



### **2022-2024 PROGRAM GUIDE PRINTING BID**

Bid specifications for the 2022 annual Program Guide series, which includes the Winter/Spring 2022, Summer 2022, and Fall 2022 Program Guides. Also included is an option for renewal for two additional one-year terms which may be accepted at the District's sole discretion. The award of the bid will be based on the pricing for the 2022 Program Guide series.

**BID DATE:** Thursday, September 16, 2021  
**BID TIME:** 10:00 am  
**LOCATION:** Sullivan Community Center, 635 N. Aspen Drive, Vernon Hills, IL 60061

**Prepared by:** Vernon Hills Park District  
635 N. Aspen Drive, Vernon Hills, Illinois 60061  
(847) 996-6933  
(847) 996-6928 Fax  
[www.vhparkdistrict.org](http://www.vhparkdistrict.org).

**Contact:** Cheryl Buhmann  
Marketing & Communications Manager  
635 N. Aspen Drive, Vernon Hills IL 60061  
(847) 996-6933  
[cherylb@vhparkdistrict.org](mailto:cherylb@vhparkdistrict.org)

**Opening:** All proposals are due no later than 10:00 am on September 16, 2021 at 635 N. Aspen Drive, Vernon Hills, IL 60061

Proposals shall be submitted in sealed envelopes, plainly marked: "Sealed Bid – Program Guide Printing".

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Vernon Hills Park District

ADVERTISEMENT TO BID

The VERNON HILLS PARK DISTRICT does hereby invite sealed bids for the 2022 Program Guide Printing. Project includes a one-year contract with options to renew for the printing of the program guides.

Bids will be received until 10:00 am on September 16, delivered by hand to Vernon Hills Park District, 635 N. Aspen Drive, Vernon Hills, IL 60061. Bid opening will be held September 16 at 10:00 am at Sullivan Community Center, 635 N. Aspen Drive, Vernon Hills, IL 60061. The bid will be posted on our website - <https://www.vhparkdistrict.org/bids/>.

Each bid must be placed in a sealed envelope and be clearly marked Attention Cheryl Buhmann: Program Guide Bid 2022. Questions? Please contact Cheryl Buhmann at (847) 996.6933 or [cherylb@vhparkdistrict.org](mailto:cherylb@vhparkdistrict.org).

Vernon Hills Park District will accept the lowest responsible bid or may reject all bids without disclosure of a reason. The failure to make such a disclosure will not result in accrual of any right, claim, or cause of action by any Bidder against Vernon Hills Park District.

Vernon Hills Park District

Cheryl Buhmann, Marketing and Communications Manager

Dated: August 19, 2021

To appear in the Daily Herald on August 19, 2021

Vernon Hills Park District

INVITATION TO BID

Date: August 19, 2021

RE: Program Guide Printing

Dear Bidder:

Sealed bids for Program Guide printing will be received by Vernon Hills Park District. Each bid must be placed in a sealed envelope and clearly marked Attention Cheryl Buhmann: Program Guide Bid 2022. The envelope shall be delivered to Vernon Hills Park District, 635 N. Aspen Drive, Vernon Hills, IL 60061.

Bids will be received until September 16 at 10:00 am. Immediately thereafter, the bids will be publicly recorded, opened and read aloud in the Vernon Hills Park District Board Room, located in the Sullivan Community Center at the aforementioned address. Bids submitted after the closing time will be rejected. No responsibility shall be attached to any person for premature opening of a bid not properly identified. Bid results will typically be available on our website at <https://www.vhparkdistrict.org/bids/> within 5 business days.

Vernon Hills Park District will accept the lowest responsible bid, considering terms of delivery, quality, conformity with specifications and serviceability, or may reject all bids without disclosure of a reason. The failure to make such a disclosure shall not result in accrual of any right, claim, or cause of action by any Bidder against Vernon Hills Park District. Vernon Hills Park District reserves the right to waive irregularities in any bid.

