



REQUEST FOR PROPOSALS:
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 **Friday, March 1, 2024**, 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:

Village of Hoffman Estates, Communications Manager Melissa Brito, 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. 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.

Submission of a proposal indicates acceptance by the firm of the conditions contained in this

request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the Village of Hoffman Estates and the firm selected. The Village of Hoffman Estates reserves the right without prejudice to reject any or all proposals.

1. **Summary**

The Village of Hoffman Estates is seeking a full-service professional printer to complete production of a newsletter (12 total editions) to residents and businesses for the remainder of the 2024 calendar year and the entire and 2025 calendar year, with an optional third year* for 2026 (an additional 7 editions), which will be at the discretion of the Village. This includes the bi-monthly Citizen newsletter publication and the supplementary Northwest Fourth Fest publication in June.

2. **Background**

The Village of Hoffman Estates, Illinois, is located approximately 25 miles northwest of downtown Chicago and has a population of 52,230 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. Print production will be based on the specifications listed below.

3. **Village's Contact Person**

Melissa Brito, Communications Manager
847-781-2614, missy.brito@vohe.org

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:

- **Quality of Printing** – an award of contract will be based upon the company's exemplary product quality, demonstrated by samples provided in the scope of requested materials. This includes two printed color copies of representative work.
- **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.
- **Project management**- the Village will also consider the firm's customer service and communication plan and plan for meeting delivery deadlines.
- **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.
- **Local preference** – in the situation where a local Hoffman Estates vendor is matched with a non-Hoffman Estates vendor on the above criteria, a local preference may be considered in the final decision.

Specifications

1. **Number of Issues**

2024-2025: 12; *optional 2026: 7 additional

2. **Estimated Quantity**

21,000 (each issue)

3. Frequency

The Village will distribute the Citizen newsletter 6 times each year (bi-monthly) and the Northwest Fourth Fest publication annually in June. The selected firm must be capable of special-issue printing and distribution at same per-issue cost as equivalently-sized newsletter.

4. Number of Pages

Citizen 12-page issues: 5 per year

Citizen 16-page issues: 1 per year

Northwest Fourth Fest 4-page issue: 1 per year

5. Paper

The Citizen and the Northwest Fourth Fest publication 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 preferred.*

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 digital color proofs within two (2) business days of receipt of files.

9. 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).

10. 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 Post Offices to be made so that all deadlines are met per agreement. The newsletter is delivered to recipients no later than 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).

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.

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ATTACHMENT A
RESPONSE FORM

1. Proposal Overview
Vendor should provide a general summary of their background and proposal.

2. Company Profile and Capabilities

<i>Corporate Profile:</i>	
Corporate Name	
Corporate HQ Address	
Telephone Number	
Internet URL	
Doing Business Since	
State Incorporated	
<i>Contact Information:</i>	
Account Representative:	
Email Address	
Telephone Number	
Fax Number	
Address	

3. Pricing Proposal

Newsletter Pricing for 2024-2025

Quantity	Publication Specs	Delivery	Price Per Issue
21,000	16 pages, Full Color 70# gloss text	All Hoffman Estates Postal Customers Plus Overs to Village Hall	
21,000	12 pages, Full Color 70# gloss text	All Hoffman Estates Postal Customers Plus Overs to Village Hall	
21,000	4 pages, Full Color 70# gloss text	All Hoffman Estates Postal Customers Plus Overs to Village Hall	

4. Delivery Plan

Vendor should provide a detailed description of its plan for meeting delivery timelines and understanding of Post Office requirements.

5. Examples of Work

Vendor shall provide two printed color copies of representative work.

6. References

Vendor shall provide a list of three references for similar projects.

Authorized Company Signature

Date

Name and Title