

**Warrenville Park District
3S260 Warren Avenue
Warrenville, IL 60555**

**SEASONAL PROGRAM GUIDE PRINTING
AND MAILING PREPARATION SERVICES
ADVERTISEMENT FOR BIDS**



Sheri Potter, Marketing & Community Engagement Manager, 630.393.7279

**ADVERTISEMENT FOR BIDS
WARRENVILLE PARK DISTRICT
SEASONAL PROGRAM GUIDE PRINTING
AND MAILING PREPARATION SERVICES**

The Warrenville Park District (the “District”) is accepting bids for Seasonal Program Guide Printing and Mailing Preparation Services.

Bid forms, including technical specifications, may be picked up beginning Tuesday, August 1, 2023, at the Recreation Center Guest Services Desk, 3S260 Warren Avenue, Warrenville, IL 60555, Monday - Friday, 9:00 a.m. – 5:00 p.m., or online at www.warrenvilleparks.org. Questions may be directed via email to Sheri Potter, Marketing & Community Engagement Manager, sherip@warrenvilleparks.org or by phone at 630.393.7279 ext. 313.

The District reserves the right to accept or reject any and all bids, waive technicalities and select a bid that meets the specifications required by the District.

Bids shall be submitted in a sealed envelope marked "Bid Proposal – Seasonal Program Guide Printing and Mailing Preparation Services." **Faxed or emailed bids will not be accepted.**

Proposals must be received on or before 11:00 a.m., Tuesday, August 15, 2023, in the Guest Services Office at the District’s Recreation Center, 3S260 Warren Avenue, Warrenville, IL 60555, and will be publicly opened and read aloud at that time.

All bidders must comply with applicable Illinois law requiring the payment of prevailing wages to all laborers, workers and mechanics, as determined by the Illinois Department of Labor. All bidders must comply with the Illinois statutory requirements regarding labor, including equal employment opportunity laws.

Sheri Potter
Marketing & Community Engagement Manager
Warrenville Park District

**Warrenville Park District
Bidding Requirements
Seasonal Program Guide Printing and Mailing Preparation Services**

OBJECTIVE:

The Warrenville Park District (the “District”) is accepting bids for printing and mailing preparation services (the “Services”) for the District’s seasonal program guides according to the Technical Specifications provided herewith.

The District encourages minority business firms to submit quotes for this project. Persons submitting bids (“Bidder(s)”) are encouraged to use minority businesses as subcontractors.

QUALIFICATIONS:

Bidders must possess a successful track record documenting satisfactory delivery of Services similar in scope to the needs of the District as listed in the Technical Specifications, for a minimum of five (5) years prior to submission of a bid.

BID PROPOSAL FORM: CONTENTS AND SUBMISSION:

Contents:

Each bid shall be submitted on the forms furnished by the District in these Bidding Requirements, and such forms shall be fully completed. All bids must include a completed **Bid Proposal Form, Company Profile, Bidder’s Submittal Forms, Bidder’s References, and Bidder’s Certifications**, which forms are provided herein. Bidders are required to provide 1-3 samples of printed work that is comparable to the specifications contained herein. **Bid packets returned without print samples will be disqualified.** Each Bidder may also provide a one-page narrative pertaining to its company if desired.

Submission:

1. Each bid shall be made on the "Bid Proposal Form" and “Bidder’s Submittals” furnished by the District.
2. All applicable blank spaces on the "Bid Proposal Form" and “Bidder’s Submittals” shall be fully completed, and all amounts shall be in words as well as in figures where applicable.
3. Each bid shall bear the legal name of the business organization. The signatures shall be in longhand and executed by a duly authorized official of the Bidder's organization and the name of the official and his/her title shall be typed below the signature.
4. Erasures, interlineations, corrections, or other changes on the "Bid Proposal Form" and “Bidder’s Submittals” shall be explained or noted over the signature of the Bidder. No bid submitted with deviations or reservations from the full scope of Services and other information called for will be considered.

