additions and reductions

Cost to print additional brochures

500 = \$ _____

1000 = \$ _____

Savings with less brochures printed

500 = \$ _____

1000 = \$ _____

BID WORKSHEET, COMPONENT #4

Part A

Cost of preparing 23,500 brochures for US mail delivery to all addresses within the Glenview Park District boundaries and to the Park District's "private list" of approximately 250 addresses.

\$ _____

PART B

Cost of preparing quantity additions and reductions

Cost to prepare additional brochures for mailing

500 = \$ _____

1000 = \$ _____

Savings with fewer brochures to prepare for mailing

500 = \$ _____

1000 = \$ _____

PART C

Turn-around time

Specify the number of business days required to produce the seasonal program brochure, from layout delivery by Park District to delivery to the Glenview Post Office and Park District.

AUTHORIZED SIGNATURE FORM

After having carefully examined the specifications and conditions affecting the proposed printing, the undersigned hereby proposes to furnish all labor, materials, transportation, services, and equipment necessary to complete the work identified and desired in these specifications. The undersigned further agrees that they are bound by all conditions of this specification, as printed, and that should this proposal be accepted, (s)he will abide by the conditions herein.

The undersigned Bidder declares that this proposal shall remain in force for a period of sixty (60) days from the date of this proposal.

DATED THIS _____ DAY OF _____, 2019

Full Name of Bidder (Print)

Full Name of Bidder (Signature)

Official Title

Company

Street Address

City/State/Zip

Email Address

Office Phone #

Cell Phone #

REFERENCES

The bidder shall list the names, addresses, and phone numbers of at least three (3) references where Printing work of a similar nature has been performed. Use the form below, or submit your own sheet.

1. _____
Name

Address City, State, Zip Code

Contact Person

Phone Number Email

Brief Description of Services Performed

2. _____
Name

Address City, State, Zip Code

Contact Person

Phone Number Email

Brief Description of Services Performed

3. _____
Name

Address City, State, Zip Code

Contact Person

Phone Number Email

Brief Description of Services Performed