

**Schaumburg Township District Library**  
**Invitation for Bid**  
**Library Bi-Monthly Guide Printing**

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**Intent:** The intent of this Invitation for Bid is to solicit firm pricing for the publication, delivery, and mailing of Schaumburg Township District Library's (hereafter "Library") bi-monthly Guide for FY 2018-2019. (**First Guide to be printed and delivered will be the December/January**). Please note large print project coming soon after award of bid.

**Scope:** The Guide is published and distributed District-wide six times annually. The successful vendor will be responsible for both the publication and distribution of the Guide.

**Contract Options:** The contract period shall be for one year beginning with the first publication in December/January. Upon mutual agreement, this contract may be extended for two, one-year optional extensions, upon a 90-day written notice from the Library of its intention to exercise this option. The vendor shall respond to the Library's offer of extension within ten (10) working days of receipt as to their desire to extend the contract for one additional year.

A one-time economic adjustment for labor, material and equipment costs shall be allowed for each one-year extension to the contract after the initial one year contract period. This economic adjustment may not exceed the published local Consumer Price Index (CPI) for the previous twelve-month period.

**Schedule:** Six 24 page issues of the Guide shall be published annually: December/January, February/March, April/May, June/July, August/September, October/November. Should the Library choose to renew the contract for one or two optional years, the publication schedule for each optional year shall remain the same as in year one of the contract.

**Cancellation:** The contract may, at any time during the contract period, be canceled by either the Library or the vendor with 90 days written notice of cancellation. Should cancellation of the contract be necessary due to the vendor's breach, cancellation by the Library may be made immediately with written or faxed verification of the vendor's receipt of the cancellation notice.

**Delivery and Mailing:** The successful vendor shall be responsible for determination of all current routes (in consultation with the Schaumburg Post Office), sorting and traying for each mailing (including creation of facing slips and tray tags) and shall have the ability

to use the Post Office's AIS Viewer DVD in accordance with Postal Service Classification Reform guidelines published July 1, 1996 and any/all subsequent updates.

All mailings, which total 50,000 each, shall be delivered to the Schaumburg Post Office, with remaining 2,000 issues being delivered to Schaumburg Township District Library at 130 S. Roselle Road, Schaumburg, IL 60193, 8 a.m. - 4 p.m., Monday - Friday.

## **DESCRIPTION**

### **Inks:**

- Four color process

### **Quantity:**

- All issues except June/July will print 52,000 copies. The June/July issue will print 52,500 copies.

### **Number of Pages in Each Issue:**

- All issues will be 24 pages.

### **Finished Size:**

- 8.5 x 11 (flat 17 x 11) self-cover stapled.

### **Paper:**

- Paper shall be #1 grade white 70# matte stock. Bidders shall specify what paper they intend to use and also provide a sample of the paper with their bid submittal.

### **Sample:**

- A sample of a current issue of the Guide is available upon request from Maureen Howell at Schaumburg Township District Library, 130 S. Roselle Road, Schaumburg IL or via mail by e-mailing a request to mhowell@stdl.org.

### **Photographs:**

- There will be approximately 390 images. They will be provided electronically and come from a digital camera or scanned in at high resolution.

### **Library will provide:**

- A print quality PDF

### **Printer will provide:**

- 4-color high quality dylux proof for approval

- Printer will provide pickup and delivery of all proofs and other materials at no additional charge to the Library.

**Publication requirements:**

- Pre-press and printing will take no longer than 10 working days, including 24-hour turnaround for Library approval of proofs. If changes are requested, proofs for changed pages may be e-mailed (in PDF format) for approval.

**Library inspection prior to award of contract:**

- It shall be understood by all responding vendors that appropriate staff of the Library shall have access to make a qualifying inspection visit of any and all responding vendors' place of business prior to the final award of the contract and/or samples of their work.
- The appropriate Library personnel shall be allowed to attend a press check at time of printing during regular business hours.
- Any and all vendors will be required to demonstrate experience and ability to print, deliver and mail publications of similar quality and quantity to the Guide.

