

*Enriching the Quality of Life through
recreation, education and preservation.*



March 28, 2019

Dear Printer:

The Bourbonnais Township Park District is accepting bids for the design, layout and printing of its September – December 2019, January – April 2020, May – August 2020 Program Booklets.

Specifications may be obtained at the Bourbonnais Township Park District Perry Farm House, 459 N Kennedy Drive., Bourbonnais, IL between the hours of 8:30a – 5:00p, Monday – Friday or online at btpd.org under “NEWS”.

The Park District will accept bids at the Perry Farm House, 459 N. Kennedy Dr. Bourbonnais, Illinois, until 10:00 a.m. on Monday, April 15, 2019, with the bid opening immediately following at 10:01 a.m. The proposal form shall be submitted in a sealed envelope marked **“SEALED BID: BTPD BOOKLETS,” “ATTENTION, Deputy Director.”** Bidders will be notified no later than Tuesday, April 23, 2019 if a print bid has been accepted.

A sample of the recent Park District Booklet is available online at btpd.org or at any BTPD facility for your review. The booklet cover and inside page design and layout may differ; however, they will be similar in simplicity.

The Bourbonnais Township Park District Board of Commissioners reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a proposal and reject the remainder. If a bid is accepted for all or part of the proposal a one-year contract must be signed between the parties. Bids shall not include Federal Excise Tax or State Sales Tax. The Park District upon request can furnish an Exemption Certificate.

If you have any questions, please contact me at 815/933-9905 no less than two (2) working days before the bids are due. Thank you.

Sincerely,

Sarah C Winkel
Deputy Director

**DETAILED SPECIFICATIONS
BTPD BROCHURES**

1. **Quantity:** 16,000 finished booklets for each printing (September – December 2019, January – April 2020, & May – August 2020). The Bourbonnais Township Park District will not pay for overruns.
2. **Base Bid-Paper:** 60 lb. offset smooth (or similar) for the inside pages and 80 lb. Gloss Cover Wt. (or similar) for the front and back cover. Specify the brand name on the proposal form and submit a sample of the paper along with manufacturer's written specifications.
3. **Number of pages:** 30 - 44 pages including cover. Number of pages can fluctuate depending on season and programming trends.
4. **Ink & Coating:** Inside Middle pages: 4-Color Process + 1pms on 7 or 8 consecutive pages, Text pages: print Black + 1 pms throughout. Front and back Cover: 4-4-4-4 (4 color process/4 color process). Cover will bleed. With overall Aqueous coating on all four cover pages.
5. **Booklet trim size:** 8 ½" x 11" (17" by 11" spread)
6. **The bid includes all design and layout of the booklet cover and inside pages. Black & white and color scans should be included in bid price.** Color scans for cover & middle section, and black & white scans for inside pages. The booklet may average 5-10 scans per booklet. The booklet's cover and inside page design will change. All artwork is to be approved by the Bourbonnais Township Park District's Deputy Director & Marketing Director. Work on the booklet will begin the week of May 13, 2019.
7. Brochures must be saddle-stitched and trimmed.
8. The inside of the brochure is to be printed in two colors (determined by the Marketing Director), and there may be bleeds on all pages. Bleeds must not show through from one page to another. Printer must supply all separations for the inside covers of the brochure. **Bid price should include bleeds.**
9. Color copies and black and white copies of the entire brochure, including front and back covers, are to be furnished for a 1st, 2nd, 3rd, 4th, and final draft approval. A specific timetable for booklets, based upon the desired delivery date as set forth by the Bourbonnais Township Park District, will be mutually agreed upon at the signing of the contract. General design production time is six to eight weeks.

10. Digital bluelines, or equivalent, of the color pages are to be furnished and a black and white copy of the entire booklet for final approval. A specific timetable for the booklets, based upon the desired delivery date as set forth by the Bourbonnais Township Park District, will be mutually agreed upon at the signing of the contract.
11. **Alteration clause:** The Bourbonnais Township Park District will not pay for minor alterations or adjustments that are requested to be made on the final PDF.
12. Initially the Bourbonnais Township Park District will provide booklet content in Word format via e-mail. Photos will also be supplied by the Bourbonnais Township Park District throughout the design process. A finished copy of the booklet must be e-mailed to the Deputy Director in PDF form.
13. **For each printing, the finished product must be carrier route sorted according to current postal regulations and delivered** to the Kankakee Post Office. Current postal routes for bulk delivery may be obtained from the Kankakee Post Office and must be updated for each printing.
14. Booklet must be printed on a web or sheet fed press (or similar).
15. **Alternate:** Please include a full color, 4 color process, with bleeds for the entire booklet as an alternate.

