

Round Lake Area *Park District*

Close to home, close to fun!

Seasonal Brochure and Mailer Card Printing

The Round Lake Area Park District's Marketing Department is seeking quotes for the printing of the 2023 Seasonal Brochures and Mailer Cards. Each Brochure cover is printed on 80# gloss text #3, with four color, full bleed and outside varnish. The body is printed on 40# alternative offset with four color on all pages. The Mailer Card is printed on 100# cover with aqueous coating 4 color. PDF content is provided by the Park District. Imposition proofs are required.

The printing company is responsible for delivering Mailer Cards to two post offices within three weeks of proof approval, and for ensuring that all USPS bulk rate mailing requirements are met. Postage fees will be paid by the Park District prior to cards being mailed. The printing company is responsible for delivering Brochures to the Park District Community Center, 814 Hart Road, Round Lake, IL. The printing company and Park District shall determine a mutually acceptable work schedule for Brochure and Mailer Card production.

Details for the Seasonal Brochures and Mailer Cards are included on the following page. We request that your bid is inclusive of carrier route presort, additional post office delivery, freight and any other charges for quantities specified.

Please have responses on attached letterhead no later than Thursday, December 1, 2022 at 10:00am cst. Please call (847) 886-5108 with any questions.

Please submit bid in a sealed envelope, addressed to ROUND LAKE AREA PARK DISTRICT, Attn: Melissa Hollander, 814 Hart Road, Round Lake, Illinois. Each sealed envelope containing a bid must be plainly marked on the outside BID FOR 2023 SEASONAL BROCHURE AND MAILER CARD PRINTING or equivalent, and the envelope should bear on the outside the name of the BIDDER and their address. If forwarded by mail, the sealed envelope containing the bid must be enclosed in another envelope addressed to the OWNER at 814 HART ROAD, ROUND LAKE, ILLINOIS 60073.

Seasonal Brochure Information

Delivered to Community Center:

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56 pages	To printer in March	8-3/8 x 10-7/8	4,000		
Fall	48 pages	To printer in June	8-3/8 x 10-7/8	3,000		
Winter/Spring	52 pages	To printer in October	8-3/8 x 10-7/8	2,000		
TOTAL						

Mailer Card Information

Delivered via USPS:

Card	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	To printer in April	5x7	20,000		
Fall	To printer in July	5x7	20,000		
Winter/Spring	To printer in November	5x7	20,000		
TOTAL					