Crystal Lake Park District
fall 2020, winter/spring 2020-2021, summer 2021 activity guides
2020-2021 Print Bid Specifications

Contact:
Jenny Leech
Crystal Lake Park District
One East Crystal Lake Avenue,
Crystal Lake, IL 60014
jleech@crystallakeparks.org, (815) 459-0680, ext. 1212

Please find below the bid specification for the 2020-2021 activity guide series, which includes the Crystal Lake Park District fall 2020, winter/spring (combined issue) 2020-2021 and summer 2021 activity guides.

Bid Opening Date: Friday, June 5, 2020, due to a mandatory Administration Office closure on the scheduled open date, the bid period has been extended until 11 AM, Wednesday, June 10, 2020.

Bid Opening Time: 11 am
Bid Opening Location: Crystal Lake Park District Administration Office (lower level)
1 E. Crystal Lake Avenue
Crystal Lake, IL 60014

Bid Notice as printed in the Northwest Herald Legal Notices

Notice is hereby given that the Crystal Lake Park District is accepting sealed bids for printing three (3) seasonal activity guides (fall 2020, winter/spring 2020-2021 and summer 2021).

Specifications and bid forms are available online at crystallakeparks.org/bids-and-proposals. The specifications and bid forms will also be available at the Crystal Lake Park District Office, 1 East Crystal Lake Avenue, Crystal Lake, Illinois 60014 once the stay at home order allows normal office hours.

Bids are due by 11 AM, Friday, June 5, 2020, due to a mandatory Administration Office closure on the scheduled open date, the bid period has been extended until 11 AM, Wednesday, June 10, 2020, and should be submitted in a sealed envelope marked “Activity Guide Print Bid – Open Only June 5, 2020,” June 10m 2020. Attention: Jenny Leech, at which time they will be publicly opened and read aloud. Bids received after that time will not be accepted. In addition, faxed or emailed bids will not be accepted.

For information contact Jenny Leech at the Crystal Lake Park District (815) 459-0680, ext. 1212, jleech@crystallakeparks.org

The Crystal Lake Park District is a tax–exempt public body and sales tax shall not apply to the purchase.

The Crystal Lake Park District Board of Commissioners reserves the right to reject any or all bids, to waive any technicalities and to award the contract in the best interest of the District.
Requirements for Bidding and Instructions to Bidders

1. Preparation of the proposal
   Each bidder shall submit his/her proposal on the form supplied by the Park District. Each proposal shall be placed in an envelope marked “Activity Guide Print Bid – Open Only June 5, 2020 – June 10, 2020.”
   Attention: Jenny Leech, sealed, then mailed or delivered to Jenny Leech, Marketing Manager, Crystal Lake Park District, 1 E. Crystal Lake Avenue, Crystal Lake, IL 60014. The proposal must be received by the date and hour stated in the Notice of Bidding, at which time the proposal will be opened and publicly read. All proposals must be signed by the authorized office of the firm bidding.

2. Acceptance of proposals
   The Crystal Lake Park District reserves the right to accept bids all or in part. At the time of acceptance, the District also reserves the right to increase or decrease quantities at the same bid cost per piece.

   The Crystal Lake Park District reserves the right to withdraw the printing of the fall 2020 brochure dependent on the Covid-19 situation and its impact on programming and facility closures.

   The District reserves the right to reject any and all proposals, or to accept any proposal that, in its judgement, will be in the best interest of the general public. It is the intention to award the contract to the lowest responsible bidder best meeting the requirements of the Crystal Lake Park District.

3. Exemption from taxes
   Contractors and vendors supplying equipment and materials to the Crystal Lake Park District shall not charge the Federal Excise Tax or State of Illinois Retailers Occupational Tax, since the Crystal Lake Park District is exempt from these taxes.

4. Holding of bids
   The Crystal Lake Park District reserves the right to hold all bids for a period of thirty (30) days after the date receiving said bids in the advertisement and the bidder shall not withdraw his/her bid during the said thirty (30) day period.

5. Information required
   Each bidder shall complete the data sheet accompanying the specifications. Bidders may also submit descriptive literature showing style and features of the items being bid.

6. Bid pricing
   The Crystal Lake Park District is accepting pricing bids for the three (3) seasonal activity guides (fall 2020, winter/spring 2020-2021 and summer 2021). NOTE: the Crystal Lake Park District will only accept bids for Sheet Fed Printing. The Crystal Lake Park District will not accept bids for any type of WEB printing.

   The Crystal Lake Park District reserves the right to render this bid null and void if the end result is deemed low quality or if the District deems service to be insufficient or if specific deadlines are not met. In such an event, the District reserves the right to begin a new bid process or to award the remaining program guide/ brochures and/or inserts to another bidder.

   The bid pricing should be complete and include, but not be limited to, all paper, printing, bleeds, proofs, cutting, collating, perforating, binding and delivery. Delivery services must include boxing of brochures and delivery to both the Crystal Lake Post Office with the balance after postal route counts to the Crystal Lake Park District Administrative Office on a schedule set forth by the Crystal Lake Park District.

7. Samples and reference
   All bids must include an example of work comparable to the specifications. All bids must be accompanied by a respective paper sample.
All bidders must submit a list of three (3) references for which he/she has completed work of a similar nature as described in the specifications. Please include the name of the project, project description, project address, owner name and telephone number for reference.

8. **Alteration clause**
   Up to one hour of alterations or adjustments should be included in the price. Any alterations beyond one hour’s work may be billed to the Park District at the rate specified in the proposal.

