

3301 FLOSSMOOR ROAD  
FLOSSMOOR, ILLINOIS 60422  
(708) 957-0300  
[www.hfparks.com](http://www.hfparks.com)

June 10, 2019

Dear Printer:

You are invited to bid on the Homewood-Flossmoor Park District "Choices" program guide series. The Homewood-Flossmoor Park District awards its program guides as a package. The successful bidder will be awarded a contract to produce the Homewood-Flossmoor Park District "Choices" program guides from Fall 2019 through Summer 2021. There are two separate schedules for bidding. Please include both.

- Quarterly printing (8 issues): Fall 2019, Winter 2019/20, Spring 2020, Summer 2020, Fall 2020, Winter 2020/21, Spring 2021 and Summer 2021.

It is the Homewood-Flossmoor Park District's policy to seek the lowest bid for printing with consideration given for quality, customer service, environmental practices and/or references. The Homewood-Flossmoor Park District reserves the right to accept or reject any or all bids and to waive any technicalities or irregularities. Please prepare your response according to the specifications on the enclosed forms.

**All bids must be sealed and will be received at the Homewood-Flossmoor Park District's Goldberg Administration Center until 10:30 a.m. (Central) on Monday, June 24, 2019, at which time said bids will be publicly opened and read. No bids will be accepted after this date and time.** Bids may not be withdrawn for thirty days after this date. The enclosed forms (two-page bid form, one-page certification of waste paper content, one-page payment schedule and one-page contractor's certification) must be completed in full and returned for your bid to be considered. **Printed samples must be submitted.**

The bid results will be considered by the Homewood-Flossmoor Park District's Board of Commissioners at its Tuesday, July 2, 2019 regular meeting. Any printer receiving the bid will be notified after this date.

**Please Note: The Fall 2019 brochure is scheduled to be sent out to print on July 9 and scheduled to be delivered on July 30.**

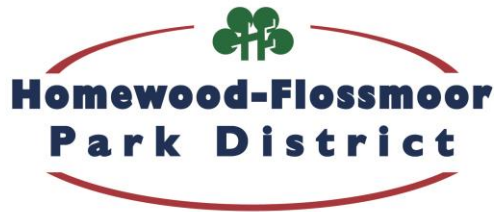
Please forward all bids to:

SEALED BID: CHOICES PROGRAM GUIDE  
Homewood-Flossmoor Park District  
Attention: Darren Jasieniecki, Marketing & Public Relations Manager  
3301 Flossmoor Road  
Flossmoor, IL 60422

Please be advised that questions about this bid cannot be answered due to legal parameters. Thank you in advance for your participation in this bidding process.

Sincerely,

Darren Jasieniecki  
Marketing & Public Relations Manager

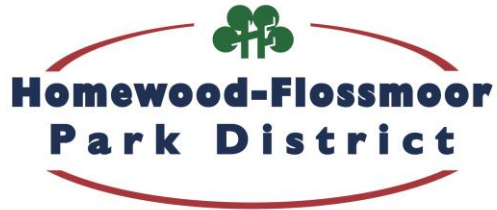


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### FALL 2019 – SUMMER 2021 CHOICES PROGRAM GUIDE BID SPECIFICATIONS

“Choices” is a magazine style program guide. Pricing is to include printing and delivery to two locations. The entire brochure is designed in-house using Adobe InDesign. The final document(s) will be provided in .indd or high resolution .pdf format via an FTP site.

1. **Quantity:** 15,000 per issue.
2. **Finish Size:** 8.25” wide by 10.75” high.
3. **Cover Stock:** 80# enamel gloss.
4. **Interior Stock:** 50# offset text (white) recycled paper.
5. **Ink:** 4/4 with bleeds (cover and interior).
6. **Cover Proof:** Analog Laminate or Overlay Proof.
7. **Interior Proof:** Digital Color Laser or IRIS.
8. **Binding:** Saddle stitched
9. **Delivery:** Estimated delivery dates are: Summer – last week of April; Fall – last week of July; Winter – second week of November; Spring – first week of February. Brochures are to be bundled according to postal routes for Homewood, Flossmoor and a small portion of Glenwood. (Route numbers can be provided by the Homewood-Flossmoor Park District.) Brochures are to be delivered to Tri-City Post Office, Glenwood, and/or to substations requested by the Postmaster. Remaining copies are to be delivered to the Homewood-Flossmoor Park District’s Administration Office.
10. **Quality:** All work and materials used for the brochures shall be of the highest quality and consistent with Homewood-Flossmoor Park District’s professional image. The Homewood-Flossmoor Park District reserves the right to reject any work or materials not in conformance with these specifications and terminate the contract.
11. **Contract:** Winner of this bid will be notified by official Homewood-Flossmoor Park District correspondence.