5. Each bid, along with the bidder's samples of printing work, shall be sealed in an envelope marked and addressed as follows:

“Bid - Seasonal Program Printing and Mailing Preparation Services”
Warrenville Park District
3S260 Warren Avenue
Warrenville, IL 60555

6. Bid documents shall be delivered or mailed in time for delivery to the foregoing address on or before 11:00 a.m. on Tuesday, August 15, 2023. Bids will be publicly opened on the due date.
7. Oral bids will not be considered.

CONTRACT DOCUMENTS:

The Contract Documents shall be as follows:

1. Addenda, If Any
2. Bidding Requirements
3. Bid Proposal Form and Bidder's Submittals
4. The Agreement Between The Warrenville Park District And (Name Of Contractor) For Seasonal Program Guide Printing and Mailing Preparation Services
5. Certificate Of Compliance (720 ILCS 5/33e-1, *et seq.* And 65 ILCS 5/11-42.1-1), Certificate Of Compliance Drug Free Workplace Act, Prevailing Wage Affidavit, Substance Abuse Prevention Certificate
6. Technical Specifications

If there are any inconsistencies in the Contract Documents that are not clarified by an Addendum, the better quality or greater quantity shall be provided in accordance with the interpretation of the District's representative.

All Bidders shall carefully review the Contract Documents, and all bids submitted shall take the requirements of the Contract Documents into account.

ERROR IN BIDDING REQUIREMENTS OR TECHNICAL SPECIFICATIONS:

If any Bidder discovers any ambiguity, conflict, discrepancy, omission, or other error in the Bidding Requirements or Technical Specifications, the Bidder should immediately provide the District with a written notice of the problem and request that the Bidding Requirements or Technical Specifications be clarified or modified. Without disclosing the source of the request, the District may modify the document prior to the date fixed for submission of bids by issuing an addendum to all potential Bidders. If prior to the date fixed for submission of bids, a Bidder knows of or should have known of an error in the Bidding Requirements or Technical Specifications, but fails to notify the District of the error, the Bidder shall submit a bid at its own risk, and if its bid is accepted by the District, such Bidder shall not be entitled to additional compensation or time by reason of the error or its latter correction.

WITHDRAWALS AND RESUBMISSION/MODIFICATION OF BIDS:

A bid may be withdrawn or modified at any time prior to the deadline for submitting bids. Such request must be in writing and addressed to the District’s Marketing & Community Engagement Manager, Sheri Potter at: sherip@warrenvilleparks.org. Modifications of bid submittals by fax will not be permitted. Modifications offered orally or after bids have been opened will not be entertained.

QUALIFICATIONS AND REFERENCES:

1. The District may make such investigation as it deems necessary to determine the ability of any Bidder to perform the Services.
2. All Bidders shall adhere to the bid criteria as specified.
3. The District reserves the right to require of any Bidder such information as it deems necessary to verify the Bidder's qualifications and financial status and to withhold formal signing of any agreement until such information is received.
4. The successful Bidder shall also comply with laws and regulations governing equal employment opportunity.
5. In those instances where required, the successful Bidder shall hold all required licenses, permits or special licenses to perform the Services relating to the agreement entered by the parties, as required by law, or shall employ or work under the general supervision of a holder of such a license, permit or special license, and shall keep and maintain or cause to be kept or maintained all such licenses, permits or special licenses in good standing and in full force and effect at all times while the successful Bidder is performing the Services pursuant to the agreement entered by the parties.
6. Each Bidder shall submit names and telephone numbers for a minimum of three (3) references from previous or current customers, such as park districts, school districts, municipalities, or businesses with similar complexity, volume and types of printing and mailing preparation service needs.

ACCEPT/REJECT BIDS:

The District reserves the right to accept or reject any and all bids and to waive any formality or technicality in any bid, in order to award a contract that will serve the best interest of the District. All bids will be reviewed for completeness of the submission requirements. If a bid fails to meet a material bidding requirement or is incomplete or contains irregularities, the bid may be rejected.

AWARD AND EXECUTION OF CONTRACT:

Subject to the District’s right to reject any or all bids, the lowest responsible Bidder will be awarded a contract. It is anticipated that final selection will be made by the week of August 28, 2023.

Upon the acceptance of a bid by the District and notification by the District of such acceptance, the successful Bidder shall be required and by submitting a bid agrees to execute and deliver back to the District the form agreement and all other required documents, within ten (10) days after receipt of such notification.

