

WAUKEGAN PARK DISTRICT

NOTICE TO BIDDERS

Legal Notice Request for Bids

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

- Printing and binding of the seasonal program guide including USPS bundling and labeling for city and rural route mailings and delivery to respective post offices

Bid for three (3) issues (Fall 2020, Winter Spring 2021, Summer Camp 2021)

Bid for nine (9) issues (Fall 2020, 2021, 2022, Winter Spring 2021, 2022, 2023 and Summer Camp 2021, 2022, 2023)

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, January 10, 2020**. Immediately thereafter, the bids will be opened and read aloud publicly.

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 20, 2019

Waukegan Park District (847)360-4726

WAUKEGAN PARK DISTRICT

Printing Specifications Seasonal Program Guides

- 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 60087.

**Waukegan Park District
Program Guide Production & Distribution Schedule
Fall 2020-Summer 2021**

Last updated: December 18, 2019

PRODUCTION Steps		1	2	3	4	5	6	7	8	9	10	11	DISTRIBUTION & REGISTRATION	
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 Translator	Translation to Designer	Final to Printer	Brochure to Post Office & On-site	Estimated In-home	Resident Registration
Fall/Holiday 2020	Sept-Dec	F 4/24/2020	F 5/8/2020	F 5/15/2020	F 5/22/2020	F 5/29/2020	F 6/5/2020	W 6/10/2020	F 6/12/2020	F 6/26/2020	F 7/17/2020	F 8/7/2020	S 8/8/2020	upon receipt
Winter/Spring 2021	Jan-Apr	F 9/4/2020	F 9/18/2020	F 9/25/2020	F 10/2/2020	F 10/9/2020	F 10/16/2020	W 10/21/2020	F 10/23/2020	F 11/6/2020	F 11/20/2020	F 12/11/2020	S 12/12/2020	upon receipt
Summer/jCamps 2021	May-Aug	M 1/4/2021	F 1/15/2021	F 1/22/2021	F 1/29/2021	F 2/5/2021	F 2/12/2021	W 2/17/2021	F 2/19/2021	F 3/5/2021	F 3/19/2021	F 4/9/2021	S 4/10/2021	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
Bid Response Form
Due 1pm, Friday, January 10, 2020**

Contact Information

Contact Name:

Company:

Address:

Telephone:

Email:

Website:

Fax:

**Printing Bid
Three Years of Program Guides
Nine Issues**

Fall/Holiday 2020, 2021, 2022 Winter/Spring 2021, 2022, 2023 Summer/Camps 2021, 2022, 2023

**English and Spanish
Flip Book**

Printing Costs

Fall/Holiday-176 pages plus
cover=180 pages

\$

Winter/Spring-168 pages plus
cover=172 pages

\$

Summer/Camp-184 pages plus
cover=188 pages

\$

**Cost to add additional four
pages**

\$

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

\$

**Printing Bid
Annual Program Guide
Three Issues Only
Fall/Holiday 2020, Winter/Spring 2021, Summer/Camps 2021**

**English and Spanish
Flip Book**

Printing Costs

Fall/Holiday-176 pages plus
cover=180 pages

\$

Winter/Spring-168 pages plus
cover=172 pages

\$

Summer/Camp-184 pages plus
cover=188 pages

\$

**Cost to add additional four
pages**

\$

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

\$
