



Winnebago County - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

(815)319-4380 Purchasing@purchasing.wincoil.gov

INVITATION FOR BIDS	23B-2286	ISSUE DATE	5/8/2023
IFB TITLE	PRINTING SERVICES		
IFB DUE DATE	5/25/2023	DUE TIME (CST)	1:00 P.M.
SUBMIT ONE (1) ORIGINAL, PLUS TWO (2) COPIES		BOND REQUIRED	NONE

You are hereby invited to submit your Bid for **Printing Services** in a joint solicitation with the County of Winnebago and the City of Rockford. The completed original Bid solicitation, and the required number of copies, must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached **Bid Return Label** filled in and attached on the LOWER left corner.

Bids must be delivered by the date and time listed under Schedule of Events to:

Winnebago County Purchasing Department
404 Elm Street - Room 202
Rockford, IL 61101

OVERVIEW OF THE COUNTY OF WINNEBAGO

The County of Winnebago is a unit of local government in the State of Illinois with a current population of almost 300,000 as estimated by the US Census Bureau, within its 519 square miles. It is the 7th most populous County in Illinois. The governing body is the County Board, which is comprised of twenty members. The County has eighteen (18) constructed facilities in various locations totaling approximately 1,684,230 SF.

CONTRACT TERM

The resulting contract agreement is for a two year agreement with three additional option years for a total of up to five (5) year term. Delays in the bidding process may result in an adjustment of the anticipated contract starting date.

GENERAL REQUIREMENTS

This is an Invitation for Bid. Bids will be opened and read aloud publicly on the Bid Opening Due Date and Time.

WHERE TO FIND THE SOLICITATION AND ANY ADDENDA

The solicitation and any addenda can be obtained at the County's official site for all Bids:

<https://wincoil.gov/departments/purchasing-department>

SUBMISSION DATE AND TIME

No later than 11:00 AM (CST) on, 2023— Bids received after the submittal time will be rejected.
(Refer to Schedule of Events)

CONTACT PERSON: Ann Johns, Director of Purchasing – purchasing@purchasing.wincoil.gov

SCHEDULE OF EVENTS

5/8/2023	IFB Solicitation is made available
5/15/2023	Questions emailed to purchasing@purchasing.wincoil.gov by 2:00 P.M.
5/17/2023	Questions answered via Addendum sent and posted on website by 3:00 P.M.
5/25/2023	IFB submittals due by 1:00 P.M.

SECTION ONE: GENERAL CONDITIONS

AMERICANS WITH DISABILITIES ACT

The Bidder will comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC 12101-12213) and all applicable Federal Regulations under the Act, including 28 CFR Parts 35 and 36.

CANCELLATION

The County of Winnebago reserves the right to cancel any Contract in whole or in part without penalty due to failure of the Bidder to comply with terms, conditions and specifications of their awarded Contract.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

The Bidder certifies, by submission of this Bid or acceptance of this Contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees by submitting this Bid that it will include this clause without modification in all lower tier transactions, solicitations, bids, contracts, and subcontracts. Where the Bidder or any lower tier participant is unable to certify to this statement, it shall attach an explanation in their bid response.

Additionally, for all new Bidder's to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the Bidder be created in our accounting system.

CHANGES

The County of Winnebago reserves the right to make any desired change in the specifications after the same shall have been put under contract; but the change so made, with the price to be added or deducted from the contract price, therefore, shall be agreed upon in advance between County and the successful Bidder.

COMPLIANCE WITH LAWS

All services, work and materials that in any manner affect the production, sale, or payment for the product or service contained herein must comply with all Federal, State, County and Municipal laws, statutes, regulations, codes, ordinances and executive orders in effect now or later and whether or not they appear in this document, including those specifically referenced herein. The successful Bidder must be authorized to do business in the State of Illinois, and must be able to produce a Certificate of Good Standing with the State of Illinois upon request.

The Bidder must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder must require any and all Subcontractors to do so. Failure to do so is an event of disqualification and/or default and may result in the denial of this Bid and/or termination of this Agreement.

In the event Federal or State funds are being used to fund this Contract, additional certifications,

attached as addenda, will be required. Lack of knowledge on the part of the Bidder will in no way be cause for release of this obligation. If the County becomes aware of violation of any laws on the part of the Bidder, it reserves the right to reject any Bid, cancel any Contract and pursue any other legal remedies deemed necessary.