After the contract is awarded, and prior to execution by the successful Bidder, the form agreement may be revised in accordance with the agreement of the parties and applicable law.

No agreement, expressed or implied, shall exist or be binding on the District before the execution of a written agreement by both parties in substantially the form of the "Agreement Between the Warrenville Park District And (Name of Contractor) for Seasonal Program Guide Printing and Mailing Preparation Services" that is part of the Contract Documents.

TAX EXEMPTION:

The District is not subject to Federal Excise Tax or Illinois Retailer's Occupational Tax. Exemption Certificates will be furnished upon request.

COMPLIANCE WITH LAWS AND REGULATIONS:

The successful Bidder shall comply with all applicable laws, regulations and rules promulgated by any Federal, State, County, Municipal or other governmental unit or regulatory body which are now in effect or which may be in effect during the performance of the Services. Included with the scope of the laws, regulations and rules referred to in this paragraph, but in no way to operate as a limitation, are all forms of traffic regulations, public utility and Intrastate and Interstate Commerce Commission regulations, Workers Compensation Laws, Prevailing Wage Laws, the Social Security Act of the Federal Government and any of its titles, the Illinois Human Rights Act and regulations, EEOC statutory provisions and rules and regulations, OSHA statutory provisions and rules and regulations, and State and Federal EPA statutory provisions and rules and regulations.

EQUAL EMPLOYMENT OPPORTUNITY:

During the performance of the Services under any agreement entered by the parties, the successful Bidder shall agree as follows:

A. The successful Bidder will not discriminate against any employee or applicant for employment because of race, creed, color, national origin, religion, sex, sexual orientation, ancestry, age, marital status, civil union or family status, pregnancy, physical or mental handicap, or unfavorable discharge from military service. Such Bidder will take affirmative action to insure the applicants are employed, and that employees are treated during employment without regard to their race, creed, color, national origin, religion, sex, sexual orientation, ancestry, age, marital status, civil union or family status, pregnancy, physical or mental handicap, or unfavorable discharge from military service. Such action will include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Such Bidder agrees to post, in conspicuous places accessible to employees and applicants for employment, notices to be provided by the local public agency setting forth the provisions of this non-discrimination clause.

B. The successful Bidder will, in all solicitations or advertisements for employees placed by or on behalf of such Bidder, state that all qualified applicants will receive consideration for employment without regard to race, creed, color, national origin, religion, sex, sexual orientation, ancestry, age, marital status, civil union or family status, pregnancy, physical or mental handicap, or unfavorable discharge from military service.

BIDDER'S CERTIFICATIONS:

1. Each Bidder shall certify on the attached form that (i) it is not barred from bidding on this public contract as a result of violations of Sections 33E-3 or 33E-4 of the Criminal Code of 1961, as amended, 720 ILCS E-3 or 5/33E-4. (Bid rigging or bid rotation); and (ii) no delinquent taxes are outstanding or otherwise due to the Illinois Department of Revenue in accordance with 65 ILCS 5/11 -42.1-1.
2. Each Bidder shall certify on the attached form that it provides for a Drug Free Workplace, in accordance with 30 ILCS 580/1, *et. seq.*
3. Each Bidder shall certify on the attached form that it provides a written program for prevention of substance abuse among employees and testing of employees for substance abuse, in accordance with 820 ILCS 265/1, *et seq.*
4. Each Bidder shall certify on the attached form its compliance with the Illinois Prevailing Wage Act and shall pay according to the local prevailing wage rates of Cook and DuPage Counties. Each Bidder will be required to comply with all laws, including those relating to the employment of labor and the payment of the general prevailing rate of hourly wages in the locality in which the Services are to be performed for each craft or type of worker or mechanic needed to execute the agreement or perform such Services. The general prevailing rate for legal holiday and overtime work, as ascertained by the Illinois Department of Labor for DuPage and Cook Counties, Illinois, shall be paid for each craft or type of worker needed to execute the agreement or to perform such Services. Wage rates shall be paid in accordance with the wage rate list attached hereto and made part of the agreement. Should such wage rates be revised by the Illinois Department of Labor, the successful Bidder shall pay such revised rates to all laborers, workers and mechanics for each craft or type of worker or mechanic needed to perform the Services under any contract awarded hereunder. The District shall have no obligation to notify the successful bidder of any such revisions.

