

August 13, 2024

Dear Prospective Bidder:

The Lombard Park District is soliciting bids for the printing of its 2025 Activity Guide series. I am pleased to include your company in the bid list and have enclosed the bid specifications for your consideration.

Please note that the Lombard Park District produces brochures in Adobe InDesign CC. Companies bidding on this project must be able to work from InDesign files and press-quality PDF files generated from InDesign. If your company should require alternative software for printing, please make a note of that when submitting your bid. All printing and typesetting must be done in-house; absolutely no print brokers will be accepted.

The Lombard Park District will produce four activity guides for 2025.

**Be certain to include:**

- Completed Company Information Form
- Completed Bid Proposal Form
- List of at least three (3) references
- Samples of similar jobs from at least two (2) references

Please feel free to call me at 630.953.7300 with any questions. I look forward to hearing from you. Thank you!

Sincerely,

Nicole Kondraschow  
Marketing & Communications Manager  
Lombard Park District  
630.953.7300  
nkondraschow@lombardparks.com



## Invitation for Bid

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**Scope of Work:** The Board of Park Commissioners of the Lombard Park District are requesting sealed bids to secure printing of the Activity Guide for Winter 2025, Spring 2025, Summer 2025, and Autumn 2025.

**Return all sealed bids to:** Lombard Park District  
Administration Office  
227 W. Parkside Avenue  
Lombard, Illinois 60148

**Sealed bids:** All documents must be returned with the statement “*Sealed Bids for Printing of Lombard Park District Activity Guide*” clearly marked on the outside of the envelope along with the name of the bidder clearly indicated. Failure to do so will result in the bid being disallowed and returned unopened to the sender.

**Bid opening:** Bids will be opened and read aloud on Friday, September 6, 2024 at 9:30 AM at the Administration Office, 227 W. Parkside Avenue, Lombard, IL 60148. No bids shall be withdrawn after the bid opening for a period of ten (10) days without written consent of the Board of Park Commissioners. Bids must be firm for thirty (30) days following the bid opening, in which time the park district will award the activity guide printing contract for 2024. The Board of Park Commissioners reserves the right to reject any or all bids and to waive any informalities in bidding.

**Instructions:** Each bidder shall submit his or her proposal on the included Bid Proposal Form. The proposal shall be executed properly and all writing shall be in ink or typewritten except for the signature of the bidder, which shall be written in ink. The bidder shall return the bid proposal and specifications without detaching the sheets from any part thereof.

## Specifications

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- Description:** Magazine-style catalog with four-color exterior cover and four-color interior pages. Four issues total; Winter 2025, Spring 2025, Summer 2025, and Autumn 2025.
- Quantity:** Standard catalog will be 68 pages (*64 pages plus a 4-page cover*). Please include price for the deletion of 8 pages and the increase of 8 pages. Under runs not acceptable; Lombard Park District will not pay for overruns.  
**Winter 2025:** 21,000 pieces  
**Spring 2025:** 21,000 pieces  
**Summer 2025:** 22,000 pieces  
**Autumn 2025:** 21,000 pieces
- Type of Press:** **Body:** Sheet Fed; **Cover:** Sheet Fed; **Alternate Bid Body:** Web Press; **Cover:** Sheet Fed
- Finished Size:** Magazine size - approximately 8.375" by 10.975" with bleeds. Please specify exact size on bid proposal.
- Interior Stock:** 60 lb. bright white recycled offset
- Cover Stock:** 80 lb. bright white recycled gloss text
- Ink:** 4/4 with bleeds. All ink must be vegetable or soy-based.
- Insert:** 4-page, 4-color insert once yearly (*Spring edition*) on 70 lb. bright white recycled gloss text.
- Binding:** Trimming, folding, and saddle stitched
- Design/Layout:** Completed files will be uploaded to contractor's website via FTP. Adobe InDesign CC or high resolution PDF document with full-color bleeds, images, and text as determined by Lombard Park District.
- Registration Forms:** The Lombard Park District requires an additional 500 single-sided CMYK registration forms per season. Artwork to be taken from the registration information included at the back of the activity guide.
- Production Schedule:** Approximately three to four weeks prior to mail date, the park district will submit brochure catalog files. Final approval to begin the press run will be given at least two weeks prior to the brochure delivery date. It is unacceptable to take longer than this two week period to print the brochure.
- Proof:** Contractor to provide a full-color blueline proof for park district to review before printing. If corrections or revisions are necessary, the Lombard Park District will either submit corrected files or the printer will make the alterations on their own, if they are working with the actual InDesign CC files. Upon final approval from the park district, printer will begin press run.

## Delivery & Payment

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**Delivery:** Printer must presort and bundle brochures according to Lombard postal routes assigned by the post office. Route list will be provided by printer upon final approval of proof. Printer must bundle/box according to US Postal regulations concerning standard bulk mailing supplied by Lombard Post Office; sorted brochures can be bundled with a facing slip placed on a pallet with each bundle no more than 8" tall, bound by strapping that does not cover address or route information on facing slip. The bundles must be secured to a pallet and must maintain its integrity during transport. Printer must use postal bins and postal skids (*available at Lombard Post Office*). The weight of each skid must not exceed 2,200 lbs. Printer must deliver final count to post office, the remainder to be delivered to Sunset Knoll Maintenance Facility, 995 S. Columbine, Lombard, IL 60148.