COST OF THE BID

Expenses incurred in the preparation of Bids in response to this IFB is the Bidder's sole responsibility. There is no expressed or implied obligation by the County to reimburse any individual or firm for any costs incurred in preparing or submitting Bids, providing additional information when requested by the County, or for participating in any selection interviews.

DELIVERY REQUIREMENTS

All purchases must be delivered to the County of Winnebago or City of Rockford, or as otherwise specified.

DEVIATIONS, EXCEPTIONS OR ALTERNATES

Deviations, exceptions or alternates from terms, conditions, or specifications shall be described fully, on Bidder's letterhead, signed, and attached to the Invitation for Bid. In the absence of such statement, the bid shall be accepted as in strict compliance with all terms, conditions, and specifications and the Bidder shall be held liable. Bidders are cautioned to avoid making deviations and exceptions to the specifications, which may result in rejection of their bid. If deviations, exceptions or alternates are submitted, it is the County Director of Purchasing's sole and final decision whether specifications have been met and will be considered for award.

DISPUTES

In case of disputes as to whether or not an item or service quoted or delivered meets specifications, the decision of the Director of Purchasing, or authorized representative, shall be final and binding to all parties.

FREEDOM OF INFORMATION

Any responses and supporting documents submitted in response to a Bid will be subject to disclosure under the Illinois Freedom of Information Act. The County will assume that all information provided in a Bid is open to inspection or copying by the public unless clearly marked with the appropriate exception that applies under the Freedom of Information Act.

Additionally, if providing documents that you believe fall under an exception to the Freedom of Information Act, please submit both an un-redacted copy along with a redacted copy which has all portions redacted that you deem to fall under a Freedom of Information Act exception.

GOVERNING LAWS AND REGULATIONS

The Bidder is required to be familiar with and shall be responsible for complying with all Federal, State, and local laws, ordinances, rules, and regulations that in any manner affect the work. Knowledge of occupational license requirements and obtaining such licenses for Winnebago County and municipalities within Winnebago County are the responsibility of the Bidder.

HOLD HARMLESS CLAUSE

The Bidder covenants and agrees to indemnify, hold harmless and defend Winnebago County, its Board members, officers, employees, agents and servants from any and all claims for bodily injury, including death, personal injury, and property damage, including damage to property owned by County, and any other losses, damages, and expenses of any kind, including attorneys' fees, costs and expenses, which arise out of, in connection with, or by reason of services provided by the Bidder or any of its Sub-consultant(s) in any tier, occasioned by the negligence, recklessness, or intentionally wrongful conduct of the Bidder, or its Sub-consultant(s) in any tier, their officers, employees, servants or agents. In the event that the completion of the project (to include the work of others) is delayed or suspended as a result of the Bidder's failure to purchase or maintain the required insurance, the Bidder shall indemnify the County from any and all increased expenses resulting from such delay.

Should any claims be asserted against the County by virtue of any deficiency or ambiguity in the plans and specifications provided by the Bidder, the Bidder agrees and warrants that Bidder shall hold the County harmless and shall indemnify it from all losses occurring thereby and shall further defend any claim or action on the County's behalf.

INDEMNITY

The Bidder shall, at all times, fully indemnify, hold harmless, and defend the County of Winnebago and their officers, agents, and employees from and against any and all claims and demands, actions, causes of action, and cost and fees of any character whatsoever made by anyone whomsoever on account of or in any way growing out of the performance of this Contract by the Bidder and its employees, or because of any act or omission, neglect or misconduct of the Bidder, its employees and agents or its Subcontractors including, but not limited to, any claims that may be made by the employees themselves for injuries to their person or property or otherwise, and any claims that may be made by the employees themselves or by the Illinois Department of Labor for the Bidder's violation of the Illinois Prevailing Wage Act (820 ILCS 130/1 et seq.).

Such indemnity shall not be limited by reason of the enumeration of any insurance coverage or bond herein provided. Nothing contained herein shall be construed as prohibiting Winnebago County and their officers, agents, or its employees, from defending through the selection and use of their own agents, attorneys and experts, any claims, actions or suits brought against them.