TERM:

- A. The contract term shall commence upon execution of an agreement by both parties, and shall end when the last program guide is delivered.
- B. At the expiration of the term, this Agreement may be extended in one (1) year increments for an additional two (2) years, if such extension is desired by the District and the Printer; provided that such a renewal shall be subject to a prior appropriation by the District's Board of Park Commissioners.
- C. In the event the District and the Printer are unable to extend the term of this Agreement under the same terms and conditions, the Printer may propose and the District may consider a limited price increase between 1.5% and 3% for any extension for a second and/or third year of this Agreement, as provided in Division B of this Section. If the District and the Printer cannot agree to terms of an extension, either party may terminate this Agreement by written notice to the other party at least thirty (30) days prior to the expiration of any term of this Agreement. In that case, this Agreement will terminate at midnight at the end of its current term.

SCHEDULE OF SERVICES:

The Services shall be performed in accordance with the following schedule, unless otherwise extended by written agreement of the parties.

| 2024 Issues | Estimated Press Date | Estimated Delivery Date |
|--------------------|-----------------------------|--------------------------------|
| Winter/Spring | November 8, 2023 | November 30, 2023 |
| Summer | March 12, 2024 | March 28, 2024 |
| Fall | July 12, 2024 | July 31, 2024 |

| 2025 Issues | Estimated Press Date | Estimated Delivery Date |
|--------------------|-----------------------------|--------------------------------|
| Winter/Spring | November 6, 2024 | November 27, 2024 |
| Summer | March 12, 2025 | March 28, 2025 |
| Fall | July 11, 2025 | July 30, 2025 |

| 2026 Issues | Estimated Press Date | Estimated Delivery Date |
|--------------------|-----------------------------|--------------------------------|
| Winter/Spring | November 5, 2025 | November 26, 2025 |
| Summer | March 10, 2026 | March 26, 2026 |
| Fall | July 13, 2026 | July 29, 2026 |

INSURANCE AND INDEMNIFICATION:

The successful Bidder shall be required to acquire and keep in force at all times during the performance of the Services under any contract awarded hereunder, insurance coverage as provided below, and shall provide the District with a certificate of insurance within five (5) working days after the contract award to the successful Bidder and within five (5) days after approval of any one-year renewal of this agreement, for the types and amounts listed below.

A. Commercial General and Umbrella Liability Insurance

The successful Bidder shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$1,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

The District shall be named as an additional insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, and under the commercial umbrella coverage, if any. This insurance shall apply as primary insurance as respects the District, its officers, employees, volunteers or agents with respect to any other insurance or self-insurance afforded to District. Any insurance or self-insurance maintained by the District or its officers, employees, volunteers or agents shall be in excess of the successful Bidder’s insurance and shall not contribute with it. The successful Bidder’s insurance shall apply separately to each insured against whom a claim is made or a suit is brought, except with respect to the limits of the insurer’s liability.

B. Business Auto and Umbrella Liability Insurance

The successful Bidder shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$1,000,000 each accident. Such insurance shall cover liability arising out of any auto accident, including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

C. Workers Compensation Insurance

The successful Bidder shall maintain workers' compensation and employer's liability insurance. The commercial umbrella and/or employer's liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

The successful Bidder shall waive all rights against the District and its officers, employees, volunteers and agents for recovery of damages arising out of or incident to the successful Bidder's activities.

D. General Insurance Provisions

1. Evidence of Insurance

The successful Bidder shall furnish the District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to the District prior to any cancellation or material change of any insurance referred to therein. Written notice to the District shall be by certified mail, return receipt requested.

Failure of the District to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements, or failure of the District to identify a deficiency from evidence that is provided, shall not be construed as a waiver of the successful Bidder's obligation to maintain such insurance.

The District shall have the right, but not the obligation, of prohibiting the successful Bidder from entering the District's premises until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by the District.

Failure to maintain the required insurance may result in termination of any agreement entered with the successful Bidder at the District's option.

