



Printing Specifications
2019 Fall/Winter Brochure and 2020 Winter/Spring Brochure

QUANTITY:	9,200 copies of each brochure
COPY & ART WORK:	All digital files (Quark or InDesign) including fonts and photos, plus a low resolution PDF will be supplied to the printer.
FRONT / BACK COVER:	Four color (CMYK)/4 (CMYK) full bleed; gel coating.
INSIDE PAGES:	Four color (CMYK)/4 (CMYK) full bleed. The majority of pages will include heavy text with at least one color halftone, to be supplied and placed in the file by the designer. Inside pages may also include bleeds.
SIZE:	11" x 17", folded and trimmed to 8 ½" x 11"
PAPER:	Covers: 80lb with Satin coating. Inside pages: 60lb offset.
PAGE COUNT:	Fall/Winter: 44 pages including cover Winter/Spring: 48 pages including cover
BLEEDS:	Bleeds occur on the front / back cover and inside pages.
BINDERY:	Fold, trim and saddle stitch; up to two pages (4 pages; front and back) to be perforated on the long side, ½" from fold. Page number(s) will be identified each issue.
PROOFS:	Printer to provide match print proofs of the front and back covers, inside front and back covers and a proof of the entire book, (dylux), folded, trimmed and assembled.
CORRECTIONS:	If necessary, a per line charge for type corrections and a per page charge for additional film or proofs should be provided.
BINDING:	The printer will bind the brochures in book form with two (2) wire saddle stitches in the centerfold on the 11" side.

FINISHING: The printer will cut, trim and fold the brochure to the specifications listed above.

OVERRUNS: The Village of Villa Park will only pay for the cost of printing a 1% overrun on this order. Under runs are not acceptable.

PACKING AND DELIVERY: The printer will deliver approximately 8,500 brochures to the delivery company: Chicagoland Circulation Services, 23900 Industrial Dr., S Unit 1b7, Plainfield IL, 60585 and the remaining brochures to the Iowa Community Center, 338 N. Iowa Avenue, Villa Park IL, 60181 by 4:00 p.m. on the determined date. The Parks and Recreation Department will confirm the exact number to be delivered prior to each delivery time.

PLEASE NOTE: The printer should contact Chicagoland Circulation Services prior to delivery: 815-641-8801, ask for Dan Leach.

ANTICIPATED FALL/ WINTER BROCHURE PRODUCTION SCHEDULE

Monday, July 8, 2019	Parks and Recreation Department to provide file to printer
Friday, July 19, 2019	Printer to deliver brochures to the delivery company and the Parks and Recreation Department

ANTICIPATED WINTER/SPRING BROCHURE PRODUCTION SCHEDULE

Monday, November 4, 2019	Parks and Recreation Department to provide file to printer
Friday, November 15, 2019	Printer to deliver brochures to the delivery company and the Parks and Recreation Department

CONTACT INFORMATION

NAME OF COMPANY (Please Print): _____

NAME OF REPRESENTATIVE (Please Print): _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

SIGNED: _____ DATE: _____

If you are interested, please submit your proposal by **July 3, 2019**. Thank you! Please print the packet, complete all the necessary information then return the contact information, proposed cost and three references (pages 3, 4 and 5) via email to:

Gina M. Racanelli, CPRP CPO AFO
Superintendent of Recreation
Village of Villa Park
338 N. Iowa Avenue
Villa Park, IL 60181
630-834-8970
GRacanelli@invillapark.com

Name of Business: _____

PROPOSAL COST

After having carefully examined the specifications, and after examining all the conditions affecting the proposed printing, the undersigned hereby proposes to furnish all labor, materials, transportation, services and equipment necessary to complete the work identified and desired in these specifications.

The undersigned further agrees that he/she is bound by all conditions of this specification, as printed and that should his/her proposal be accepted, he/she will abide by the conditions herein.

NOTE: Proposals shall be guaranteed for a period of forty-five (45) days from July 3, 2019. The Village of Villa Park will only pay for the cost of printing a 1% overrun on these orders.

Cost for each brochure:

Base bid for printing 9,200 Fall/Winter brochures: 44 pgs. \$_____

Base bid for printing 9,200 Winter/Spring brochures: 48 pgs. \$_____

TOTAL: \$_____

Corrections:

Provide a per line charge for type corrections: \$_____

Provide a per page charge for additional films or proofs: \$_____

Name of Business: _____

**JOB REFERENCES
PLEASE PROVIDE THREE**

1. Agency: _____

Contact person: _____

Phone: _____ Email: _____

2. Agency: _____

Contact person: _____

Phone: _____ Email: _____

3. Agency: _____

Contact person: _____

Phone: _____ Email: _____