



November 21, 2023

Dear Prospective Contractor:

The Waukegan Park District is accepting bids for:

2024/2025 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES

Bids are due on Thursday, December 21, 2023 at 10:00 AM at the Administrative Building, 1324 Golf Rd, Waukegan, IL 60087. The bids should be clearly labeled "2024/2025 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](mailto:smcdonald@waukeganparks.org).

Best,

*Shelby McDonald*

Shelby McDonald

Director of Marketing & Community Relations



**BID DOCUMENTS MANUAL: 2024/2025 PRINTING AND BINDING OF THE SEASONAL PROGRAM GUIDES**

**INCLUDING:**

- Notice to Bidders: Page 3
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**DATE OF ADVERTISEMENT:**

November 21, 2023

**DUE DATE & BID OPENING:**

December 21, 2023

10:00 AM

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

**TENTATIVE DATE OF BID APPROVAL:**

JANUARY 9, 2024

4:30 PM

**DELIVER/MAIL BID TO: SHELBY MCDONALD**

MARKED "2024/2025 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 2024, Winter/Spring 2025 and Summer 2025.**

Bid Documents, including Instructions to Bidders, Specifications are available **electronically at <https://www.waukeganparks.org/about/bids-quotes-rfps> or by contacting the Waukegan Park District Community Relations Department at 847-360-4726 or by email at [smcdonald@waukeganparks.org](mailto:smcdonald@waukeganparks.org).**

The bid shall be placed in a sealed envelope and clearly marked **“SEALED BID: Waukegan Park District, 2024/2025 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 THURSDAY, DECEMBER 21, 2023. 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:  
November 21, 2023**



## Printing Specification

### 2024-2025 Seasonal Program Guides

**Trim Size:** 8.25 X 10.25

**Quantity:** 37,700 (no over charges will be paid unless approved by WPD)

- Number of Pages: Fall/Holiday: 64 interior pages plus cover pages = 68 pages
- Winter/Spring: 64 interior pages plus cover pages = 68 pages
- Summer: 64 pages plus cover pages = 68 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 2024, Winter/Spring 2025, and Summer 2025

**English and Spanish Flip Book**

**Printing Costs**

**Fall/Holiday** – 64 pages plus cover = 68 pages

**Winter/Spring** - 64 pages plus cover = 68 pages

**Summer** - 64 pages plus cover = 68 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 2024/2025 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  
 Program Guide Production and Distribution Schedule  
 Fall 2024 - Summer 2025**

Last updated: November 15, 2023

Production Steps	Production Steps										Distribution and Registration		
	1	2	3	4	5	6	7	8	9	10	Registration Opens/Digital Version Uploaded to Calameo	Printed Program Guide to Post Office and On-Site	Estimated In-Homes
Issue	Months Covered	Program Forms and Flyers/Quarter Pages Submitted	Program Information Export to Designer	First Draft to Staff	First Draft Revisions to Designer	Second Draft to Staff	Second Draft Revisions to Designer	Final to Translator	Translation to Designer	Final to Printer			
Fall/Holiday 2024	September to December	M	M	W	F	M	W	TU	F	F	W	W	S
		4/15/24	5/6/24	5/22/24	5/31/24	6/10/24	6/12/24	6/18/24	6/28/24	7/12/24	7/31/24	7/31/24	8/3/24
Winter/Spring 2025	January to April	M	W	F	W	M	TU	F	F	F	F	F	S
		8/12/24	9/4/24	9/20/24	9/25/24	10/7/24	10/8/24	10/11/24	11/1/24	11/15/24	12/6/24	12/6/24	12/7/24
Summer 2025	May to August	M*	W	F	W	M	TU	F	F	F	F	F	S
		1/6/25	1/22/25	2/7/25	2/12/25	2/24/25	2/25/25	2/28/25	3/14/25	3/21/25	4/11/25	4/11/25	4/12/25

The program guide will be delivered to homes approximately one (1) month before programs start.