The successful Bidder shall provide certified copies of all insurance policies required above within 10 days of any written request from the District for said copies.

2. Acceptability of Insurers

All insurance companies providing coverage as required hereunder shall have a rating from A.M. Best no less than A-VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A-VII, the District has the right to reject insurance written by any insurer it deems unacceptable.

3. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to the District. At the option of the District, the successful Bidder may be asked to eliminate such deductibles or self-insured retentions as respects the District, its officers, employees, volunteers and agents, or the successful Bidder may be required to procure a bond guaranteeing payment of losses and other related costs, including, but not limited to, investigations, claim administration and defense expenses.

4. "Occurrence Basis"

All policies shall be written on an "occurrence basis". The District may waive said requirement if it determines that such waiver is in its best interests.

5. Subcontractors

The successful Bidder shall cause each subcontractor employed by such Bidder to purchase and maintain insurance of the type specified above. When requested by the District, such Bidder shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

E. Indemnification

To the fullest extent permitted by law, the successful Bidder shall be required to indemnify and hold harmless the District and its officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorney's and paralegals' fees, expert fees, and court costs), arising out of or resulting from such Bidder's activities, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, and (ii) is caused in whole or in part by any negligent or wrongful act or omission of such Bidder, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, except to the extent caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph. Such Bidder shall similarly protect, indemnify and hold and save harmless the District, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of such Bidder's breach of any of its obligations under, or such Bidder's default as to, any provision of the agreement entered by the parties.

INDEPENDENT CONTRACTOR:

The successful Bidder shall have full control of the ways and means of performing the Services which are the subject of the agreement entered, and such Bidder, its employees, representatives or subcontractors shall, in no sense, be deemed employees of the District, it being specifically agreed that with respect to the District, such Bidder and any party employed by such Bidder bears the relationship of an independent contractor.

GUARANTEES:

By entering an agreement with the District, the successful Bidder shall warrant and represent that it possesses such expertise, experience and resources to perform the scope of Services as required in the Technical Specifications in a timely and professional manner, consistent with the standards of the printing industry. Such Bidder will supply at all times an adequate number of well-qualified personnel to perform the Services. Such Bidder shall provide a contact person authorized to remedy any nonconformity with this warranty.

ASSIGNMENT:

The successful Bidder shall not assign its rights or obligations under the agreement entered by the parties, or sublet or transfer any interest therein, without the written consent of the District, and shall not assign any moneys due to or to become due hereunder, without the previous written consent of the District.

MODIFICATION OR AMENDMENT:

The parties may modify or amend terms of the agreement entered only by a written document duly executed by both parties.

PAYMENT:

The District shall comply with the Illinois Prompt Payment Act.

JURISDICTION AND VENUE:

The agreement entered by the parties shall be governed by the laws of the State of Illinois, and venue for any disputes hereunder shall be appropriate only in the Circuit Court for the Eighteenth Judicial Circuit, DuPage County, Illinois.

THIRD PARTIES:

Nothing contained in the agreement entered by the parties shall create a contractual relationship between the District and any third party; however, it is understood and agreed that the District is an intended third-party beneficiary of any and all subcontracts and purchase orders and of the agreements between the successful Bidder and third parties. Such Bidder shall incorporate these obligations into any subcontracts, supply agreements and purchase orders.

PAGES TO BE COMPLETED AT THE TIME AN AGREEMENT IS EXECUTED BY THE DISTRICT AND THE SUCCESSFUL BIDDER:

The successful Bidder shall provide the following at such time as is provided herein, in order for the agreement to be considered valid by the District:

- Certificate of Compliance Form
- Prevailing Wage Affidavit Form

- Drug Free Work Place Act Compliance Sheet
- Substance Abuse Prevention Program Certification
- District/Contractor Agreement as prepared by District's counsel
- Performance and Payment Bond
- Verification of Insurance - Certificate of Insurance provided identifying the District as an additional named insured.

