



December 7, 2022

Dear Prospective Contractor:

The Waukegan Park District is accepting bids for:

2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES

Bids are due on Tuesday, December 20, 2022 at 10:00 AM at the Administrative Building, 1324 Golf Rd, Waukegan, IL 60087. The bids should be clearly labeled "2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES".

We appreciate your bidding on the enclosed item and welcome the opportunity to do business with you.

If you have any questions, please contact me at 847-360-4726 or by email at smcdonald@waukeganparks.org.

Best,

Shelby McDonald

Shelby McDonald

Director of Marketing & Community Relations



BID DOCUMENTS MANUAL: 2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES

INCLUDING:

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- Addendum #1

DATE OF ADVERTISEMENT:

December 7, 2022

DUE DATE & BID OPENING:

December 20, 2022

10:00 AM

WAUKEGAN PARK DISTRICT ADMINISTRATIVE BUILDING: 1324 GOLF ROAD, WAUKEGAN, IL 60087

TENTATIVE DATE OF BID APPROVAL:

JANUARY 10, 2023

4:30 PM

DELIVER/MAIL BID TO: SHELBY MCDONALD

MARKED "2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES" WAUKEGAN PARK DISTRICT ADMINISTRATIVE BUILDING

1324 GOLF ROAD

WAUKEGAN, IL 60087



NOTICE TO BIDDERS

The Waukegan Park District, Lake County, Illinois (“Owner” or “Park District”), invites bids for the following project:

- 1. Printing and binding of the seasonal program guides including USPS bundling and labeling for city and rural route mailings and delivery to respective post offices. The bid is for three (3) issues, Fall/Holiday 2023, Winter/Spring 2023 and Summer 2024.**

Bid Documents, including Instructions to Bidders, Specifications are available **electronically at <https://www.waukeganparks.org/business/> or by contacting the Waukegan Park District Community Relations Department at 847-360-4726 or by email at smcdonald@waukeganparks.org.**

The bid shall be placed in a sealed envelope and clearly marked **“SEALED BID: Waukegan Park District, 2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES.”** The envelope shall be addressed and delivered to and received by the Park District at the following location: Waukegan Park District Administrative Building, 1324 Golf Rd, Waukegan, Illinois 60087. No responsibility shall be attached to any person for premature opening of a bid not properly identified.

Bids shall be received until 10:00 AM on TUESDAY, DECEMBER 20, 2022. Immediately thereafter, the bids will be publicly opened and read aloud. Bids received after that time or at a different location will be rejected.

The Waukegan Park District reserves the right to waive technicalities, to accept or reject any or all bids, to accept only portions of a bid and reject the remainder. Owner will award the Contract to the lowest most responsible and responsive Bidder, as determined by Owner. In considering the Bidder’s responsibility, the Owner may evaluate, among other factors, the ability of the Bidder to provide experienced labor sufficient in numbers to timely and properly complete the services, the financial capability of the Bidder, and the performance of the Bidder on other projects.

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 District’s tax exemption number shall only be used by the successful Bidder for the Work of this Project.



No bid may be withdrawn, and all bids shall remain firm for sixty (60) days after the bid opening.

The Contractor(s) selected will also 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. State law mandates an open and competitive bidding process and requires that publicly procured contracts be awarded to the lowest responsible and responsive bidder with no demonstrated preference based on the bidder's location, race and gender. Therefore, the Park District is unable to give preference to competitively bid projects, but does encourage submission from local, women, and minority bidders.

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

Jay Lerner, Executive Director

Waukegan Park District (847) 360-4726

PUBLISHED DATE: December 7, 2022



Printing Specification

2023-2024 Seasonal Program Guides

Trim Size: 8.25 X 10.25

Quantity: 37,500 (no over charges will be paid unless approved by WPD)

- Number of Pages: Fall/Holiday: 66 pages plus cover = 68 pages
- Winter/Spring: 66 pages plus cover = 68 pages
- Summer: 70 pages plus cover = 72 pages

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 and 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:*

- Obtain current mail route list from Post Office for the following zip codes: 60085, 60087, 60031, 60048, 60083 and 60099.
- Bundle and label for USPS walk sequence delivery.
- Provide Park District with postage due amount per issue two weeks in advance of delivery to USPS.
- Establish delivery appointments with and deliver to: Waukegan Main, Waukegan Edison Square, Gurnee, Zion, Wadsworth, and Libertyville Post Offices.
- Bundle and carton all remaining program guides and deliver to 1324 Golf Rd, Waukegan, IL 60087.



