



REQUEST FOR PROPOSAL:
PRINTING SERVICES FOR CITIZEN NEWSLETTER

The Village of Hoffman Estates is soliciting 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 experience and abilities to provide typesetting, layout and design, printing, folding, bundling, and delivery of the Village's newsletters to four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine) and the Village Hall, for mailing to residents and businesses.

To be considered, two (2) hard copies of the complete proposal must be received by **Wednesday, October 3, 2016** no later than 5 p.m. local time. Proposals submitted to the Village of Hoffman Estates through facsimile or email will not be accepted. The original (1) and copy (1) 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 Printing") and addressed to:

Ashley Monroe, Assistant to the Village Manager, 1900 Hassell Road, Hoffman Estates, IL 60169

Proposals may be delivered to the above address ONLY between the hours of 8:30 a.m. and 5 p.m. Monday through Friday, or between the hours of 9 a.m. and noon on Saturdays, 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 a contractual relationship in the name of the vendor. There is no express or implied obligation for the Village to reimburse responding proposers 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 proposer of the conditions contained in this RFP.

Proposers are hereby notified that all information submitted as part of, or in support of, proposals will remain confidential until the date of award; thereafter the documents will be available for public inspection in compliance with Illinois state statutes.

GENERAL CONDITIONS

1. Summary

The Village of Hoffman Estates is seeking a full-service professional printer to complete production of a newsletter (24 editions) to residents and businesses for both the 2017 and 2018 calendar years, with an optional third year* for 2019 (totaling 36 editions), which will be at the discretion of the Village.

2. Background

The Village of Hoffman Estates, Illinois, is located approximately 25 miles northwest of downtown Chicago and has a population of 51,895 within 22 square miles. The Village is currently seeking professional printing services for its Citizen newsletter. The Village will provide electronic files (Adobe InDesign source exported to hi-res PDF) via FTP to the printer.

3. Village's Contact Person

Ashley Monroe, Assistant to the Village Manager
847-781-2609, ashley.monroe@hoffmanestates.org

4. Evaluation Criteria

An award of contract 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.
- **Quality of workmanship** – an award of contract will be based upon the company's exemplary product quality, demonstrated by samples provided in the scope of requested materials.
- **Experience of the company** - an award of contract 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.
- **Local preference** - in the situation where a Hoffman Estates vendor is tied with a non-Hoffman Estates vendor on the above two points, a local preference will be considered in the final decision.

5. Samples of Work

A minimum of three (3) samples of similar work 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

1. Number of Issues (Annually)

2017-2018: 24; *optional 2019: 12

2. Estimated Quantity

21,000 (each issue)

3. Frequency

The Village will distribute the newsletter 12 times each year (monthly). The selected firm

must be capable of special-issue printing and distribution at same per-issue cost as appropriately sized newsletter.

4. **Number of Pages**

8-page issues: 20; *optional 2019: 30

12-page issues (May): 2; *optional 2019: 3

16-page issues (June): 2; *optional 2019: 3

5. **Paper**

The Citizen should be printed on 70# gloss text stock. *Recycled paper is requested.* Please provide appropriate recommendations, including pricing for alternatives. Additional suggestions will be taken into consideration.

6. **Printing**

Printing should be done on a four-color offset press. *Vegetable-based inks are requested.*

7. **Binding**

Nest, stitch (two required each piece). Pieces should be folded in half to 8½" X 11".

Additional suggestions will be taken into consideration.

8. **Proofs**

Printer must initially present hard-copy color proofs within two (2) days of receipt of files.

After an error-free track record of quality has been established, digital proofs may be accepted.

9. **Delivery Date**

The newsletter must be first delivered to the Schaumburg Post Office for bulk postage sorting, then deliver the remainder to the three (3) area post offices (Hoffman Estates, Barrington, Palatine) and the Village Hall within no more than seven (7) working days of approval of proof. Timely delivery is essential to this publication. The Village will expect delivery to be made so that all deadlines are met per agreement. The newsletter is delivered to recipients by the U.S. Postal Service on the last day of the month preceding the issue date (e.g., July newsletter is delivered by June 30).

10. **Bundling and Delivery**

The newsletter is sent out via bulk rate (ECRWSS) to all Hoffman Estates postal customers. Printer will be responsible for bundling newsletters by delivery route (by monthly carrier route list from the post office). Remaining newsletters (overs) are to be delivered to the Village Hall between 8:30 a.m. and 5 p.m. Monday through Friday on the same day as delivery to the four (4) area post offices (Schaumburg, Hoffman Estates, Barrington, Palatine).

11. **Artwork**

Any customized artwork, photos or Village artwork submitted as part of the production process remains the property of the Village of Hoffman Estates and shall be returned upon request. If there is a request for original artwork, please include the cost of screen and photos.

12. **Failure to Complete Work or Satisfy Deadline Requirements**

Failure to complete work or satisfy deadline requirements shall result in termination of any future obligations of the Village to the company.

Authorized Company Signature

Date

Title