**Warrenville Park District
Seasonal Program Guide Printing and Mailing Services**

TECHNICAL SPECIFICATIONS

Technical Specifications

The District publishes three seasonal program guides:

| 2024 Issues | Estimated Press Date | Estimated Delivery Date |
|--------------------|-----------------------------|--------------------------------|
| Winter/Spring | November 8, 2023 | November 30, 2023 |
| Summer | March 12, 2024 | March 28, 2024 |
| Fall | July 12, 2024 | July 31, 2024 |
| 2025 Issues | Estimated Press Date | Estimated Delivery Date |
| Winter/Spring | November 6, 2024 | November 27, 2024 |
| Summer | March 12, 2025 | March 28, 2025 |
| Fall | July 11, 2025 | July 30, 2025 |
| 2026 Issues | Estimated Press Date | Estimated Delivery Date |
| Winter/Spring | November 5, 2025 | November 26, 2025 |
| Summer | March 10, 2026 | March 26, 2026 |
| Fall | July 13, 2026 | July 29, 2026 |

The bid submittal shall be based on a per issue cost, utilizing the following Technical Specifications for the Winter/Spring, Summer, and Fall editions of the Seasonal Program Guides. Bidder shall provide its quote on the Bid Worksheet for and shall state cost per thousand printed and provide incremental cost for copies printed in excess of one thousand.

| | |
|--|--|
| Quantity per issue | 11,000 |
| Finished Size | Minimum size accepted is 8 ¼” x 10 ¾” Web: 8 3/8” x 10 7/8” Sheet Fed: 8 ½” x 11” (17” x 11” spread) |
| Cover Stock | 80# Text #2 or better gloss |
| Body Stock | 60# White Offset |
| Inks (Cover) | 4 / 4 (Four Color Process + Plus Varnish) |
| Inks (Body) | 4 / 4 (Four Color Process) |
| Pages | 56 pages |
| Bindery | Covers and Body Bleeds on all 4 sides Saddle Stitch Binding |
| Artwork | Supplied |
| Proofs | Hard copy proof of four-color front and back cover, and inside pages shall be provided. |
| Mailing Service | District shall supply an Excel file of approximately 775 addresses to address program guides back cover. Approximately 9,500 program guides shall be prepared for bulk mail and delivered to the Warrenville Post Office. Program Guides shall be prepared according to USPS requirements. The District shall directly pay all postage costs to the United States Post Office, Warrenville, IL office. |
| Delivery of remaining copies of the Program Guide | After completing mailing service, Contractor delivers the remaining inventory to the Warrenville Park District, 3S260 Warren Avenue, Warrenville, IL 60555. |

Exhibit A

Bid Proposal Forms for Bid Submittals

Bidders are required to provide 1-3 samples of printed work that is comparable to the specifications contained herein.

Bid packets returned without print samples will be disqualified.

Bidder's Submittal
Bid Worksheet – Seasonal Program Guides

Bidder shall submit its bid submittal for the printing and mailing services according to the Technical Specifications provided below with THIS COMPLETED FORM as their price quote.

Base Bid: 2024 Seasonal Program Guides

The District publishes three seasonal program guides annually:

| 2024 Issues | Estimated Press Date | Estimated Delivery Date |
|---------------|----------------------|-------------------------|
| Winter/Spring | November 8, 2023 | November 30, 2023 |
| Summer | March 12, 2024 | March 28, 2024 |
| Fall | July 12, 2024 | July 31, 2024 |

Bidder shall provide its bid based on a per issue cost, utilizing the following Technical Specifications.

| | |
|--|--|
| Quantity per issue | 11,000 |
| Finished Size | Minimum size accepted is 8 ¼” x 10 ¾” Web: 8 3/8” x 10 7/8” Sheet Fed: 8 ½” x 11” (17” x 11” spread) |
| Cover Stock | 80# Text #2 or better gloss |
| Body Stock | 60# White Offset |
| Inks (Cover) | 4 / 4 (Four Color Process + Plus Varnish) |
| Inks (Body) | 4 / 4 (Four Color Process) |
| Pages | 56 pages |
| Bindery | Covers and Body Bleeds on all 4 sides Saddle Stitch Binding |
| Artwork | Supplied |
| Proofs | Hard copy proof of four-color front and back cover, and inside pages shall be provided. |
| Mailing Service | District shall supply an Excel file of approximately 775 addresses to address program guides back cover. Approximately 9,500 program guided shall be prepared for bulk mail and delivered to the Warrenville Post Office. Program Guides shall be prepared according to USPS requirements. The District shall directly pay all postage costs to the United States Post Office, Warrenville, IL office. |
| Delivery of remaining copies of the Program Guide | After completing mailing service, Contractor shall package remaining inventory of program guides and deliver to the Warrenville Park District, 3S260 Warren Avenue, Warrenville, IL 60555. |

