

Urbana Park District 2017-2018 Seasonal Program Guide Specifications



Urbana Park District

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**SECTION I
INSTRUCTION TO BIDDERS**

- 1.01 **Invitation:** The Urbana Park District, Urbana, Illinois invites bids for the printing and mail preparation of the 2017-2018 Seasonal Program Brochures
- 1.02 **Receipt of Bids:** Sealed bids shall be delivered to, or arrive by mail at the Urbana Park District, 303 W. University Avenue, Urbana, Illinois 61801, no later than 2 p.m. prevailing time on Thursday, January 19, 2017.
- 1.03 **Preparation of Bids:** Each bid shall be submitted on the Bid Form furnished by the Urbana Park District.

Blank Spaces shall be properly filled, with no other conditions, changes, erasures or interlineations.

Proposals shall be signed in long hand and executed by a principal duly authorized to make contracts. Bid shall be enclosed in an opaque envelope sealed and clearly marked with the words: Bid Document: Urbana Park District 2017-2018 Brochure Bid. The envelope shall indicate the firm name of the bidder and the firm's address.

The Urbana Park District will not be responsible for the premature opening of bid envelopes, which are not properly filled out in accordance with these instructions.

- 1.04 **Base Proposal:** Bids shall be based on the entire work specified under the contract, with alternate costs to be chosen in part or full at the Urbana Park District's discretion.
- 1.05 **Right to Reject Bid:** The Urbana Park District reserves the right to reject any and all bids, and waive technicalities and irregularities.
- 1.06 **Withdrawal:** Bids may be withdrawn anytime before bid opening, but may not be resubmitted. Bids may not be modified after submittal or withdrawn or modified after bid opening. Withdrawal of Bid will be allowed if award of contract has been delayed more than 30 days, excluding Saturdays, Sundays and legal holidays, after date of actual bid opening.

SECTION II GENERAL CONDITIONS

2.01 **Bid Process:** The contract shall be let to the lowest responsible bidder, considering conformity with specifications, terms of delivery, quality, and serviceability.

2.02 **Definitions:**

- a. "Owner" shall mean the Urbana Park District, Urbana, Illinois.
- b. "Contractor" shall mean the party of the second part to this contract, acting directly or through his or its legal representatives or agents.

2.03 **Contract Documents:** The Contract Documents include the Instruction to Bidders, General Conditions, and Specifications, together with such attached forms and agreements, when properly executed.

2.04 **Workmanship:** All work to be done under this contract shall be equal to the best workmanship in the trade. This includes, but is not limited to, consistency of the product from the beginning to the end of the run, consistency within each booklet, quality finishing and binding, quality photo reproduction and a high level of customer service. Work that does not conform to standards as decided by the Owner, shall be made good by the Contractor at no extra charge to the Urbana Park District. The Contractor shall not employ on the job any worker who has failed to perform his work in accordance with the specified standards. Repeated failure of the Contractor to provide the specified quality of workmanship, perform work in accordance with the specifications, or promptly make good work judged unsatisfactory, shall constitute full cause for the Urbana Park District to exercise its right to terminate the contract.

2.05 **Extra Work:** The Contractor shall not be paid for additional work included in the Plans and Specification or changes in the work involving extra cost unless ordered in writing by the Director of the Urbana Park District at a price agreed upon in advance. Any materials or work furnished without such authorization shall be at the Contractor's expense.

2.06 **Inspection:** The Owner shall at all times have access to the work wherever it is in the preparation or progress. This includes, but is not limited to direct communication with the Production Manager and/or Press Supervisor. The Contractor shall communicate and coordinate with the District staff so that staff may conduct press proofs. The Owner reserves the right to stop a job at any time during the press run if the printed product is found inferior according to the standards set by the District. The Contractor shall then make corrections or needed adjustments, at no cost to the Owner, so that the finished product is equal to the best workmanship in the trade.

2.07 **Termination by Owner:** If the Contractor is judged as bankrupt, or if the Contractor makes a general assignment for the benefit of his creditors, or if receiver is appointed an account of the Contractor's insolvency, or if the Contractor persistently or repeatedly refuses or fails, except in cases for which extension of time is provided, to supply enough properly skilled workmen or proper material or labor, or persistently disregards laws, ordinances, rules, regulations or orders of any public authority having jurisdiction, or otherwise is guilty of a substantial violation of a provision of the Contract Documents, the Owner, upon certification by the Public Information Manager that sufficient cause exists to justify such action, may without prejudice to any right or remedy, and after giving the Contractor and his surety, if any, seven (7) days written notice, terminate the employment of the Contractor, and may finish the work by whatever method the Contractor may deem expedient. In such case, the Contractor shall not be entitled to receive payment until the work is completed.