Bourbonnais Township Park District
459 N. Kennedy Dr.
Bourbonnais, IL 60914
(815) 933-9905 (voice) ** (815) 933-5468 (fax)
e-mail: sarahw@btpd.org

PROJECT NAME: BTPD Program Booklet

DATE: March 28, 2019

INSTRUCTIONS TO BIDDERS

The Bourbonnais Township Park District and Owner are one and the same. The Owner's representative, Sarah C Winkel, for the purchase of Park District booklet, can be contacted at the Bourbonnais Township Park District, 459 N. Kennedy Dr., Bourbonnais, IL 60914, (815) 933-9905.

The word "Printer" shall mean the party or manufacturer entering the contract for the performance of the work covered by the written specifications and brochure examples, and his/her legal representatives or authorized agents.

I. EXAMINATION OF SPECIFICATIONS, DRAWINGS, ETC.

Bidder shall thoroughly examine and be familiar with the booklet examples and the written specifications. The failure or omission of any Bidder to receive or examine any form, instrument, and acquaint himself/herself with conditions there existing shall in no way relieve any Bidder from any obligations with respect to his/her bid. By submitting a bid, the Bidder agrees and warrants that he/she has examined the booklet examples and written specifications, and where the specifications require in any part of the work, that a given result be produced, that the specifications and booklet examples are adequate and the required result can be produced under the specifications and booklet examples.

Please Note: The sample booklets are to give you an example of the content and general look regarding screens, photos and copy. The booklet's cover, layout and graphics may differ.

II. REQUIREMENTS OF BIDDERS

The Printer providing a bid for these products shall be actively engaged in work of the nature of the product described. He/she must be able to show that he/she has adequately furnished and delivered materials to do the work outlined in these specifications, and is capable to perform the task within the specified time limit.

All bids must be prepared on forms provided by the Bourbonnais Township Park District and submitted in accordance with the Instructions to Bidders.

A bid is invalid if it has not been deposited at the designated location prior to the time and date of receipt of bids indicated.

Unless otherwise provided in any supplement to the Instructions to Bidders, no bidder shall modify, withdraw or cancel his bid or any part thereof after the time designated for the receipt of bids in the advertisement or invitation to bid.

The following information must be attached to the proposal form. Failure to do so will result in disqualification of the Bidder.

On the attached sheet, list at least five (5) references of similar brochures within the past three years, giving the name, address, telephone number, contact person and date purchased.

The Printer shall complete the Printer Certification form attached to the proposal form. Failure to do so may result in disqualification of the Bidder.

III. PLANS AND SPECIFICATIONS

Additional booklet examples and written specifications may be obtained at the Bourbonnais Township Park District Administration Office, 459 N. Kennedy Dr., Bourbonnais, IL 60914 during regular business hours, 8:30 a.m. – 5:00 p.m., Monday through Friday. Specifications are as described in the Detailed Specifications/BTPD Booklet for the bid on pages 2-3 of this document.

IV. PROPOSAL FORM

Bidder shall use the proposal form provided, which shall be filled out completely in ink and returned in person or by mail in a sealed envelope marked **“SEALED BID: BTPD Booklet,” “ATTENTION: Deputy Director.”** Address the envelope to the Bourbonnais Township Park District, 459 N. Kennedy Dr., Bourbonnais, IL 60914. Bids must be received on or before 10:00 a.m., April 15, 2019 with the bid opening immediately following at 10:01 a.m.

V. REQUIRMENTS FOR SIGNING BID

All bids must be signed by persons legally qualified to sign such documents. If they are signed by any other person other than the President of a corporation, or by an agent, or by an attorney-in-fact, the authority of the person who signs

MUST accompany the proposal. Bids which are signed for a partnership shall be signed by one of the partners, or by an attorney-in-fact.

VI. GOVERNING LAWS AND REGULATIONS

The bidder to whom the work is awarded shall perform all work and use only those materials that conform to Local, State, and Federal codes regarding health, safety and welfare. The Bourbonnais Township Park District shall be held indemnified by the successful bidder for work or materials that do not conform to such codes. The bidder shall also comply with the Prevailing Wage Act, 820 ILCS 130/0.01, *et seq.* to the extent as required by the Act.

VII. TAX EXEMPTIONS

The vendor's attention is drawn to the exemption of the Bourbonnais Township Park District, a government agency, from Federal, State, and Local taxes on the sale or delivery of any product directly to the Park District. Appropriate exemption certificates will be furnished upon request.