The Bidder shall likewise be liable for the cost, fees and expenses incurred in the County of Winnebago's or the Bidder's defense of any such claims, actions, or suits. The Bidder shall be responsible for any damages incurred as a result of its errors, omissions or negligent acts and for any losses or costs to repair or remedy construction as a result of its errors, omissions or negligent acts.

NON-COLLUSION

The Bidder, by its officers, agents or representatives present at the time of filing this IFB, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other Bidder's, or with any public officer of the County of Winnebago, Illinois, whereby, the Bidder has not paid or is to pay to such Bidder or public officer any sum of money, anything of value or has not directly or indirectly entered into any arrangement or

agreement with any other Bidder(s). Whereby, no inducement of any form or character other than that which appears upon the face of the IFB will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said IFB or understanding of any kind whatsoever, with any person whomsoever to pay, deliver to, or share with any other person in any way or manner, any of the proceeds on the Contract sought by this IFB.

NON-DISCRIMINATION

In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure Equal Employment Opportunities. The Contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the Non-Discrimination Clause.

PROMPT PAYMENT ACT

The Bid should provide that all payments are subject to Local Governmental Prompt Payment Act.

PROTEST

Firms wishing to protest any IFB and/or awards shall notify the Director of Purchasing in writing within five (5) calendar days after the IFB due date/opening. The notification should include the IFB number, the name of the firm protesting and the reason why the firm is protesting the IFB. The Director of Purchasing will respond to the protest within five (5) calendar days.

RESERVATION OF RIGHTS

The County of Winnebago reserves the right to reject any or all Bids failing to meet the County specifications or requirements and to waive technicalities. If, in the County's opinion, the lowest Bid is not the most responsible Bid, considering value received for monies expended, the right is reserved to make awards as determined solely by the judgment of the County. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

The Bidder's failure to meet the mandatory requirements of the IFB will result in the disqualification of the Bid from further consideration.

The County of Winnebago further reserves the right to reject all Bids and obtain goods or services through intergovernmental or cooperative agreements, or to issue a new and revised IFB.

Submission of a Bid confers no rights on the Bidder to a selection or to a subsequent Contract. All decisions on compliance, evaluation, terms and conditions shall be made solely at Winnebago County's discretion and shall be made in the best interest of the County.

The County of Winnebago reserves the right to award to more than one vendor.

TERMINATION, CANCELLATION AND DAMAGES

The County may terminate based on the Bidder's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Bidder shall be given notice and a five (5) day opportunity to cure before the termination becomes effective.

If the County terminates this Contract because of the Bidder's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Bidder any additional cost incurred, including but not limited to the cost of cover, incidental and consequential damages and the cost of re-bidding. The County may offset these additional costs against any sums otherwise due to the Bidder under this Bid or any unrelated Contract.

The County of Winnebago may terminate any Contract or agreement resulting from this IFB at any time for any reason by giving at least thirty (30) days' notice in writing to awarded Bidder. If the Contract is terminated by the County as provided herein, the Bidder will be paid a fair payment as negotiated with the County for the work completed as of the date of termination.

BIDDER'S RESPONSIBILITY FOR SERVICES PROPOSED

The Bidder must thoroughly examine and will be held to have thoroughly examined and read the entire IFB document. Failure of Bidder's to fully acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

WITHDRAWAL OF BIDS

Bids may be modified or withdrawn by an authorized representative of the Bidder or by formal written notice prior to the final due date and time specified for Bid submission. Submitted Bids will become the property of the County of Winnebago after the Bid submission deadline.

However, no Bidder shall withdraw or cancel their Bid for a period of sixty (60) days after said advertised closing time for the receipt of Bids; the successful Bidder shall not withdraw or cancel their Bid after having been notified by the Director of Purchasing that said Bid has been accepted by the County Board.

The Bidder, by signing the Bid Form, acknowledges, understands and abides by all of the above "Requirements for Bidding and Instructions to Bidders".

END OF SECTION ONE: GENERAL CONDITIONS

SECTION TWO: INSTRUCTION TO BIDDERS

1.1 INTRODUCTION/BACKGROUND

The County of Winnebago and the City of Rockford is requesting Bids for the following services: Printing Services to include business cards, forms and various other documents.

