

Fox Valley

Park District

Where fun begins



Fox Valley Park District Activity Guide Bid Packet

Presented October 9, 2017



NOTICE TO BIDDERS

Legal Notice

Oct. 9, 2017

Notice is hereby given that sealed proposals for the yearly printing our activity guides will be received by the Fox Valley Park District, until the hour of 2 p.m. on Friday, Oct. 27, 2017, at the Fox Valley Park District Cole Center, 101 W. Illinois Ave., Aurora, Illinois.

Bids should be submitted per instructions and specifications and on the appropriate bid form. Proposal specifications and instructions may be accessed from <https://vrapp.vendorregistry.com>.

Proposals shall be submitted in a sealed envelope with the RFP name and "Attn: D Leahy" clearly labeled in the upper lefthand corner. Proposals to be received no later than 2 p.m. on Oct. 27, 2017:

Fox Valley Park District
Attn: D Leahy
101 W. Illinois Ave.
Aurora, IL 60506

The District reserves the right to reject any or all proposals, to waive any informality therein or to accept the proposal considered to be in the best interest of the Fox Valley Park District.

Contact: Dan Leahy, Director of Marketing & Communications
Telephone Number: 630-966-4552
Fax Number: 630-897-6896
E-mail Address: dleahy@fvpd.net
Website address: foxvalleyparkdistrict.org



INSTRUCTIONS TO BIDDERS

The Fox Valley Park District is an individual governing body formed and operated under the provisions of the State of Illinois Park District Code.

1. PREPARATION OF PROPOSAL

Each bidder shall submit their proposal on the form supplied by the District. **Each proposal shall be sealed in an envelope marked "Activity Guide Printing Bid" and delivered to:**

**Fox Valley Park District
101 W. Illinois Ave.
Aurora, Illinois 60506
Attn: Dan Leahy**

All bids must be delivered by the specified opening time. Bids arriving after the specified hour will not be considered regardless of the postmarked date.

2. REJECTION

It is the intention of the Fox Valley Park District to award all bids to the lowest responsible bidder meeting the specifications. Although price is a major consideration, awards will not be made on this basis alone. The District reserves the right to reject any or all bids and to accept any proposal that is deemed to be in the best interest of the District.

3. EXEMPTION FROM TAXES

The Fox Valley Park District is exempt from all State sales and federal taxes and no such tax will be allowed or included in the bid price. Exemption numbers are available upon request.

4. WITHDRAWAL OF PROPOSAL

Bidders may withdraw or cancel a proposal at any time prior to the bid opening time providing written notification is received. After the opening time, no bids can be withdrawn or canceled for a period of sixty (60) calendar days. **Attempting to submit revised bids after the opening time is not allowed.**

5. DELIVERY OR FREIGHT COSTS

All bid prices should include delivery or freight charges to specified post offices and/or park district facility.

6. INSPECTION

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.

7. PURCHASE ORDERS AND BILLING

The successful bidder will be notified by the District and purchase orders will be issued.

8. CONDITIONS

Bidders are invited to become familiar with all conditions, instructions and specifications governing the bid. Once the award has been made, failure to have read all conditions, instructions and specifications shall not be cause to alter the original proposal or for bidder to request additional compensation. We reserve the right to change page counts, quantities and number of issues printed in which costs may be reasonably altered. Changes needed will be communicated in a timely manner.



General Bid Specifications

8 ISSUES (2-year contract with optional extension)

80,000 copies of each guide plus cost for additional thousands

Summer 2018, Fall 2018, Winter 2018-19, Spring 2019, Summer 2019, Fall 2019, Winter 2019-20, Spring 2020

FOR BOTH OPTIONS:

- Page Size:** 8.25" x 10.5"
- Page Count:** 128 pages plus 4-page cover
- Cover Stock:** 80# glossy enamel text
- Page Stock:** Page stock: 50# recycled bright white offset text (10% PCW)
- Ink:** Cover: 4-color throughout plus full UV coating on outside cover
Body: 4-color throughout
- Finishing:** Trim; perfect bind
- Composition:** Supply printer with high-res PDF of activity guide and laser hard copies if needed
- Proofs:** Online soft proofing if provided; otherwise Digital Dylux hard proofs
- Mailing Services:** Basic list services should include deduping, merge and purging lists provided in Excel, inkjet presorting, paper labels with printed indicia and arranging for a direct mailing from Aurora Post Office.
- Delivery:** **Post Office:** (Approx. 1,000 pieces) Drop-ship to the Aurora Post Office, 525 N. Broadway, Aurora, IL 60505. Please note that while the Fox Valley Park District qualifies for tax exemption, we do not qualify for non-profit postage rates. Driver must check-in at Post Office receiving dock office with required paperwork before dropping shipment.
Doorstep Delivery: (Approx. 72,000 pieces) Deliver in bundles on skids to Door-to-Door Direct, 8102 Lemont Rd., Ste 1700, Woodridge, IL 60517.
Office Copies: (Approx. 5,000 pieces) Deliver in convenient cartons on skids to Cole Center, 101 W. Illinois Ave., Aurora, IL 60506 (between 8 a.m. and 3 p.m. M-F).
- Samples & Reference:** **Printer MUST supply samples of their house stock as indicated above, 3 samples of similar projects and 3 references.** Bidders who do not provide these components will not be considered.
- Contract:** The 2-year contract should include an optional one-year contract extension.
- Additional Notes:** Some aspects of the specifications may change after a contractual agreement has been made. We will inform you of changes in a timely manner.



Activity Guide Bid Proposal

2-year contract with optional one-year extension (8 issues with possible extension of 4 issues)

Having carefully examined your specifications and instructions for the printing of 8 issues of the Fox Valley Park District activity guide and dated this _____ day of _____, _____, the undersigned does propose to furnish the Fox Valley Park District said brochures for the prices indicated below.

- Press Run:** 78,000 of each guide plus cost for additional thousands
- Page Size:** 8.25" x 10.5"
- Cover Stock:** 80# glossy enamel text
- Page Stock:** **50# recycled bright white offset text (10% PCW)**
- Ink:** 4-color throughout plus full UV on outside cover
- Pages:** 128 pages plus 4-page cover (If possible, please provide costs for additional 4, 8 and 16 pages)
- Other:** Trim and perfect bind

PRINTING COST PER ISSUE		
Number of pages	Price	Price per additional thousand
128 plus 4-page cover		
Additional 4 pages (if possible)		
Additional 8 pages		
Additional 16 pages		

OTHER COSTS PER ISSUE	
Mailing services for 1,000 (Drop-shipped to Aurora P.O.)	Delivery of 5,000 to Cole Center & 72,000 to Door-to-Door Direct

REFERENCES			
Company	Contact	Address	Phone

The Fox Valley Park District reserves the right to hold all bids for a period of 60 days after the due date of said bids and the bidder shall not withdraw his bid during said 60-day period. The Fox Valley Park District is exempt of Federal Excise Tax and State of Illinois Sales Tax. The Fox Valley Park District Board of Trustees reserves the right to reject any and all bids.

SIGNATURE: _____

TITLE: _____ **FIRM:** _____

ADDRESS: _____

EMAIL: _____ **PHONE:** _____

OFFICE USE ONLY:

DATE OPENED: _____ BY: _____

ACCEPTED: _____