

Joliet Park District Catalog Bid
Printing/Distribution Specifications for 2018 - 2020 Brochure Series

1. BIDS –

Text stock: #50 white (94 brightness)

Text ink: 4/4

Cover: #70 white

Cover ink: 4/4

2. PUBLICATIONS- Base bid includes two catalogs.

Size – finished/trimmed sizes of 7” x 10.75”

Pages – Base bid is two catalogs @ 84 pages including cover/inside cover: 2; back/inside back: 2; body: 84 pages for total of 84 pages.

Quantity – Base bid is fifteen thousand (15,000). Joliet Park District will not pay for overruns.

3. COMPOSITION –

Front/Back cover:

Four color process

Full bleed

Final film and matchprint proof provided

Inside Pages:

Full bleed

Software used:

Adobe InDesign CC

4. PRINTING/FILMWORK -

Printer is responsible for all four-color photos

Printer is responsible for final four-color film. Final art provided as PDF by electronic transfer

Bleeds on four sides

Four color process throughout catalog

Turn around time for printing/distribution: not to exceed 15 working days.

5. BINDING/FINISHING –

Saddle stitch and bulk skid pack. Final trim size: 7” x 10.75”.

6. PROOFS –

Digital color proof to be provided. Schedule: To be established upon initial meeting with printer.

7. DISTRIBUTION –

Printer will prepare specified number of catalogs bundled in packages of 50 or 100 and delivered to the Joliet Park District’s Inwood Athletic Club, 3000 West Jefferson Street, Joliet, IL. Printer must provide for hand delivery of catalogs off vehicle and into room specified by Joliet Park District. No loading dock is available. The printer will provide a receipt for this delivery showing the actual quantity of catalogs delivered.

8. PRODUCTION SCHEDULE

The approximate schedule of each publication is listed below:

Summer/Fall 2018 – To printer mid-March, 2018
Winter/Spring 2018 – To printer early October, 2018
Summer/Fall 2019 – TBD
Winter/Spring 2019 - TBD

All dates specified must be met or a penalty of 5% of the total brochure price will be deducted from each day of delay in meeting the specified delivery dates. Specific dates to be determined 30 days prior to delivery.

9. SAMPLES

Printer must provide samples of similar work, based on specifications in this bid. Printer must also provide samples of both cover sheet and body sheet, with manufacturer’s specifications, which will be used if awarded bid. Paper samples must be submitted with bid.

10. BIDDER MUST

Vendor/company/bidder must provide the following for bid consideration:

Complete bid pricing sheet as supplied

Three printing references from 2015 – present

One comparable sample publication

One sample of cover sheet and body sheet specified with manufacturer’s specifications.

CONTACT PERSON

Brad Staab: (815) 741-7275 x 119

DEADLINE FOR QUOTATION

All bids are due by Wednesday, January 17, 2018 by 10:30 AM at the Administration Office of the Joliet Park District, located in the Inwood Athletic Club, (2nd floor) 3000 West Jefferson Street, Joliet, Illinois, 60435. Bid should be marked: **Catalog Bid – Attn: Business Office.**

Note: Printer is responsible for delivery and pick-up of all materials. There will be at least two on-site (Joliet Park District) meetings with this printer. The Joliet Park District has the right to reject a bid if printer is unwilling or unable to comply with on-site meetings. The Joliet Park District has the right to waive this policy.

BIDDER'S FORM

Printing and distribution of the Joliet Park District's Catalog Series

Proposal submitted by:

Salesperson _____ Company _____

Address _____ City _____ State _____

Zip Code _____ Phone _____ Fax _____

Bids will be accepted on or before 10:30 a.m., Wednesday, January 17, 2018 at the Administrative Office of the Joliet Park District, located in the Inwood Athletic Club, (2nd floor) 3000 West Jefferson Street, Joliet, Illinois, 60435. The undersigned, having read the conditions and specifications for the printing and distribution of the Joliet Park District catalog series, hereby proposes to provide the printing/distribution in accordance with said specifications. If the contract is awarded to the bidder, the bidder agrees to be bound by all terms in the bid documents. The entire project will be completed and delivered as scheduled.

Base bid: 15,000 catalogs – 1 Summer/Fall, 1 Winter/Spring. Cover stock is white #70 Gusto Satin; Body Paper: white (94 brightness) #50 offset, 84 pages. Distributed as detailed in specifications. Submit a sample of the paper with manufacturer's written specifications.

Price per issue for Printing/Distribution \$ _____

Brand name body of stock: _____

(Attach paper sample and manufacturer's specifications)

The undersigned has checked carefully the above figures and understands the he shall be responsible for any error or omissions based on these specifications or alternatives as submitted on the bid form. The Joliet Park District reserves the right to accept or reject any or all bids or waive any technicality and to accept the bid which appears to be in the best interest of the Joliet Park District.

Submitted By: Name: _____

Title: _____

Signature: _____

Date: _____