**Optional Green Alternative:**

The Library has a strong interest in the type of paper, its recyclability and the Greenness of the product. Although not required, Forest Stewardship Council (FSC), Sustainable Forestry Initiative (SFI), or Programme for Endorsement of Forest Certification (PEFC) certification or equal/better than alternative certification, is desirable. Bidders shall advise available certification at time of submittal. If offering an alternate certification to those listed herein, the Bidder shall provide written documentation for the alternate at time of submittal. The Library will consider the alternate during review of all submittals received and their decision will be final.

## BID SHEET

**Note: the Bidder must complete all portions of the Bid Sheet.**

The undersigned, having examined the specifications and all conditions affecting the specified project, offer to furnish all services, labor and incidentals specified for the price below.

The undersigned Bidder certifies that they are not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating, (720ILCS 5/33E-1, et seq.) and is not delinquent in any taxes to the Illinois Department of Revenue. (65ILCS 5/11-42.1-1)

It is understood that the Library reserves the right to reject any and all bids and to waive any irregularities and that the prices contained herein will remain valid for a period of not less than sixty (60) days.

I (We) propose to complete the following project as more fully described in the specifications for the following:

**Bidding Company Name:** \_\_\_\_\_

<b>Feb/Mar, Apr/May, Aug/Sept, Oct/Nov, Dec/Jan Issues</b>	<b>Per Issue</b>	<b>5 Total Issues</b>
Cost to print and deliver 52,000 Guides per bid specification; 50,000 to the Schaumburg Post Office and 2,000 (remaining balance) to Schaumburg Township District Library	\$	\$
<b>June/July Issue</b>	<b>Per Issue</b>	<b>1 Total Issue</b>
Cost to print and deliver 52,500 Guides per bid specification; 50,000 to the Schaumburg Post Office and 2,500 (remaining balance) to Schaumburg Township District Library		
<b>TOTAL ANNUAL COST</b> (6 total issues )	\$	
Name of paper to be used:		
Have you included your paper sample?	Yes	No
Are you an FSC, SFI, PEFC certified company?	Yes	No
If you are providing an alternate source of certification, have you included required documentation for the proposed source?	Yes	No

**Our firm has not altered any of the written text within this document. Only those areas requiring input by the respondent have been changed or completed.**

If it is the Contractor's intention to utilize a subcontractor(s) to fulfill the requirements of this contract, the Library must be advised of the subcontractor's company name, address, telephone and fax numbers, and a contact person's name at the time of bid submittal.		
Will you be utilizing a subcontractor?	YES	NO
If yes, have you included all required information with your bid submittal?	YES	NO

- OR -

NO BID – Keep our company on your Bidders List	:Signature :Date
NO BID – Remove our company from your Bidders List	:Signature :Date

- Note: Please feel free to attach further explanation if desired as to your reasons for not submitting a bid.

**INDEMNIFICATION:** The Bidder hereby agrees to protect, defend, indemnify, and save harmless the Library against loss, damage, or expense from any suit, claim, demand, judgment, cause of action, or shortage initiated by any person whatsoever, arising or alleged to have arisen out of work described herein, except that in no instance shall the Bidder be held responsible for any liability, claim, demand, or cause of action attributable solely to the negligence of the Library.

I hereby certify that the item(s) proposed is/are in accordance with the specifications as noted and that the prices quoted are not subject to change; and that

\_\_\_\_\_ (Company Name) is not barred by law from submitting a bid to the Library for the project contemplated herein because of a conviction for prior violations of either Illinois Compiled Statutes, 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33-4 (Bid Rotating); and that

\_\_\_\_\_ (Company Name) is not delinquent in payment of any taxes to the Illinois Department of Revenue in accordance with 65 ILCS 5/11-42.1; and that

\_\_\_\_\_ (Company Name) provides a drug free workplace pursuant 30 ILCS 580/1, et seq.; and that

\_\_\_\_\_ (Company Name) certifies they have a substance-abuse program and provide drug testing in accordance with 820 ILCS 130/11G, Public Act 095-0635; and that

\_\_\_\_\_ (Company Name) is in compliance with the Illinois Human Rights Act 775 ILCS 5/1.101, et seq. including establishment and maintenance of sexual harassment policies and program.

\_\_\_\_\_

Bidder's Firm Name

Signed Name and Title

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
City

State

Zip Code

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Fax Number

\_\_\_\_\_  
Date

