



VILLAGE OF HANOVER PARK, ILLINOIS

REQUEST FOR PROPOSAL

FOR

PRINTING OF VILLAGE NEWSLETTER

Submit Proposal to:

Village of Hanover Park

Attn: Regina Mullen, Administrative Assistant, Community Development

2121 Lake Street

Hanover Park, IL 60133

E-mail: rmullen@hpil.org

Deadline –Wednesday, June 12, 2013 at 4:30 .p.m.



Village of Hanover Park
Request for Proposal
Printing Services for Village of Hanover Park “HiLighter” Newsletter

Introduction:

The Village of Hanover Park is requesting proposals from qualified printing firms with specific experience to provide the services identified below. To be considered for the project, your proposal must contain evidence of the firm’s abilities to provide typesetting, layout and design, printing, binding, bundling and delivery of the Village’s newsletter to the Schaumburg, Illinois Post Office for mailing to residents and businesses.

To be considered, two (2) hard copies of the complete proposal and three (3) hard copies of samples of similar publications must be received on or before Wednesday, June 12, 2013 no later than 4:30 p.m. local time. Proposals submitted to the Village of Hanover Park through facsimile, e-mail or by telegram will not be accepted. All documents must be submitted in a sealed envelope or container stating on the outside the vendor’s name, address, telephone number, due date, RFP title (clearly marked “Newsletter”) and addressed to:

Village of Hanover Park
Community Development Department c/o Regina Mullen, Administrative Assistant
2121 Lake Street, Hanover Park IL 60133

Hand-carried proposals may be delivered to the above address ONLY between the hours of 8:00 a.m. and 4:30 p.m. on Monday through Friday, excluding holidays observed by the Village. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements and for ensuring that the required address information appears on the outer wrapper or envelope used by such service. All late proposals that are received by the Village shall be returned unopened to the vendor submitting the proposal. Proposals that are in transit (U.S. Mail, Federal Express, Etc.) at the above time and date shall not receive consideration and shall be returned unopened.

The proposal must be signed by an officer of the company, who is legally authorized to enter into an agreement for services in the name of the vendor. There is no obligation for the Village to reimburse respondents for any expenses incurred in preparing proposals in response to this request. The Village reserves the right to reject any or all proposals submitted and retain all proposals submitted. No subcontracting to another vendor will be allowed without the prior written consent of the Village. Submitting a proposal to the Village indicates acceptance by the vendor of the conditions contained in this Request for Proposal.

Vendors are hereby notified that all information submitted as part of, or in support of, proposals will be available for public inspection in compliance with Illinois state statutes.

General Conditions:

1. Summary

The Village of Hanover Park is seeking to contract with a full-service professional printer to complete production of a newsletter to residents and businesses for a two (2) year term, starting on August 1, 2013, and ending on August 1, 2015. After the two (2)-year term, the agreement may be extended annually provided prices are submitted for review and analysis and both parties mutually agree to the extended agreement terms. The Village may cancel the agreement for services with 30 days written notice.

2. Background

The Village of Hanover Park is a suburban community located 30 miles northwest of Chicago. The Village has a population of 38,278 with a land area of over six (6) square miles. The Village is located in both Cook and DuPage Counties. The Village is seeking professional printing services for its “HiLighter” newsletter. The Village will provide electronic files (Microsoft Publisher or Adobe InDesign source, either packaged or exported in hi-res PDF) via an FTP Client or e-mail to the Printer.

3. Village’s Contact Person

Regina Mullen, Administrative Assistant

630.823.5778, rmullen@hpil.org

4. Evaluation Criteria

An award of agreement will be made to the company whose proposal is judged by the Village to be in its best interests, and whose proposal most closely satisfies the overall project specifications as well as a number of other factors including, but not limited to:

- **Cost** – an award of contract will be based on the total cost of alternatives selected by the Village and under each alternative, the proposer shall indicate the total cost of the work performed. The Village reserves the right to consider alternatives separately.
- **Experience of the company** – an award of agreement will also be based on the company’s experience and proven ability to successfully perform the specified work. Among those experience factors to be included are work of similar scope, quality and reliability. Firms must have a minimum of two years of experience in printing similar publications.
- **Local preference** – in the situation where a Hanover Park vendor’s proposal is equivalent to a non-Hanover Park vendor on the above two criteria, a local preference will be considered in the final decision.

5. Samples of Work

A minimum of three (3) hard copies of samples of similar publications must be submitted with your response to this RFP. Preference is for samples of work from other municipalities.

6. References

A minimum of three (3) references must be submitted with your response to this RFP.

Specifications

Any and all exceptions to this specification MUST be clearly and completely indicated. Attach additional pages if necessary. Samples of previous issues of our Village *HiLighter* Newsletter are available at www.hpil.org/ReferenceDesk/HiLighter