Bids shall not include federal excise tax or state sales tax for materials to be incorporated in or totally consumed in the prosecution of the Work. A tax exemption certificate will be furnished by the Park District at the request of the Bidder. The Park District's tax exemption number shall be used only by the successful bidder for the work of this project. After the bid opening, no bid may be withdrawn, and all bids shall remain firm for sixty (60) days.

The Contractor selected also will be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders, including but not limited to those pertaining to equal employment opportunity.

Please include three (3) different samples of Park District Program Guides or a similar format. Final awarding of this bid will be announced on September 30, 2021 at the regular meeting of the Vernon Hills Park District Board of Commissioners.

If you have any questions regarding this bid, please contact Cheryl Buhmann at (847) 996-6933 or email at [cherylb@vhparkdistrict.org](mailto:cherylb@vhparkdistrict.org).

## RREQUIREMENTS FOR BIDDING AND INSTRUCTIONS FOR BIDDERS

### **1. Preparation of Bid Proposal**

Bidder shall submit his/her bid proposal on the form supplied by the Park District. Each proposal shall be placed in an envelope marked Program Guide Printing, sealed, then mailed or delivered to Cheryl Buhmann, Marketing & Communications Manager, Vernon Hills Park District, 635 N. Aspen Drive, Vernon Hills, IL 60061. 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 officer of the firm bidding. Current program guides are digital only and can be viewed on the Park District's website, [www.vhparkdistrict.org](http://www.vhparkdistrict.org).

### **2. Acceptance of Proposals**

Vernon Hills 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 of any item at the same bid cost per piece.

The Park District reserves the right to reject any and all proposals, or to accept any proposal that, in its judgment, 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 Park District.

### **3. Exemption from Taxes**

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

### **4. Holding of Bids**

The Park District reserves the right to hold all bids for a period of thirty-five (35) days after the date receiving said bids in the advertisement and the bidder shall not withdraw his/her bid during said thirty-five (35) day period.

### **5. Information required**

Bidder shall complete the Bid Form accompanying the specifications. Bidders may also submit descriptive literature showing style and features of the items being bid.

### **6. Bid Pricing**

Vernon Hills Park District is accepting pricing bids for the three annual Program Guides. Printers may include pricing for the option to renew for two additional one-year terms which may be accepted at the District's sole discretion. The award of the bid will be based on the pricing for the Winter/Spring 2022, Summer 2022, and Fall 2022 program guides.

Vernon Hills Park District (VHPD) reserves the right to render this bid null and void if the end result is deemed low quality or if VHPD deems service to be insufficient or if specific deadlines are not met. In

such an event, VHPD reserves the right to begin a new bid process or to award the remaining printing guides to another bidder.

The bid pricing should be complete and include, but not be limited to, all paper, printing, bleeds, screens, proofs, cutting, collating, perforating, binding, labeling and delivery. Delivery services must include bundling of program guides, skid-packed and delivered to a specified delivery service warehouse on a schedule set forth by the Vernon Hills Park District. Balance of program guides to be delivered to the Vernon Hills Park District in two locations.

### **7. Samples and Reference**

Bids must include an example of work comparable to the program guide viewed on VHPD website. All bids must be accompanied by a respective paper sample.

The Fall 2021 and Summer 2021 Program Guides may be viewed online at [www.vhparkdistrict.org](http://www.vhparkdistrict.org). Click on the programs tab. This provides an example of the content and general look regarding screens, photos and copy. Program Guide covers and interior graphics will differ.

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 value, owner name, email, and telephone number for reference.

Broker bids will not be accepted.

### **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 per hour rate specified in the proposal.

### **9. Delivery of Proofs**

Artwork will be delivered to printer via FTP site by the following schedule:

WINTER/SPRING:	Artwork early November
SUMMER issue:	Artwork late March
FALL issue:	Artwork early July

Complete proofs of program guide with color-accurate cover and body pages are to be delivered to the Park District's office for approval within working 5 days of receiving the proof in the FTP site.

Park District will review and return proof with corrections noted at the printer's expense within 2 working days after receiving the artwork.