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FALL 2019 – SUMMER 2021 CHOICES PROGRAM BID FORM

Please complete the information below:

Company: \_\_\_\_\_

Representative: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Press Used: \_\_\_\_\_ Web Press      \_\_\_\_\_ Sheet Fed

References: \_\_\_\_\_  
\_\_\_\_\_

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FALL 2019 – SUMMER 2021 CHOICES PROGRAM BID FORM — DETAILED PRICE SHEET  
(QUARTERLY - SUMMER, FALL, WINTER, SPRING)

**56 BODY PAGES, PLUS COVER:**

Per 15,000 brochures \$ \_\_\_\_\_

Cost of each additional 1,000 brochures \$ \_\_\_\_\_

**56 BODY PAGES, PLUS COVER WITH 3.5" PERFERATED FLAP:**

Per 15,000 brochures \$ \_\_\_\_\_

Cost of each additional 1,000 brochures \$ \_\_\_\_\_

**COST OF EACH ADDITIONAL 8 BODY PAGES:**

Per 15,000 brochures \$ \_\_\_\_\_

Cost of each additional 1,000 brochures \$ \_\_\_\_\_

**COST OF EACH ADDITIONAL 16 BODY PAGES:**

Per 15,000 brochures \$ \_\_\_\_\_

Cost of each additional 1,000 brochures \$ \_\_\_\_\_

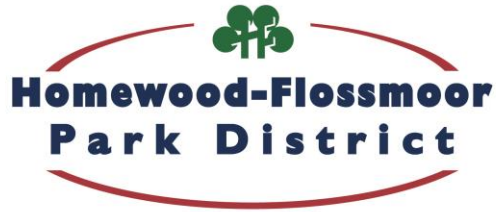
**COST OF 2" BINDED INSERT WITH STICKER TABS (For page marking):**

Per 15,000 brochures \$ \_\_\_\_\_

Cost of each additional 1,000 brochures \$ \_\_\_\_\_

**COST OF 8.5 x 5.5" INSERT**

50# offset text (white) recycled paper | Per 15,000 Brochures \$ \_\_\_\_\_



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**CERTIFICATE OF WASTE PAPER CONTENT**

In consideration of our commitment to the environment, the bidder hereby certifies that the paper to be supplied contains \_\_\_\_\_% waste paper. **Contractor must fill in all blank spaces to complete certification.**

**Company:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

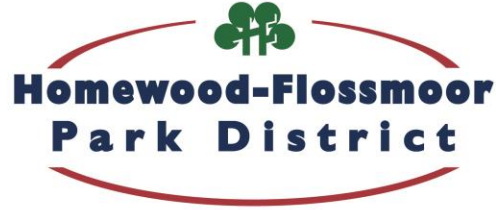
**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**List any environmental certifications/policies:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



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**PAYMENT SCHEDULE**

Homewood-Flossmoor Park District will remit payment on an invoice at the regular Park Board meeting, held on the third Tuesday of each month. Invoices must be submitted by the first Friday of the month in order to meet the Park District's payment deadline. Invoices should be submitted only after full delivery of all brochures has been made according to the dates in the bid specifications.

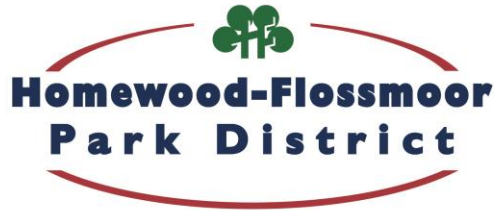
**Company:** \_\_\_\_\_

**Representative:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_



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**CONTRACTOR'S CERTIFICATION TO ACCOMPANY BID PROPOSAL**

\_\_\_\_\_ (name of contractor), as part of its bid for Homewood-Flossmoor Park District's Fall 2019 – Summer 2021 Program Guides, hereby certified that said contractor is not barred from bidding on the aforementioned contract as a result of a violation of 720 ILCS 5/33E-3 and 33-4.

By: \_\_\_\_\_ (Authorized Agent of Contractor)

State of Illinois  
County of Cook

\_\_\_\_\_, being first duly sworn under oath personally appeared before me, \_\_\_\_\_, a Notary Public, on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, in the County and State aforesaid and executed the foregoing instrument and acknowledged the same to be their free and voluntary act executed for the purpose set forth therein.

By: \_\_\_\_\_ (Notary Public)