1.2 COPIES OF IFB DOCUMENTS

- Only complete sets of IFB solicitation documents should be used for preparing bids. The County does not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets.
- Complete set of IFB documents must be obtained on the County's website at: <https://wincoil.gov/departments/purchasing-department>
- Submitted Bids MUST include all forms and requirements as called for in the Invitation for Bids. Failure to include all necessary forms and licenses will result in a non-responsive bid.

1.3 EXAMINATION OF IFB DOCUMENTS

- Each Bidder shall carefully examine the IFB and other documents, and inform himself thoroughly regarding any and all conditions and requirements that may in any manner affect cost, progress, or performance of the work to be performed under the bid. Ignorance on the part of the Bidder shall in no way relieve him/her of the obligations and responsibilities assumed under the bid.
- Should a Bidder find discrepancies or ambiguities in, or omissions from, the specifications, or should he/she be in doubt as to their meaning, he/she shall at once notify the County by email at purchasing@purchasing.wincoil.gov by the **Schedule of Events deadline**.

1.4 INTERPRETATIONS, CLARIFICATIONS, AND ADDENDA

No oral interpretations will be made to any Bidder as to the meaning of the documents. Any inquiries or requests for interpretation must be received **in writing by the date specified, in the Schedule of Events**, emailed to purchasing@purchasing.wincoil.us

All such changes or interpretation will be made in writing in the form of an addendum and, if issued, shall be posted on the County's website no later than five (5) business days prior to the established Bid due date. It shall be the Bidder's sole responsibility thereafter to find and download the addendum.

Each Bidder MUST acknowledge receipt of such addenda on the Bid Form. All addenda are a part of the documents and each Bidder will be bound by such addenda, whether or not received by him/her. It is the responsibility of each Bidder to verify that he/she has received all addenda issued before bids are opened.

1.5 PREPARATION OF BIDS

Signature of the Bidder: The Bidder must sign the bid forms in the space provided for the signature. If the Bidder is an individual, the words "Doing Business As", or "Sole Owner" must appear beneath such signature. In the case of a Partnership, the signature of at least one of the partners must follow the firm name and the words "Member of the Firm" should be written beneath such signature.

If the Bidder is a limited liability company, the title of person signing the Bid on behalf of the limited liability company must be stated and evidence of his authority to sign the Bid must be submitted.

The Bidder must submit a bid on the forms furnished by the Winnebago County Purchasing Department. All blank spaces on the bid form must be filled in. Use "N/A" or "None" where applicable.

Where unit prices are to be bid, and/or where bids are to be made on more than one item, the Bidder shall extend the unit price(s) bid in the places provided on the pricing pages for the approximate quantities, shall compute the total amount of the bid and shall indicate same on the bid pricing page. The Bidder must bid in accordance with the unit(s) of measure called for unless deviation procedure is followed. All extensions and total sums are subject to verification by the County and the correct extensions and sums will be used in the comparison of bids. If a discrepancy exists between the unit prices and totals, the unit prices shall prevail. If a discrepancy exists between the total base bid and the true sum of the individual bid items, the true sum shall prevail.

Where unit prices are requested, the quantities stated are approximate only but will be used to determine bid award. The quantities for all items on which bids are to be received on a unit price basis, will not be used in establishing final payment due the Contractor. Bids will be compared based on number of units stated in the Bid Pricing. Contract payment for unit price items will be based on the actual number of units delivered.

1.6 SUBMISSION OF BIDS

- A. Bids shall be submitted to the County of Winnebago at the designated location not later than the time and date for receipt of bids indicated in the IFB solicitation, or any extension thereof made by Addendum. The County of Winnebago's representative authorized to open the bids will decide when the specified time has arrived and no Bids received thereafter will be considered. Bids received after the time and date for receipt of Bids will be returned unopened.
- B. Winnebago County Purchasing Department receives bids by paper only. Please DO NOT email or fax bids.
- C. Each Bidder shall submit with his Bid the required evidence of his qualifications and experience.

1.7 REQUIRED COUNTY FORMS

Bidder shall complete and execute the forms specified in the IFB (Bid Form, Business References, Bid Exception Form, Vendor Registration Form and Suspension and Debarment Certification Form); failure to provide executed documents may result in Bidder being determined to be not fully responsive to the IFB.