If the unpaid balance of the Contract Sum exceeds the cost of finishing the work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. The amount of the difference shall be certified by the Public Information Manager, and this obligation for payment shall survive the termination of the Contract.

2.08 Use of Subcontracted Work

The Urbana Park District reserves the right to reject all bids from companies not equipped to print the Program Guide using their own equipment. Use of subcontracted work will be limited to those cases where the contractor cannot complete the job in house due to unforeseen circumstances (e.g. broken equipment). Use of a subcontractor must be approved in advance by the park district's Public Information Manager. The request for approval of use of a subcontractor must include samples of the subcontractor's work. The Urbana Park District may reject any subcontractor selected by the contractor and select its own subcontractor at no extra cost if the suggested subcontractor's work is deemed unacceptable by the district, or if the district believes it to be in the best interest of the organization to select another subcontractor.

**SECTION III
SPECIFICATIONS**

Special Instructions/Information:

- The Urbana Park District will supply all materials to Contractor digitally.
- **All papers should contain post consumer recycled content.**
(A combination of pre- and post-consumer recycled is acceptable.)
- Inks are preferably soy based.
- The bidder will submit samples of the paper selected with their bid if the paper indicated is NOT the paper listed in this bid document.

Items: 2017-2018 Seasonal Program Brochure (Leisure Guide) and possible alternates as listed on bidders sheet.

Quantity: 22,000 Jan-Apr | 22,000 May-Aug | 22,000 Sep-Dec

Specs:	<p>Alternate 1 approximate crop size 8 ½” x 11” Cover: 80# bright, vellum/glossy finish, (or comparable printer’s choice) 4-color process with bleed. Inside pages: 50# bright (or comparable printer’s choice) black plus one color ink Saddle stitched on 11” side and trimmed</p>	<p>Alternate 2 8 ½” x 11” Self cover 4-color process with bleed Inside pages: 50# bright with a minimum of 30% recycled. (or comparable printer’s choice) black plus one color ink Saddle stitched on 11” side and trimmed</p>
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Proofs: Hard Copy or Digital, Received no later than 3 business days after submission of digital files.

Postage: Sorted and top sheeted for residential Urbana carrier and rural routes

Preparation: Printer is requested to subscribe to U.S. Postal Service quarterly update of carrier route numbers and to use this list for preparation and delivery. Brochures will be top sheeted and bundled by carrier route. Printer will contact the Urbana Park District by phone or email one week prior to delivery date for completion of U.S. Postal Service requirements.

Delivery: To Urbana Post Office on Tatman Court, Urbana, IL with remainder delivered to 505 W. Stoughton, Urbana, IL on the same date as post office delivery.

Estimated production schedule.*

	<u>Summer '17</u>	<u>Fall '17</u>	<u>Winter-Spring '17-18</u>
Brochure to printer	March 22	July 19	November 15
Brochure to post office (Print Deadline)	March 29	July 26	November 29

*Dates subject to change. Confirmation of final schedule to be made with Contractor upon acceptance of bid.

Overruns: The Urbana Park District will accept any overruns as a donation from the printer.
Location: Because the Urbana Park District will need to expend staff time and money for a staff member to conduct press proofs, the District reserves the right to consider the distance between the plant and the District in the bid selection process.

The undersigned, having read and familiarized him/herself with the foregoing specifications propose to finish all specified service for the following sums. Based upon three brochures per year, what would be the cost of producing each brochure?

Alternate 1 (cover not included in page count)

Cover paper selected: _____ Inside paper selected: _____

64 pages \$ _____ 72 pages \$ _____

Alternate 2

Paper selected: _____

64 pages \$ _____ 72 pages \$ _____

Additional 1,000's (brochures) Alternate 1 \$ _____ Alternate 2 \$ _____

Return to: Fallyn Paruleski
Urbana Park District
303 W. University Avenue
Urbana, Illinois 61801

Sealed envelope is to be marked: BID DOCUMENT: Urbana Park District 2017-2018 Program Guide Bid
Bid opening will take place at 2 p.m. on Thursday, January 19, 2017.

The Urbana Park District reserves the right to reject any and all bids, choose alternates (in full or part) and to waive technicalities and irregularities.

Accepted By: _____

Submitted By: _____

Company: _____

Address: _____

Email: _____

Phone: _____