**Delivery Schedule:** Winter 2025: 11/18/24  
Spring 2025: 2/17/25  
Summer 2025: 4/21/25  
Autumn 2025: 7/14/25

**Delivery Locations:** US Post Office, Lombard  
380 E. St. Charles Road, Lombard, IL 60148

Sunset Knoll Maintenance Facility  
995 S. Columbine, Lombard, IL 60148

**Payment:** Lombard Park District prefers the use of purchasing cards for payment. If payment by check is required, checks are cut on Tuesdays and mailed out on Wednesdays, therefore invoice must be received by Friday of the week prior.

**Tax:** The park district is "exempt" from all Federal and State tax; Bidders must quote prices which **do not** include tax.

## Company Info

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Lombard Park District Board of Park Commissioners  
Lombard, Illinois

**To whom it may concern:**

The undersigned, having become familiar with the local conditions affecting the cost of the work and with the bidding documents including plan and specifications prepared by Lombard Park District, hereby proposes to perform everything required to be performed and to provide and furnish all of the labor and services needed to perform and complete in a workmanlike manner all of the work described in the specifications and indicated on documents attached hereto, for the sums set forth in the following bid proposal form, and in conformance with the attached specifications. We further submit samples as required and certify their authenticity as having been produced by us.

**Contract Award:**

Bidders must quote on all items called for on the document and must complete all blanks listed below. If the item is included in the base bid, identify same on the appropriate line. The park district reserves the right to add or to delete total items as its interest may be best served. For the performance of all items of work, furnishing all labor, etc., necessary to make a complete job as shown on the document and in the specifications, we submit the following price bids for printing and delivery of 21,000-22,000 brochures, four times per year for 2025. Please complete the following pages.

Lombard Park District reserves the right to reject any or all bids and to waive all technicalities or to accept the proposal deemed most advantageous to the park district.

Signature of Bidder: \_\_\_\_\_  
 Name of Bidder: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Firm: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_  
 Website: \_\_\_\_\_  
 Date: \_\_\_\_\_

**Examples and References:**

The Lombard Park District asks that each bidder submit two samples of similar work (*date of service*) and three references.

**Name of Firm:** \_\_\_\_\_  
**Name of Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

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**Name of Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

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**Name of Contact:** \_\_\_\_\_  
**Email:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_

# Bid Proposal

**Sealed Bid Opening:** Friday, September 6, 2024 at 9:30 AM (CST)  
**Bid opening location:** Administrative Office: 227 W. Parkside Avenue, Lombard, IL 60148  
**Deliver/mail to:** Administrative Office: 227 W. Parkside Avenue, Lombard, IL 60148  
**Delivery charges:** Delivery charges are to be prepaid and included in the bid price.

**Base Bid printed via Sheet Fed:**  
(68 pg. 4/4 incl. p/up & delivery)

**Alternate Bid via Web Press:**  
(68 pg. 4/4 incl. p/up & delivery)

<b>Winter 2025</b> (22,000 copies)	\$ _____
<b>Spring 2025</b> (22,000 copies)	\$ _____
<b>Summer 2025</b> (22,000 copies)	\$ _____
<b>Autumn 2025</b> (22,000 copies)	\$ _____
<b>Insert</b> (4-page, 4/4, once yearly)	\$ _____
<b>Registration Forms</b> 500; CMYK; 1-sided; seasonal	\$ _____
<b>Total for Base Bid</b>	\$ _____

<b>Winter 2025</b> (22,000 copies)	\$ _____
<b>Spring 2025</b> (22,000 copies)	\$ _____
<b>Summer 2025</b> (22,000 copies)	\$ _____
<b>Autumn 2025</b> (22,000 copies)	\$ _____
<b>Insert</b> (4-page, 4/4, once yearly)	\$ _____
<b>Registration Forms</b> 500; CMYK; 1-sided; seasonal	\$ _____
<b>Total for Alternate Bid</b>	\$ _____

**Additional Items:**

<b>Add 8 pages Base Bid</b> (per issue)	\$ _____
<b>Add 8 pages Alternate Bid</b> (per issue)	\$ _____
<b>Delete 8 pages Base Bid</b> (per issue)	\$ _____
<b>Delete 8 pages Alternate Bid</b> (per issue)	\$ _____
<b>Number of revisions included</b>	# _____
<b>\$ per each revision over base</b>	\$ _____
<b>Exact catalog size</b>	_____
<b>Payment method</b>	_____

## Exhibit A Certification

I, \_\_\_\_\_ (individual), having been duly sworn to oath, do depose and state that I presently reside at \_\_\_\_\_ (Address), and that I am the duly authorized principal, officer or agent of \_\_\_\_\_ (Name of Contractor) and do hereby certify to Lombard Park District, its Commissioners, officers and employees that neither I nor \_\_\_\_\_ (Name of Contractor) are barred from bidding on the contract for which this bid is submitted, as a result of violation of either Section 33E-3 ("Bid-rigging") or Section 33E-4 ("Bid-rotating") or Article 33E of criminal Code of 1961 of the State of Illinois approved July 28, 1961, as amended.

Individually and on behalf of Contractor:  
 \_\_\_\_\_  
 Subscribed and sworn before to me the \_\_\_\_\_ day of \_\_\_\_\_, 2024.  
 Notary Public \_\_\_\_\_  
 My commission expires: \_\_\_\_\_