

Round Lake Area *Park District*

Close to home, close to fun!

Seasonal Brochure and Mailer Card/Newsletter Printing

The Round Lake Area Park District's Marketing Department is seeking quotes for the printing of the 2024 Seasonal Brochures and Mailer Cards/Newsletters.

The Park District is asking for quotes on 4 different options:

1. Brochures in English and mailer cards
2. Brochures in English and newsletters
3. Brochures in English and Spanish, and mailer cards
4. Brochure in English and Spanish, and newsletters

Each Brochure cover is printed on 80# gloss text #3, with four color, full bleed and outside varnish. The body is printed on 50# alternative offset with four color on all pages.

The Mailer Card is printed on 100# cover with aqueous coating 4 color. Newsletter is 8 pages on 80# Gloss Text, full color.

PDF content is provided by the Park District. Imposition proofs are required.

The printing company is responsible for delivering 20,000 Mailer Cards or Newsletters to one post office 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/newsletters being mailed. The printing company is responsible for delivering Brochures and 200 copies of the Newsletter or one copy of the Mailer Card 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/Newsletter production.

Details for the Seasonal Brochures and Mailer Cards/Newsletters are included on the following pages. 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 Friday, December 1, 2023 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 2024 SEASONAL BROCHURE AND MAILER CARD/NEWSLETTER 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.

Option 1

English Only Seasonal Brochure Information

Delivered to Community Center:

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56+cover	To printer in March	8.25 x 10.75	1,500		
Fall	48+cover	To printer in June	8.25 x 10.75	1,500		
Winter/Spring	48+cover	To printer in November	8.25 x 10.75	2,000		
TOTAL						

Mailer Card Information

Delivered via USPS (1 copy to Community Center):

Card	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	To printer in March	5x7	20,001		
Fall	To printer in June	5x7	20,001		
Winter/Spring	To printer in November	5x7	20,001		
TOTAL					

Total for English Brochures and Mailer Cards: _____

Option 2English Only Seasonal Brochure Information**Delivered to Community Center:**

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56+cover	To printer in March	8.25 x 10.75	1,500		
Fall	48+cover	To printer in June	8.25 x 10.75	1,500		
Winter/Spring	48+cover	To printer in November	8.25 x 10.75	2,000		
TOTAL						

Newsletter Information**Delivered via USPS:**

Newsletter	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Spring/Summer	8	To printer in January	8.25 x 10.75	20,200		
Fall/Winter	8	To printer in July	8.25 x 10.75	20,200		
TOTAL						

Total for English Brochures and Newsletters: _____

Option 3English Seasonal Brochure Information**Delivered to Community Center:**

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56+cover	To printer in March	8.25 x 10.75	1,000		
Fall	48+cover	To printer in June	8.25 x 10.75	1,000		
Winter/Spring	48+cover	To printer in November	8.25 x 10.75	1,500		
TOTAL						

Spanish Seasonal Brochure Information**Delivered to Community Center:**

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56+cover	To printer in March	8.25 x 10.75	500		
Fall	48+cover	To printer in June	8.25 x 10.75	500		
Winter/Spring	48+cover	To printer in November	8.25 x 10.75	500		
TOTAL						

Mailer Card Information**Delivered via USPS (1 copy to Community Center):**

Card	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	To printer in March	5x7	20,001		
Fall	To printer in June	5x7	20,001		
Winter/Spring	To printer in November	5x7	20,001		
TOTAL					

Total for English & Spanish Brochures and Mailer Cards: _____

Option 4English Seasonal Brochure Information**Delivered to Community Center:**

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56+cover	To printer in March	8.25 x 10.75	1,000		
Fall	48+cover	To printer in June	8.25 x 10.75	1,000		
Winter/Spring	48+cover	To printer in November	8.25 x 10.75	1,500		
TOTAL						

Spanish Seasonal Brochure Information**Delivered to Community Center:**

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Summer/Camp	56+cover	To printer in March	8.25 x 10.75	500		
Fall	48+cover	To printer in June	8.25 x 10.75	500		
Winter/Spring	48+cover	To printer in November	8.25 x 10.75	500		
TOTAL						

Newsletter Information**Delivered via USPS:**

Newsletter	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Spring/Summer	8	To printer in January	8.25 x 10.75	20,200		
Fall/Winter	8	To printer in July	8.25 x 10.75	20,200		
TOTAL						

Total for English & Spanish Brochures and Mailer Cards: _____