

December 21, 2012

Dear Sir or Madam:

The Glencoe Park District is seeking bid proposals for all 2013 brochure printing needs, with an option to continue the contract for 2014 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. Separate specification sheets are provided along with one total page for all projects.

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: Sandra LoCascio, 999 Green Bay Road, Glencoe, IL 60022 before 2:00 p.m. by Wednesday, January 9, 2013 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 Park Commissioners of the 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,

Sandra LoCascio
Manager of Marketing and Communications

GLENCOE PARK DISTRICT 2013/2014 PRINTING BID

<u>TOTAL BID PROPOSALS</u>	<u>BIDS</u>	<u>YEAR 2 BIDS</u>
All bids are 4 color throughout		
A. 2013 SPRING/SUMMER PROGRAM GUIDE	\$ _____	\$ _____
- Add 4 pages	\$ _____	\$ _____
- Less 4 pages	\$ _____	\$ _____
B. 2013 FALL PROGRAM GUIDE	\$ _____	\$ _____
- Add 4 pages	\$ _____	\$ _____
- Less 4 pages	\$ _____	\$ _____
C. 2013/14 WINTER PROGRAM GUIDE	\$ _____	\$ _____
- Add 4 pages	\$ _____	\$ _____
- Less 4 pages	\$ _____	\$ _____
D. 2014 SUMMER CAMP BROCHURE	\$ _____	\$ _____
- Add 4 pages	\$ _____	\$ _____
- Less 4 pages	\$ _____	\$ _____
TOTAL OF BIDS: A - D	\$ _____	
TOTAL OF YEAR 2 BIDS: A - D	\$ _____	

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.

Signature of Authorized Agent _____

Firm Name _____

Address _____

Telephone # _____

List of three local references required. See page 2.

Local Client References

Include contact name, address and telephone number

1.

2.

3.

A. 2013 SPRING/SUMMER PROGRAM GUIDE BID FORM

Subject: 2013 Spring/Summer Program Guide

Quantity: 4,200 finished brochures; imprinted on each:
"ECRWSS Residential Postal Patron, Glencoe, IL 60022"

Pages: 68 body pages, plus cover (72 total pages)

Trim Size: 8.5" X 11"

Stock: Body: 70# white coated, matte finish, some recycled content
Cover: 80# gloss cover weight

Press Work: 4-color cover and throughout inside; all pages bleed

Bindery: Trim, fold, saddle stitch and package by postal routes.

Proofs: One final set of hard copy content and contract proofs is required.
Revision proofs can be sent in PDF format.

*Delivery Date: March 11, 2013

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.

Remainder to: Takiff Center, 999 Green Bay Rd., Glencoe, IL 60022

*Sandra LoCascio must be contacted 48 hours prior to delivery.

2013 SPRING/SUMMER PROGRAM GUIDE BID PRICE:

(Includes all of the above)

OPTIONAL YEAR 2 SPRING/SUMMER PROGRAM GUIDE BID PRICE:

(Option to renew contract for second year at Park District's discretion)

B. 2013 FALL PROGRAM GUIDE BID FORM

Subject: 2013 Fall Program Guide

Quantity: 4,200 finished brochures; imprinted on each:
"ECRWSS Residential Postal Patron, Glencoe, IL 60022"

Pages: 64 body pages, plus cover (68 total pages)

Trim Size: 8.5 X 11

Stock: Body: 70# white coated, matte finish, some recycled content
Cover: 80# gloss cover weight

Press Work: 4-color cover and throughout inside; all pages bleed

Bindery: Trim, fold, saddle stitch and package by postal routes.

Proofs: One final set of hard copy content and contract proofs is required.
Revision proofs can be sent in PDF format.

*Delivery Date: July 15, 2013

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.

Remainder to: Takiff Center, 999 Green Bay Rd., Glencoe, IL 60022

*Sandra LoCascio must be contacted 48 hours prior to delivery.

2013 FALL PROGRAM GUIDE BID PRICE:

(Includes all of the above)

OPTIONAL YEAR 2 FALL PROGRAM GUIDE BID PRICE:

(Option to renew contract for second year at Park District's discretion)

C. 2013/14 WINTER PROGRAM GUIDE

Subject: 2013/14 Winter Program Guide

Quantity: 4,200 finished brochures; imprinted on each:
"ECRWSS Residential Postal Patron, Glencoe, IL 60022"

Pages: 72 body pages, plus cover (76 total pages)

Trim Size: 8.5 X 11

Stock: Body: 70# white coated, matte finish, some recycled content
Cover: 80# gloss cover weight

Press Work: 4-color cover and throughout inside; all pages bleed

Bindery: Trim, fold, saddle stitch and package by postal routes.

Proofs: One final set of hard copy content and contract proofs is required.
Revision proofs can be sent in PDF format.

*Delivery Date: November 4, 2013

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.

Remainder to: Takiff Center, 999 Green Bay Rd., Glencoe, IL 60022

*Sandra LoCascio must be contacted 48 hours prior to delivery.

2013/14 WINTER PROGRAM GUIDE BID PRICE: _____
(Includes all of the above)

OPTIONAL YEAR 2 WINTER PROGRAM GUIDE BID PRICE: _____
(Option to renew contract for second year at Park District's discretion)

D. 2014 SUMMER CAMP GUIDE BID FORM

Subject: 2014 Summer Camp Guide

Quantity: 3,800 finished brochures; imprinted on each:
"ECRWSS Residential Postal Patron, Glencoe, IL 60022"

Pages: 24 body pages, plus cover (28 total pages)

Trim Size: 5.5" x 8.5"

Stock: Body: 70# white coated, matte finish, some recycled content
Cover: 80# gloss cover weight

Press Work: 4-color cover and throughout inside; all pages bleed

Bindery: Trim, fold, saddle stitch and package by postal routes.

Proofs: One final set of hard copy content and contract proofs is required.
Revision proofs can be sent in PDF format.

*Delivery Date: January 6, 2014

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.

Remainder to: Takiff Center, 999 Green Bay Rd., Glencoe, IL 60022

*Sandra LoCascio must be contacted 48 hours prior to delivery.

2014 SUMMER CAMP PROGRAM GUIDE BID PRICE: _____
(Includes all of the above)

OPTIONAL YEAR 2 SUMMER CAMP PROGRAM GUIDE BID PRICE: _____
(Option to renew contract for second year at Park District's discretion)