Printer will deliver corrected PDF pages via email to Marketing and Communications Manager for final approval.

No charge corrections of printer generated errors.

**10. Deadlines**

Specific delivery deadlines for the Winter/Spring, Summer, and Fall Program Guides will be established by the Park District and communicated to the Contractor at least 15 business days in advance of each deadline.

**11. Delivery of Final Product**

Completed program guides are to be delivered to two VHPD facilities (60061) and the Mundelein Post Office (60060), at the printer's expense. Quantities to be determined by VHPD. Printer is responsible for boxing or bundle-wrapping pieces according to postal regulations. Printer is responsible for obtaining an updated carrier route delivery list in quantities to single family homes, town homes, condominiums and apartments only – no businesses. Any additional charge for this service must be included in the base price. The printer will provide free pick-up and delivery service when needed by the Vernon Hills Park District.

**12. Postage**

Printer will provide postage cost to the Park District at least 5 working days prior to delivery of guides to the Mundelein Post Office.

**13. Other**

Printer will be available to come to the Vernon Hills Park District if necessary to discuss design, technical specifications, colors, or other concerns.

**14. Anticipated Schedule for 2022 Program Guides**

**Winter/Spring 2022** - November 2, 2021 to printer, week of November 16, 2021 distribution

**Summer 2022** - March 29, 2022 to printer, week of April 12, 2022 distribution

**Fall 2022** – July 5, 2022 to printer, week of July 19 distribution

## 2022-2024 PRINTING BID – QUOTE SPECIFICATIONS

Printer proposes to furnish, in accordance with all the following specifications, to the Vernon Hills Park District offices, cost prepaid, within a time frame agreed on by the Marketing & Communications Manager or a designated representative, the following printing for annually three (3) issues of the Park District seasonal program guide each year. Printers may either choose to submit one pricing for all three years, or to submit pricing they will honor for program guides titled in years 2022, 2023, and 2024. Printer must provide a quote based on the following specs:

### SPECS FOR PROGRAM GUIDES

1. Pages Page counts are estimated per seasonal guide:  
Winter/Spring 64 pages plus cover wrap  
Summer 72 pages plus cover wrap  
Fall 64 pages plus cover wrap
2. Cover Stock 100 lb. two-sided gloss text  
Text Stock 70 lb. matte text. Paper should be free of chlorine bleaching.  
  
Printer must supply printed samples of cover stock and body stock (with photos)
3. Ink Cover and body: 4/4 color, double-sided, full bleeds
4. Finished Size 8 1/2" x 11"
5. Bindery Trim: center fold saddle stitch on 11" Dimension
6. Quantity 12,000 finished guides per each of three (3) seasons. Over runs will be accepted at no additional cost. Under runs are not acceptable.
7. Layout All typesetting and page composition will be completed by Park District personnel using Adobe InDesign, submitted via upload to FTP site. Screens and bleeds will be used throughout the brochure.
8. Proofs Imposition proof plus one complete proof of program guide with color accurate cover and body pages for approval.
9. Press Sheet fed processing
10. Delivery Tray or bag per carrier route and drop/ship to Mundelein Post Office, 435 E. Hawley St., Mundelein, IL 60060.  
  
Remainder of program guides are to be delivered to Sullivan Community Center, 635 N. Aspen Drive, Vernon Hills, IL 60062, and Lakeview Fitness, 700 Lakeview Parkway, Vernon Hills, IL 60061. Quantities per location to be determined by the Park District.



BID FORM

Program Guide Printing

PART A: Cost of printing, binding, and delivery of three seasonal Program Guides. Page count excludes cover wrap.

Program Guides	Quantity	Base Bid 2022	Optional Renewal 2023	Optional Renewal 2024
Winter/Spring 64 pages	12,000			
Summer 72 pages	12,000			
Fall 64 pages	12,000			
Total Base Bid 3 Program Guides				

PART B: Hourly rate for corrections when exceeds one hour included in proposal \$ \_\_\_\_\_

All proposals must include an hourly for corrections. Any proposal submitted with a different method of charging for corrections may disqualify the bidder from being awarded the printing bid.