VIII. GENERAL REQUIREMENTS

I. QUALITY OF MATERIALS

All materials specified are to be new, clean, and free from defects. Where the procedure, material, or process of a particular manufacturer is specified, it is intended that the proposal submitted by the Printer include that particular procedure, material, or process.

Should the Printer wish to substitute a procedure, material, or process of like quality or judged by industry standards as equal, he/she shall obtain approval from the Owner no less than five (5) working days before bids are due. The Owner will then notify the other Bidders of the item approved.

Should the Printer wish to use any procedure, material, or process not approved as equal, he/she is privileged to submit not more than two alternate/substitution proposals on any one item, listing the difference, if any, that will be made in his/her estimate should such substitution be accepted. Written specifications and if needed examples shall be included on all alternates/substitutions.

All other materials not specifically described but required for a complete and proper installation, shall be as selected by the Printer subject to the approval of the Owner.

Any questions shall be directed to the Owner's Representative, no less than five (5) working days before bids are due.

II. COMPLETION/DELIVERY DATE

Weekly updates by email on the status of each Booklet must be made to the Deputy Director and Marketing Director starting immediately upon the delivery of copy, photos and artwork through the delivery of the booklet.

It is hereby understood and mutually agreed by and between the Printer and the Owner that the delivery date is the latest date to supply the brochures as specified in the Contract. If the Printer shall neglect, fail, or refuse to deliver the brochures within the time specified in the Contract or any proper extension thereof granted by the Owner, it in no way relieves the Printer of his responsibility to complete the work at no additional cost to the Owner. Liquidated damages for late delivery will be assessed at two percent (2%) of the bid price for each 24-hour or fraction thereof period that elapses after the delivery date.

THE OWNER SHALL NOT BE CHARGED ANY EXCESS COST TO THE ACCEPTED BASE BID UNDER ANY CIRCUMSTANCES.

PROJECT: BTPD Booklet

BID DUE DATE: Monday, April 15, 2019

STARTING DATE: Upon approval by the Park District Board of Commissioners, and signing of a one year contract prepared by the Park District.

TERMS OF DELIVERY: The Bourbonnais Township Park District will supply copy, photos and artwork on a date that is mutually agreed upon by the two parties upon signing of the contract.

III. PAYMENT

Payment will be made in full after delivery of the product, material or equipment with the Owner's final acceptance. Invoices need to be received by the Bourbonnais Township Park District, **attn: Sarah C Winkel**, within two weeks of delivery. Net 30 days.

IV. GUARANTEE/WARRANTY

The Printer shall include copies of all manufacturers' guarantees/ warranties applicable to the product, material or equipment as specified in the contract if applicable.

VII. DEFAULT OR TERMINATION

If the bidder fails to fully perform all portions of this agreement within the specified time, any unfulfilled portions of this agreement, at the sole discretion of the Bourbonnais Township Park District, are eligible for termination. Upon termination of any portion of this agreement, the Bourbonnais Township Park District may elect, at its sole discretion, to accept the next lowest qualified bid for any individual or all portions of the agreement, which remain unfulfilled. The termination of any individual portion of this agreement shall not relieve the bidder from responsibility to perform all other portions of this agreement whether previously or subsequently agreed upon. Upon termination of any or all portions of this agreement by either the Bourbonnais Township Park District or the bidder, the Park District shall not be liable for any direct or indirect costs associated with any unfulfilled portion of this agreement.

**PROPOSAL
TO THE BOURBONNAIS TOWNSHIP PARK DISTRICT,
BOURBONNAIS, ILLINOIS**

- A. The undersigned, as a Bidder, declares that they have carefully examined the detailed specifications and that he/she is thoroughly familiar therewith.
- B. All appropriate addenda have been submitted with this proposal.
- C. The undersigned has checked carefully the proposal figures and understands that he/she shall be responsible for any errors or omissions based on these specifications or alternates as submitted on the bid form.
- D. It is understood and agreed that the Bourbonnais Township Park District reserves the right to accept or reject any or all bids, or to combine or separate any section of work if it be in the best public interest, and to waive any technicalities.
- E. The undersigned declares that this bid is made without connection with any person making another bid for the same contract and that the bid is in all respects fair and without collusion or fraud.
- F. In submitting this bid, it is understood that the Printer shall have full responsibility for coordination, expediting, management or payment requests, and general administration of the project and subcontractors. It is also understood that good customer service is essential.
- G. The Bidder has submitted, in order to be considered eligible for this job, a list of at least five (5) references of similar brochures within the past three years.
- H. The Bidder has submitted, if necessary, not more than two alternate/substitution proposals on any one item, listing the difference, if any, that will be made in his/her cost should such substitution be accepted, and has included written specifications and examples of the substitutions with the proposal form.

