

Round Lake Area
Park District
Close to home, close to fun!

Seasonal Brochure Printing

The Round Lake Area Park District's Marketing Department is seeking quotes for the printing of the 2022 Seasonal Brochures. Each cover is printed on 80# gloss text #3, with four color, full bleed and outside varnish. The body is printed on 40# text #5 with four color on all pages. PDF content is provided by the Park District. Imposition proofs are required.

The printing company is responsible for delivering brochures 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 each issue being mailed. The printing company and Park District shall determine a mutually acceptable work schedule for brochure production.

Details for the seasonal brochures 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 Wednesday, December 1, 2021 at 10:00am cst. Please call (847) 546- 8558 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 2022 SEASONAL BROCHURE PRINTING or equivalent, and the envelope should bear on the outside the name of the BIDDER and his 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.



Request for Proposals – Seasonal Brochure Printing

Seasonal Brochure Information

Delivered via USPS:

Guide	Page Count	Time Table	Size	Quantity Printed	Cost	Total
Winter/Spring	60 pages	To printer in November	8-3/8 x 10-7/8	20,200		
Summer/Camp	84 pages	To printer in April	8-3/8 x 10-7/8	20,200		
Fall	60 pages	To printer in July	8-3/8 x 10-7/8	20,200		
TOTAL						