Bidder \_\_\_\_\_

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_

Website \_\_\_\_\_

Email \_\_\_\_\_

PRINTING BID REFERENCES

The Vernon Hills Park District requires a bidder to submit three (3) examples of similar work and three (3) references. Please include municipal references if applicable.

	Reference #1	Reference #2	Reference #3
Project Name			
Completion Date			
Project Value			
Contact Name			
Contact Title			
Phone Number			
Email Address			

## CONTRACTOR COMPLIANCE AND CERTIFICATIONS

THE UNDERSIGNED CONTRACTOR HEREBY ACKNOWLEDGES, CERTIFIES, AFFIRMS AND AGREES AS FOLLOWS:

A. Contractor has carefully read and understands the contents, purpose and legal effect of this document as stated above and hereafter in this document. The certifications contained herein are true, complete and correct in all respects.

B. Contractor shall abide by and comply with, and in contracts which it has with all persons providing any of the services or Work on this Project on its behalf shall require compliance with, all applicable Federal, State and local laws and rules and regulations including without limitation those relating to 1) fair employment practices, affirmative action and prohibiting discrimination in employment; 2) workers' compensation; 3) workplace safety; 4) wages and claims of laborers, mechanics and other workers, agents, or servants in any manner employed in connection with contracts involving public funds or the development or construction of public works, buildings or facilities; and 5) steel products procurement.

C. If this Project is subject to the provisions of the Illinois Prevailing Wage Act (820 ILCS 130/0.01 et seq.), providing for the payment of the prevailing rate of wage to all laborers, workmen and mechanics engaged in the Work, Contractor shall pay prevailing rates of wages issued by the Illinois Department of Labor in accordance with applicable law. Contractor is responsible for determining the applicable prevailing wage rates at the time of bid submission and at the time of performance of the Work. Failure of Contractor to make such determination shall not relieve it of its obligations in accordance with the Contract Documents. Contractor shall also comply with all other requirements of the Act including without limitation those pertaining to inclusion of required language in subcontracts, job site posting, maintenance and submission of certified payroll records and inspection of records. Contractor is not barred from entering into public contracts under Section 11a of the Illinois Prevailing Wage Act due to its having been found to have disregarded its obligations under the Act.

D. To the best of Contractor's knowledge, no officer or employee of Contractor has been convicted of bribery or attempting to bribe an officer or employee of the State of Illinois, or any unit of local government, nor has any officer or employee made an admission of guilt of such conduct which is a matter of record.

E. Contractor is not barred from bidding on or entering into public contracts due to having been convicted of bid-rigging or bid rotating under paragraphs 33E-3 or 33E-4 of the Illinois Criminal Code. Contractor also certifies that no officers or employees of the Contractor have been so convicted and that Contractor is not the successor company or a new company created by the officers or owners of one so convicted. Contractor further certifies that any such conviction occurring after the date of this certification will be reported to the Owner, immediately in writing, if it occurs during the bidding process or otherwise prior to entering into the Contract therewith.

F. Pursuant to the Illinois Human Rights Act (775 ILCS 5/2-105), Contractor has a written sexual harassment policy that includes, at a minimum, the following information: (i) a statement on the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment utilizing examples; (iv) the Contractor's internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Illinois

Department of Human Rights and the Human Rights Commission and directions on how to contact both; and (vi) protection against retaliation as provided by Section 6-101 of the Illinois Human Rights Act. Contractor further certifies that such policy shall remain in full force and effect. A copy of the policy shall be provided to the Illinois Department of Human Rights upon request.