9. **Delivery Schedule**
   Artwork will be delivered to printer via FTP site by the following schedule:

   - **Fall 2020 issue**: file by July 14, 2020, delivery to Crystal Lake Post Office & Crystal Lake Park District Administrative Office by August 3, 2020
   - **Winter/Spring 2020-2021 issue**: artwork by November 9, 2020, delivery to Crystal Lake Post Office & Crystal Lake Park District Administrative Office by December 2, 2020
   - **Summer 2021 issue**: artwork by April 12, 2021, delivery Crystal Lake Post Office & Crystal Lake Park District Administrative Office by April 30, 2021.

7. One complete proof of brochure plus a color-accurate cover proof are to be delivered to the Crystal Lake Park District Administrative Office for approval and will be returned at the printer’s expense within 5 days after receiving the artwork. The park district will return the proof within 2 working days.

10. **Required turnaround time**
   Required turnaround time shall be not more than 14 working days (Monday-Friday excludes Federal Holidays). There will be a mandatory 5% discount on the print job for every 24 hours over the specified time frame.

11. **Mailing**
    Postal Route saturation to 60012 and 60014 zip codes with route counts provided by printer. Final postage amount must be given to the Crystal Lake Park District a minimum of 5 days prior to delivery to post office. Crystal Lake Park District will deliver check for postage directly to post office.

12. **Delivery of final product**
    Completed brochures are to be delivered to Crystal Lake Park District Administrative Building and the Crystal Lake Post Office at the printer’s expense.
2020-2021 Program Activity Guide Bid-Quote Specifications

Printer proposes to furnish, in accordance with all the following specifications, to the Crystal Lake Park District, the following printing for annually three (3) issues:

1. **Pages**
   - Each Season
     - **Fall 2020:** 76 pages plus 4 cover
     - **Winter-Spring 2020-2021:** 80 pages plus 4 cover
     - **Summer 2021:** 88 pages plus 4 cover

2. **Trim Size**
   - 8.5” x 10.875”

3. **Paper Stock**
   - **Cover**
     - Recycled 80# white two-sided gloss text, minimum 88 bright
   - **Body**
     - Recycled 50# smooth offset (white), minimum 92 bright or better or house equivalent (if using house stock, please provide sample). No ground wood sheet accepted. Paper should be free of chlorine bleaching and should contain minimum 30% post-consumer recycled material

4. **Ink**
   - **Cover**
     - inside and outside: 4-color process with bleeds
   - **Body**
     - 4-color process with bleeds

5. **Binding**
   - Center fold with staple stich

6. **Quantity**
   - 22,600 activity guides per season (fall, winter/spring, summer)
   - Quantity may not run under
   - Crystal Lake Park District will not pay for overrun.

8. **Layout**
   - All typesetting and page composition will be completed by Park District personnel using Adobe InDesign (PC), submitted FTP.

9. **Proofs**
   - 1 complete proof of brochure w/color-accurate cover proof

10. **Press**
    - Crystal Lake Park District will only accept bids for Sheet Fed Printing. No WEB printing, please.
Fall 2020: 76 pg + 4 cover  
22,600 quantity

W/S 2020-2021: 80 pg + 4 cover  
22,600 quantity

Summer 2021: 88 pg + 4 cover  
22,600 quantity

TOTAL AS PER SPECS

Additional Charges. Please indicate as 'included' if applicable

- Proof charges
- Alterations hourly rate  
  (1st hour incl in price above)
- Packaging
- Delivery  
  2 Crystal Lake locations
- Mail Prep  
  (#11 instructions)
- Additional M's
- Additional 4 pages
- Additional charges  
  not listed above

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GRAND TOTAL ALL THREE SEASONS, ALL ADDITIONS

Press Type:  ___________________________________________

Proposal submitted by (Company Name) _______________________________________

Bidder Print Name: ___________________________  Bidder Signature: ___________________________

Title: ___________________________  Email: ___________________________

Phone: ___________________________  Address: ___________________________
1. Name__________________________________________
   Phone__________________________________________
   Address________________________________________
   City, State, Zip__________________________________
   Project________________________________________

2. Name__________________________________________
   Phone__________________________________________
   Address________________________________________
   City, State, Zip__________________________________
   Project________________________________________

3. Name__________________________________________
   Phone__________________________________________
   Address________________________________________
   City, State, Zip__________________________________
   Project________________________________________
SUSTAINABILITY STATEMENT

Introduction
The Crystal Lake Park District is committed to green and sustainable practices and good environmental stewardship. Consequently, we are asking bidders to provide a Statement of Sustainability to ensure our bidders are also incorporating sustainability into their firm’s practices.

Instructions
Provide a clear description of your firm’s sustainable practices, policies or procedures to the below sections or attach a copy of your practice. These practices may include but are not limited to:

Waste Minimization within the office or facilities through recycling programs, double-sided copying, electronic internal communications, recycled content in materials, reusable cups, limited printing, electronic document management, green purchasing policies, green cleaning supplies or reduced packaging in materials procured or supplied.

Energy Efficiency within office, facilities or firm through lighting retrofits, photo sensor switches for lighting, use of daylighting, Energy Star rated appliance or equipment, alternative fuel or efficient fleet, anti-idling policy, or indoor temperature management.

Water Efficiency in office, facilities or firm through faucet or fixture retrofits, switch individual bottled water to office water coolers or drinking fountains, drought tolerant landscaping.

Staff are encouraged to be sustainable and supported by your firm through public transit benefits, bicycle accommodations, telecommuting options, support to attend green seminars, US Green Building Council LEED accredited or the creation of an internal green team.

Education of your staff about green practices, your business peers of your green accomplishments, your community of your sustainability, or any environmental awards your firm has achieved.