Bidder's Price Submittal for 2024:

Per issue @ 11,000 program guide printed \$ _____

Excess Per issue @ 1,000 program guide printed \$ _____

Excess Per issue @ 5,000 program guide printed \$ _____

Bidder's Submittal Bid Worksheet – Seasonal Program Guides

Bidder shall submit its bid submittal for the printing and mailing services according to the Technical Specifications provided below with THIS COMPLETED FORM as their price quote.

Base Bid: 2025 Seasonal Program Guides

The District publishes three seasonal program guides annually:

| 2025 Issues | Estimated Press Date | Estimated Delivery Date |
|---------------|----------------------|-------------------------|
| Winter/Spring | November 6, 2024 | November 27, 2024 |
| Summer | March 12, 2025 | March 28, 2025 |
| Fall | July 11, 2025 | July 30, 2025 |

Bidder shall provide its bid based on a per issue cost, utilizing the following Technical Specifications.

| | |
|--|--|
| Quantity per issue | 11,000 |
| Finished Size | Minimum size accepted is 8 ¼" x 10 ¾" Web: 8 3/8" x 10 7/8" Sheet Fed: 8 ½" x 11" (17" x 11" spread) |
| Cover Stock | 80# Text #2 or better gloss |
| Body Stock | 60# White Offset |
| Inks (Cover) | 4 / 4 (Four Color Process + Plus Varnish) |
| Inks (Body) | 4 / 4 (Four Color Process) |
| Pages | 56 pages |
| Bindery | Covers and Body Bleeds on all 4 sides Saddle Stitch Binding |
| Artwork | Supplied |
| Proofs | Hard copy proof of four-color front and back cover, and inside pages shall be provided. |
| Mailing Service | District shall supply an Excel file of approximately 775 addresses to address program guides back cover. Approximately 9,500 program guided shall be prepared for bulk mail and delivered to the Warrenville Post Office. Program Guides shall be prepared according to USPS requirements. The District shall directly pay all postage costs to the United States Post Office, Warrenville, IL office. |
| Delivery of remaining copies of the Program Guide | After completing mailing service, Contractor shall package remaining inventory of program guides and deliver to the Warrenville Park District, 3S260 Warren Avenue, Warrenville, IL 60555. |

Bidder's Price Submittal for 2025:

Per issue @ 11,000 program guide printed \$ _____

Excess Per issue @ 1,000 program guide printed \$ _____

Excess Per issue @ 5,000 program guide printed \$ _____

Bidder's Submittal Bid Worksheet – Seasonal Program Guides

Bidder shall submit its bid submittal for the printing and mailing services according to the Technical Specifications provided below with THIS COMPLETED FORM as their price quote.

Base Bid: 2026 Seasonal Program Guides

The District publishes three seasonal program guides annually:

| 2026 Issues | Estimated Press Date | Estimated Delivery Date |
|---------------|----------------------|-------------------------|
| Winter/Spring | November 5, 2025 | November 26, 2025 |
| Summer | March 10, 2026 | March 26, 2026 |
| Fall | July 13, 2026 | July 29, 2026 |

Bidder shall provide its bid based on a per issue cost, utilizing the following Technical Specifications.