PRINTING BID
ANNUAL PROGRAM GUIDE
THREE ISSUES

Fall/Holiday 2023, Winter/Spring 2023, and Summer 2024

English and Spanish Flip Book

Printing Costs

Fall/Holiday – 66 pages plus cover = 68 pages

Winter/Spring - 66 pages plus cover = 68 pages

Summer - 70 pages plus cover = 72 pages

Cost to add additional four (4) pages

Cost of changes to pages after review of proof



Project List

List three (3) completed projects which are similar in scope to the 2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES.

Project Name _____

Description _____

Client Name and Contact _____

Project Name _____

Description _____

Client Name and Contact _____

Project Name _____

Description _____

Client Name and Contact _____



WAUKEGAN PARK DISTRICT

1324 GOLF ROAD • WAUKEGAN, IL 60087-4831 • PHONE (847) BIG-PARK • PHONE (847) 244-7275 • WWW.WAUKEGANPARKS.ORG

Last updated: December 1, 2022

Waukegan Park District Program Guide Production and Distribution Schedule Fall 2023 - Summer 2024

PRODUCTION Steps	1	2	3	4	5	6	7	8	9	10	DISTRIBUTION & REGISTRATION		
Issue	Months Covered	Program Forms and Flyers/Quarters Pages Submitted	Program Information Export to Designer	First Draft for Staff	First Draft for Designer	Second Draft to Staff	Second Draft Corrections to Designer	Final to Translator	Translation to Designer	Final to Printer	Revised Registration/Digital Version on Website with Links	Revised to Post Office & On-Site	Revised/Revised
Fall/Holiday 2023	Sep-Dec	M 4/10/2023	M 5/1/2023	W 5/24/2023	F 6/2/2023	M 6/12/2023	W 6/14/2023	TU 6/20/2023	F 6/30/2023	F 7/14/2023	W 8/7/2023	W 8/27/2023	8/5/2023
Winter/Spring 2024	Jan-Apr	M 8/14/2023	W 9/6/2023	F 9/27/2023	W 9/27/2023	M 10/9/2023	TU 10/10/2023	F 10/13/2023	F 11/9/2023	F 11/27/2023	F 12/8/2023	F 12/8/2023	12/9/2023
Summer/Camps 2024	May-Aug	W* 1/3/2024 *After Holidays	W 1/4/2024	F 2/9/2024	W 2/14/2024	M 2/26/2024	TU 2/27/2024	F 3/1/2024	F 3/15/2024	F 3/22/2024	F 4/12/2024 Caliente	F 4/12/2024	4/13/2024



Addendum #1

To: All Bidders

From: Shelby McDonald, Director of Marketing & Community Relations

Re: Addendum #1

2023/2024 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES

Bids Due on Tuesday, December 20, 2022 at 10:00 AM

Date: December 7, 2022

PLEASE MAKE NOTE OF THE CHANGES AND CLARIFICATIONS:

1. CHANGE

Fall/Holiday: 64 pages plus cover = 68 pages

Winter/Spring: 64 pages plus cover = 68 pages

Summer: 68 pages plus cover = 72 pages

End of Addendum #1

BIDDERS ARE TO ACKNOWLEDGE RECEIPT OF ADDENDUM #1.

PLEASE EMAIL BACK TO SMCDONALD@WAUKEGANPARKS.ORG. ALSO, PLEASE INCLUDE AN EXECUTED COPY OF THIS ADDENDUM AND NOTE RECEIPT OF THIS ADDENDUM IN YOUR BID PROPOSAL.

ADDENDUM #1 RECEIVED:

SIGNED: _____

DATE: _____

COMPANY: _____

Thank you.