G. Contractor shall abide by the "Employment of Illinois Workers on Public Works Act" (30 ILCS 570/0.01 et seq.) which stipulates that whenever there is a period of excessive unemployment in Illinois, defined as any month immediately following two (2) consecutive calendar months during which the level of unemployment in Illinois exceeds five percent (5%) as measured by the U.S. Bureau of Labor Statistics in its monthly publication of employment and unemployment figures, the Contractor shall employ only Illinois laborers unless otherwise exempted as so stated in the Act. ("Illinois laborer" means any person who has resided in Illinois for at least 30 days and intends to become or remain an Illinois resident). Other laborers may be used if Illinois laborers are not available or are incapable of performing the particular type of work involved if so certified by the Contractor and approved by the Owner.

H. (i) Contractor's bid proposal was made without any connection or common interest in the profits anticipated to be derived from the Contract by Contractor with any other persons submitting any bid or proposal for the Contract;

(ii) the Contract terms are in all respects fair and the Contract will be entered into by Contractor without collusion or fraud;

(iii) no official, officer or employee of the Owner has any direct or indirect financial interest in Contractor's bid proposal or in Contractor, (iv) the Contractor has not directly or indirectly provided, and shall not directly or indirectly provide, funds or other consideration to any person or entity (including, but not limited to, the Owner and the Owner's employees and agents), to procure improperly special or unusual treatment with respect to this Agreement or for the purpose of otherwise improperly influencing the relationship between the Owner and the Contractor. Additionally, the Contractor shall cause all of its officers, directors, employees, (as the case may be) to comply with the restrictions contained in the preceding sentence.

I. Contractor knows and understands the Equal Employment Opportunity Clause administrated by the Illinois Department of Human Rights, which is incorporated herein by this reference, and agrees to comply with the provisions thereof. Contractor further certifies that Contractor is an "equal opportunity employer" as defined by Section 2000 (e) of Chapter 21, Title 42 of the United States Code Annotated and Executive Orders #11246 and #11375 as amended, which are incorporated herein by this reference.

J. Neither Contractor nor any substantially owned affiliated company is participating or shall participate in an international boycott in violation of the provisions of the U.S. Export Administration Act of 1979 or the regulations of the U.S. Department of Commerce promulgated under that Act.

K. Contractor is not barred from contracting with the Owner because of any delinquency in the payment of any tax administrated by the Illinois Department of Revenue, unless it is being contested. Contractor further certifies that it understands that making a false statement regarding delinquency in taxes is a Class A misdemeanor and, in addition, voids the Contract and allows the Owner, a municipal entity, to recover in a civil action all amounts paid to the Contractor.

L. If Contractor has 25 or more employees at the time of letting of the Contract, Contractor knows, understands and acknowledges its obligations under the Illinois Drug Free Workplace Act (30 ILCS 580/1 et seq.) and certifies that it will provide a drug-free workplace by taking the actions required under, and otherwise implementing on a continuing basis, Section 3 of the Drug Free Workplace Act. Contractor further certifies that it has not been debarred and is not ineligible for award of this Contract as the result of a violation of the Illinois Drug Free Workplace Act.

M. Contractor knows, understands and acknowledges its obligations under the Substance Abuse Prevention on Public Works Act, 820 ILCS 265/1 et seq. A true and complete copy of Contractor's Substance Abuse Prevention Program Certification is attached to and made a part of this Contractor Compliance and Certification Attachment.

N. The Contractor shall comply with the requirements and provisions of the Freedom of Information Act (5 ILCS 140/1 et. seq.) and, upon request of the Palatine Park District's designated Freedom of Information Act Officer (FOIA Officer), Contractor shall within two (2) business days of said request, turn over to the FOIA Officer any record in the possession of the Contractor that is deemed a public record under FOIA.

Firm Name \_\_\_\_\_

Address \_\_\_\_\_

By: \_\_\_\_\_  
Signature of Authorized Officer Title Date

STATE OF \_\_\_\_\_ )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

I, the undersigned, a notary public in and for the State and Country, aforesaid, hereby certify that \_\_\_\_\_ appeared before me this day and, being first duly sworn oath, acknowledged that he/she executed the foregoing instrument as his/her free act and deed, and as the act and deed of the Contractor, intending thereby to be legally bound.

Dated: \_\_\_\_\_  
(Notary Public)

(SEAL)