| | |
|--|--|
| Quantity per issue | 11,000 |
| Finished Size | Minimum size accepted is 8 ¼" x 10 ¾" Web: 8 3/8" x 10 7/8" Sheet Fed: 8 ½" x 11" (17" x 11" spread) |
| Cover Stock | 80# Text #2 or better gloss |
| Body Stock | 60# White Offset |
| Inks (Cover) | 4 / 4 (Four Color Process + Plus Varnish) |
| Inks (Body) | 4 / 4 (Four Color Process) |
| Pages | 56 pages |
| Bindery | Covers and Body Bleeds on all 4 sides Saddle Stitch Binding |
| Artwork | Supplied |
| Proofs | Hard copy proof of four-color front and back cover, and inside pages shall be provided. |
| Mailing Service | District shall supply an Excel file of approximately 775 addresses to address program guides back cover. Approximately 9,500 program guided shall be prepared for bulk mail and delivered to the Warrenville Post Office. Program Guides shall be prepared according to USPS requirements. The District shall directly pay all postage costs to the United States Post Office, Warrenville, IL office. |
| Delivery of remaining copies of the Program Guide | After completing mailing service, Contractor shall package remaining inventory of program guides and deliver to the Warrenville Park District, 3S260 Warren Avenue, Warrenville, IL 60555. |

Bidder's Price Submittal for 2026:

Per issue @ 11,000 program guide printed \$ _____

Excess Per issue @ 1,000 program guide printed \$ _____

Excess Per issue @ 5,000 program guide printed \$ _____

BID PROPOSAL FORM

TO: Warrenville Park District
 3S260 Warren Avenue
 Warrenville, IL 60555

FROM: _____

NAME OF BIDDER

STREET ADDRESS

CITY STATE ZIP

PHONE

FOR: Seasonal Program Guide Printing and Mailing Services (“Services”)

1. In accordance with the contract documents, said contract documents being: Bidding Requirements, this Bid Proposal Form, Bidder’s Submittals, and the Technical Specifications, all as issued by the Warrenville Park District (the "Contract Documents"), hereby proposes to provide all Services and supply and deliver all materials and equipment described in the Contract Documents. The undersigned bidder hereby proposes to perform everything required to be performed; to provide and furnish all of the materials and equipment, and all transporting services required, and to perform the Services, as stated in the scope of work included in the Contract Documents, all in accordance with the aforementioned documents, and at the prices stated hereinafter.

The undersigned Bidder declares that it has carefully examined the Contract Documents, and has familiarized itself as to the Services to be performed and the conditions under which they must be carried out; and understands that in making this proposal it waives all right to plead any misunderstanding regarding the same.

The undersigned Bidder agrees that, upon receipt of written notice of acceptance of its proposal, it will furnish all required bonds and insurance, and will execute an agreement and commence performance of Services as stated in the Contract Documents.

The undersigned Bidder declares that any and all prices stated in the Bidder’s Submittals include all taxes; costs of labor, materials and equipment; insurance; bonds; overhead and profit; and any and all other costs normal to doing business.

The undersigned Bidder declares that this proposal shall remain in force for a period of sixty (60) days from the date of this proposal.

The undersigned Bidder hereby acknowledges the receipt of the following addenda (if any) distributed by the Park District.

Addendum No. _____ Date: _____

Addendum No. _____ Date: _____

DATED THIS _____ DAY OF _____, 2023

Full Name of Bidder (Print)

Name and Title of Authorized Agent
If Corporation or Partnership (Print)

Full Name of Bidder (Signature)

Official Title

Company

Street Address

City/State/Zip

Company Profile

Firm Name: _____

Owner Name: _____ Business Phone: _____

Fax Number: _____ Cell Phone Number: _____

Business Address: _____

Full Time Employees: _____

Part Time/Seasonal Employees: _____

Years in business under this business name: _____ years

Bank Name: _____

List mailing house if mailing preparation will be completed by subcontractor:

Firm Name: _____

Owner Name: _____ Business Phone: _____

Business Address: _____

Full Time Employees: _____

Part Time/Seasonal Employees: _____

Years in business under this business name: _____ years

Bank Name: _____

Bidder's Reference List:

Please list the name, address, phone number and print job description for your 3 largest clients.
May the Warrenville Park District contact these references? YES/NO

Name of Park District, School District, Municipality, or Business

Contact Person

Address

Phone Number

E-Mail

Description of Services performed.

Name of Park District, School District, Municipality, or Business

Contact Person

Address

Phone Number

E-Mail

Description of Services performed.

Name of Park District, School District, Municipality, or Business

Contact Person

Address

Phone Number

E-Mail

Description of Services performed.