

# WAUKEGAN PARK DISTRICT

## NOTICE TO BIDDERS

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### Legal Notice Request for Bids

The Waukegan Park District shall accept bids for the following items:

- Printing and binding of three (3) issues of the seasonal program guide, including USPS bundling and labeling for city and rural route mailings and delivery to respective post offices.

**Specifications** are available at the Waukegan Park District Administrative Center, 1324 Golf Road, Waukegan, Illinois - Monday – Friday (excluding holidays) 9 am – 5 pm or by calling 847.360.4726.

**All bids** shall be received at the Waukegan Park District Administrative Center, 1324 Golf Road, Waukegan, Illinois 60087 **until 1:00 p.m. on Friday, December 28, 2018**. Immediately thereafter, the bids will be publically opened and read aloud.

**The Board of Commissioners** reserve the right to waive any informality in the bids received according to its own judgment.

By Order of the  
Board of Commissioners of the  
Waukegan Park District

Jay Lerner, Executive Director

PUBLISH DATE: **Friday, December 7, 2018**  
Waukegan Park District (847)360-4726

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# WAUKEGAN PARK DISTRICT

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## Printing Specifications Three Seasonal Program Guides Fall/Holiday 2019, Winter/Spring, and Summer/Camp 2020

- Trim Size:** 8.25 X 10.25
- Quantity:** 37,500 copies (*no over charges will be paid unless approved by WPD*)
- Stock:** Paper stock as follows:
- Cover -80# cover weight enamel, # 3 grade or better
  - Body -50# white opaque offset (96 bright) #3 grade or better
- Presswork:** 4/4 Process bleed top/bottom/outside edges
- Pre-Press:** Output from our press quality PDF file uploaded to your FTP site
- Proofs:** Digital format / hard copy – color proof
- Bindery:** Collate, Fold, Bind & Trim
- Project**
- Deadline:** Printer agrees to adhere to WPD Production Schedule.
- Delivery:** *Printer will provide the following –*
1. Obtain current mail route list from Post Office for the following zip codes: 60085, 60087, 60031, 60048, 60083 and 60099.
  2. Bundle and label for USPS walk sequence delivery.
  3. Provide Park District with postage due amount per issue two weeks in advance of delivery to USPS.
  4. Establish delivery appointments with and deliver to: Waukegan Main, Waukegan Edison Square, Gurnee, Zion, Wadsworth and Libertyville Post Offices.
  5. Bundle and carton all remaining program guides and deliver to: 1324 Golf Road, Waukegan, IL 60085.

**Waukegan Park District  
Program Guide Production & Distribution Schedule  
Fall 2019-Summer 2020**

*Last updated: December 5, 2018*

PRODUCTION Steps												DISTRIBUTION & REGISTRATION	
	1	2	3	4	5	6	7	8	9	10			
Issue	Months Covered	Info on Shared Drive	First Proof to Staff	First Proof Back to Designer	Second Final Proof Back to Staff	Second Final Proof Back to Designer	Pre-Final to Jay and/or Senior Staff	Pre-Final to Designer	Final to Printer	Brochure to Post Office & On-site	Estimated In-home	Resident Registration	
<b>Fall/Holiday 2019</b>	Sept-Dec	F 5/24/2019	F 6/7/2019	F 6/14/2019	F 6/21/2019	F 6/28/2019	F 7/5/2019	TU 7/9/2019	F 7/12/2019	F 7/26/2019	S 7/28/2019	upon receipt	
<b>Winter/Spring 2020</b>	Jan-Apr	F 9/27//2019	F 10/11/2019	F 10/18/2019	F 10/25/2019	F 11/1/2019	F 11/8/2019	TU 11/12/2019	F 11/15/2019	F 11/29/2019	S 11/30/2019	upon receipt	
<b>Summer 2020</b>	May-Aug	F 1/25/2020	F 2/7/2020	F 2/14/2020	F 2/21/2020	F 2/28/2020	F 3/6/2020	TU 3/10/2020	F 3/13/2020	F 3/27/2020	S 3/28/2020	upon receipt	

**Brochure will be delivered to homes approximately 1 month before programs start. Registration begins as soon as brochure is delivered.**

**Waukegan Park District  
FY 2019-20 Program Guide Bid Response Form  
Fall/Holiday, Winter/Spring, Summer Camps  
Due 1pm, Friday, December 28, 2018**

**Contact Information**

**Contact Name:**

**Company:**

**Address:**

**Telephone:**

**Email:**

**Website:**

**Fax:**

**Waukegan Park District  
 FY 2019-20 Program Guide Bid Response Form  
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 Due 1pm, Friday, December 28, 2018**

**Specifications**

**37,500 Brochure Copies**

<b>Cover Pages</b>	<b>80# cover weight enamel, #3 grade or better, 4 color</b>
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<b>Interior Pages</b>	<b>50# white opaque, #3 grade or better, 96 brightness, 4 color</b>
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**Option One**

**Printing Costs**

**Printing Costs**

Fall/Holiday- 80 pages plus cover=84 pages

\$
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Annual Report Insert 4 pages-cover stock, additional 500 copies delivered to the Administrative Center

\$
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Winter/Spring-84 pages plus cover=88 pages

\$
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Summer/Camp-92 pages plus cover=96 pages

\$
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**Cost to add additional four pages**

\$
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**Cost of changes to pages after review of proof**

\$
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**Waukegan Park District  
FY 2019-20 Program Guide Bid Response Form  
Fall/Holiday, Winter/Spring, Summer Camps  
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**Option Two (English & Spanish)**

**Printing Costs**

**Printing Costs**

Fall/Holiday-160 pages plus  
cover=164 pages

\$
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Annual Report Insert 4 pages-  
cover stock, additional 500  
copies delivered to the  
Administrative Center

\$
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Winter/Spring-168 pages plus  
cover=172 pages

\$
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Summer/Camp-184 pages plus  
cover=188 pages

\$
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**Cost to add additional four pages**

\$
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**Cost of changes to pages after  
review of proof**

\$
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