Description	<p>Provide quotations for each of the following layouts:</p> <p>Six (6) issues per year 16-page, four-color, full bleed Six (6) issues per year 12-page, four-color, full bleed Four (4) issues per year 16-page, four-color, full bleed Four (4) issues per year, 12-page, four-color, full bleed</p>
Platform	Offset (Sheet-fed platform)
Quantity	11,800 per edition
Trim Size	8.5 x 11
Page Stock	70# White Offset with slight sheen
Artwork	To be created using <i>Microsoft Publisher</i> or <i>Adobe InDesign</i> and provided by the Village electronically as indicated above.
Photos	Color adjust (if necessary) approximately 30-35 pictures per residential newsletter
Binding	Saddle Stitched
Delivery	11,600 to: Streamwood Post Office, Attn: Martin Fettel, 115 West Irving Park Road, Streamwood, IL 60107 200 (+ overruns) to: Municipal Building, 2121 Lake Street, Hanover Park, IL 60133
Packaging	Simplified mailing bundles divided by carrier routes for the Post Office Standard packaging for Municipal Building
Postage Fees	Vendor pays postage and bills Village at Postage Rate for Standard Mail Part F Carrier Route Flats (F13/DDU/Saturation*) (Current rate 0.149) or at a better rate if applicable.
Quantity	The number of newsletters needed may rise slightly from month to month based on the number of households/businesses within the Village. The printer will monitor this and provide the appropriate number of issues to the Post Office.
Proofs	Vendor will provide PDF via email. Deadline for proof turnaround will be established with Vendor. Printer may make changes to the “ <i>HiLighter</i> ” upon request, when needed, at an agreed upon cost.

Terms and Conditions:

The Village reserves the right to accept the proposal that best meets the needs of the Village. The Village shall not be responsible for any costs incurred by the firm or individual in preparing, submitting, or presenting its response to the RFP. Fees or compensation proposed or which may be agreed upon shall not be considered for adjustment for twenty-four (24) months following approval by Village.

Schedule for Proposal Process:

The Village anticipates completing the RFP process and may select one or more individual/firm(s) by Friday, June 28, 2013. The Village intends to conclude the process by this date; however, the Village reserves the right to modify the proposal process and dates as necessary.

Submission Deadline and Contact Information

Two (2) hard copies of the completed proposal along with three (3) hard copies of samples of similar publications shall be submitted on or before Wednesday, June 12, 2013 no later than **4:30 p.m. local time** to:

Village of Hanover Park
Regina Mullen, Administrative Assistant
Attn: Community Development Department/Newsletter RFQ
2121 Lake Street
Hanover Park, IL 60133
(630) 823.5778

Questions concerning this request should be submitted to Regina Mullen, Administrative Assistant, Community Development, by email (rmullen@hpil.org) or in writing at the above address by 4:30 pm, Wednesday, June 5, 2013. Late submissions, faxes, or telephone proposals will not be accepted. The Village assumes no responsibility for formatting, transmission errors or blocked proposals or correspondence submitted via email.

REQUEST FOR PROPOSAL

FOR

PRINTING OF VILLAGE NEWSLETTER

To: Regina Mullen, Community Development
Village of Hanover Park
2121 Lake Street
Hanover Park, IL 60133

From: _____ Proposer's Name
_____ Address
_____ Phone _____ eMail

The undersigned having examined the Request for Proposal hereby proposes to furnish all labor, equipment and material necessary and incidental to complete the above named project.

The undersigned agrees to comply with this Proposal by entering into a contract with the Village with the following terms;

Two (2) year term, starting on August 1, 2013, and ending on August 1, 2015. After the two (2) year term, the agreement may be extended annually provided prices are submitted for review and analysis and both parties mutually agree to the extended agreement terms. The Village may cancel the agreement for services with 30 days written notice.

Provide quotes for each of the following layouts:

Quote:

1. Six (6) issues per year, 16-page, four-color, full bleed _____
2. Six (6) issues per year, 12-page, four-color, full bleed _____
3. Four (4) issues per year 16-page, four-color, full bleed _____
4. Four (4) issues per year, 12-page, four-color, full bleed _____

Platform	Offset (Sheet-fed platform)
Quantity	11,800 per edition
Trim Size	8.5 x 11
Page Stock	70# White Offset with slight sheen
Artwork	To be created using <i>Microsoft Publisher</i> or <i>Adobe InDesign</i> and provided by the Village electronically as indicated above.
Photos	Color adjust (if necessary) approximately 30-35 pictures per residential newsletter
Binding	Saddle Stitched
Delivery	11,600 to: Streamwood Post Office, Attn: Martin Fettel, 115 West Irving Park Road, Streamwood, IL 60107 200 (+ overruns) to: Municipal Building, 2121 Lake Street, Hanover Park, IL 60133
Packaging	Simplified mailing bundles divided by carrier routes for the Post Office Standard packaging for Municipal Building
Postage Fees	Vendor pays postage and bills Village at Postage Rate for Standard Mail Part F Carrier Route Flats (F13/DDU/Saturation*) (Current rate 0.149) or at a better rate of applicable.
Quantity	The number of newsletters needed may rise slightly from month to month based on the number of households within the Village. The printer will monitor this and provide the appropriate number of issues to the Post Office.
Proofs	Vendor will provide PDF via email. Deadline for proof turnaround will be established with Vendor. Printer may make changes to the “ <i>HiLighter</i> ” upon request, when needed at an agreed upon costs.

Complete all blanks of either paragraph A, B or C that is the same as the Proposer's status.

A. (If an Individual) Dated this ____ day of _____, 2013.

Signature of Proposer: _____

Business Address: _____

B. (If a Partnership) Dated this ____ day of _____, 2013.

Firm Name: _____

Signed by: _____

Business Address: _____

Insert name and address of all Partners:

C. (If a Corporation) Dated this ____ day of _____, 2013.

Corporate Name: _____

Signed by: _____
(President)

Business Address: _____

Insert name and address of Officers

President: _____

Secretary: _____

Treasurer: _____

ATTEST: _____
(Secretary)

If applicable:

We acknowledge receipt of Addenda as follows:

Addendum Number	Date Received
_____	_____
_____	_____
_____	_____