**PROPOSAL TO THE
BOURBONNAIS TOWNSHIP PARK DISTRICT
FOR THE PROVISION OF BTPD BROCHURES**

The undersigned Bidder agrees that should this proposal be accepted by the Owner, he/she will enter into a contract with the Bourbonnais Township Park District to furnish and deliver all materials, tools and equipment, and perform all work necessary for the Bourbonnais Township Park District to complete the construction of all items detailed in the drawings and written specifications for the amounts set forth as follows:

BASE BID PROPOSAL

Season 2019 - 2020	Printing 32 pages	Printing 36 pages	Design & Layout 32 pages	Design & Layout 36 pages	Alternate – Full Color Book
Sept. - Dec	\$	\$	\$	\$	
Jan - April	\$	\$	\$	\$	
May - August	\$	\$	\$	\$	

Cost for each additional 500 brochures ordered: \$_____ 1000: \$_____

Cost for additional 4 pages: \$_____

Design and Layout for an additional 4 pages: \$_____

Any other charges:

The Bidder further certifies that the official name or title and the business address of the Bidder to be considered as the maker of this proposal is as follows: **(Please print in ink or type.)**

NAME OF BIDDER: _____

ADDRESS OF BIDDER:

CITY AND STATE:

PHONE NUMBER: _____ FAX NUMBER: _____

DATED this _____ day of _____, 2019

SIGNATURE:

TITLE: _____

REFERENCES – MUST SUBMIT FIVE (Only from past three (3) years)

NAME _____

ADDRESS _____ PHONE _____

SERVICE PROVIDED _____

NAME _____

ADDRESS _____ PHONE _____

SERVICE PROVIDED _____

NAME _____

ADDRESS _____ PHONE _____

SERVICE PROVIDED _____

NAME _____

ADDRESS _____ PHONE _____

SERVICE PROVIDED _____

NAME _____

ADDRESS _____ PHONE _____

SERVICE PROVIDED _____

PRINTER CERTIFICATION

Printer certifies that no owner, shareholder, officer, director or employee of the Printer is related by blood or marriage to any Park District Commissioner or any officer or employee of the Bourbonnais Township Park District, except as listed below.

Pursuant to Illinois Act 85-1295, effective January 1, 1999, the undersigned certifies that he/she is duly authorized agent or the Printer submitting the attached bid to the Bourbonnais Township Park District, and that said Printer is not barred from cost estimating on this public contract as a result of a violation of either section 33E-3 or 33E-4 of said Act.

Failure to (I) execute said certification, or (II) to list all information requested above, or (III) to make a truthful certification may result in disqualification of Bidder or, if the Printer has been awarded the contract, cancellation of said contract at any time and such other and additional remedies at law and/or in equity as the Park District may have against the Printer caused by such unexecuted, incomplete or false certification.

Signed this _____ day of _____, 2019

By: _____

Title: _____

Address:

Subscribed & Sworn to before me

This _____ day of _____, 2019

Notary Public

OWNER-BIDDER Contract

THIS CONTRACT made on _____ day of _____ 2019, by and between _____ hereinafter called the "Bidder" and the BOURBONNAIS TOWNSHIP PARK DISTRICT, hereinafter called the "Owner."

Bidder and Owner, for the consideration stated herein, agree as follows:

ARTICLE 1: CONTRACT DOCUMENTS - The Bidding Documents, as attached to this Contract, are incorporated herein by reference and made a part of this Contract.

ARTICLE 2: SCOPE - Bidder shall perform this Contract in strict accordance with the bid documents for the design, layout, printing, assembly and delivery of the booklets specified in Detailed Specifications of the Bidding Document.

ARTICLE 3: CONTRACT TIME - Bidder shall fulfill all provisions of this Contract within the time specified by the Bidder on the Proposal Form.

ARTICLE 4: CONTRACT SUM - The Owner shall pay the Bidder for the performance of this Contract, as provided in the Contract Documents, the amount of _____ Dollars(\$ _____), as agreed within the General Requirements of the Bidding Document.

IN WITNESS THEREOF, This agreement has been duly made by the parties on the day and year first above written.

SIGNED this _____ day of _____, 2019

ATTEST:

President

Bidder

ATTEST:

Board President

Bourbonnais Township Park District

Board Secretary

Bourbonnais Township Park District