1.8 MODIFICATION OF BIDS

Written modification will be accepted from firms if addressed to the entity and address indicated in the Request for Bids and received prior to Bid due date and time. Prior to the time and date designated for receipt of Bids, any Bid submitted may be modified by delivery to the County Purchasing Department of a complete Bid as modified.

All emails shall be marked "Modified Bid" delivery shall comply with requirements for the original bid.

1.9 RESPONSIBILITY FOR BID

The Bidder is solely responsible for all costs of preparing and submitting the bid, regardless of whether a contract award is made by the County. *Unless otherwise specified by the Bidder, the County has no less than one hundred twenty (120) day to make a final selection.*

1.10 RECEIPT AND OPENING OF BIDS

The properly identified Bids received on time will be opened by the County Purchasing Department. Any Bid not received by the Purchasing Department on or before the deadline for receipt of bids designated in the solicitation or Addendum(s) will not be opened.

1.11 AWARD OF CONTRACT

- A. The County reserves the right to waive any informality in any bid, or to re-advertise for all or part of the work contemplated. If bids are found to be acceptable, written notice will be given to the selected Bidder of the award of the contract. The County reserves the right to reject any and all bids.
- B. If the award of a contract is annulled, the County may award the contract to another Bidder(s), or the work may be re-advertised or may be performed by other qualified personnel as the County decides.
- C. A contract will be awarded to the Bidder(s) deemed to provide the services which are in the best interest of the County.
- D. The County also reserves the right to reject the bid of a Bidder who has previously failed to perform properly or to complete contracts of a similar nature on time.

1.13 SUBCONTRACTORS

If applicable all subcontractors shall be identified on the form contained herein. The County of Winnebago reserves the right to reject any or all subcontractors.

1.14 ACCURACY DISCLAIMER

The Contractor shall thoroughly acquaint himself with the services required for the bid to fully understand the facilities, difficulties and restrictions attending to the execution of the bid. The Contractor will be allowed no additional compensation for his failure to be so informed.

1.15 CERTIFICATE OF INSURANCE AND INSURANCE REQUIREMENTS

The Bidder shall be responsible for all necessary insurance coverage as indicated below. Certificates of Insurance must be provided to the County of Winnebago within fifteen (15) days after award of contract or acceptance of the bid, with the County of Winnebago listed as additional insured as indicated. If the proper insurance forms are not received within the fifteen (15) day period, the contract may be awarded to the next selected Bidder. Policies shall be written by companies licensed to do business in the State of Illinois and having an agent for service of process in the State of Illinois. Companies shall have an A.M. Best rating of VI or better.

TYPE OF INSURANCE	MINIMUM ACCEPTABLE LIMITS OF LIABILITY
Workers Compensation	Statutory
Employers Liability A. Each Accident B. Each Employee-disease C. Policy Aggregate-disease	 \$1,000,000 \$1,000,000 \$1,000,000
Commercial General Liability A. Per Occurrence B. General Aggregate 1. General Aggregate- Per project	 \$1,000,000 \$1,000,000 \$1,000,000
2. General Aggregate - Products/ Completed Operations	\$1,000,000
Business Auto Liability	\$1,000,000

1.16 CHANGES IN INSURANCE COVERAGE:

The Bidder will immediately notify the Winnebago County Purchasing Department if any insurance has been cancelled, materially changed, or renewal has been refused and the Bidder shall immediately suspend all work in progress and take the necessary steps to purchase, maintain and provide the required insurance coverage(s) and limits.

If suspension of work should occur due to insurance requirements, upon verification by the County of required insurance, the County will notify Bidder when they can proceed with work. Failure to provide and maintain required insurance coverage(s) and limits could result in immediate cancellation of the Contract and the Bidder shall accept and bear all costs that may result due to the Bidder's failure to provide and maintain the required insurance.

END OF SECTION TWO: INSTRUCTION TO BIDDERS

SECTION THREE: BID SPECIFICATIONS

The County of Winnebago is the lead agency in seeking a qualified printing company to provide various printing services and forms. All prices must include project setup and delivery. Please indicate your customer file transfer system. When submitting your response to this Bid, we need an original and 2 copies of the complete solicitation.

Quality of Product

Should the printed product not meet the requirements for quality, the vendor will be given written explanation of problems and will have thirty days to correct deficiencies or the contract will be terminated.

Samples and Examples

Samples of forms used by the County may be viewed at the Winnebago County Purchasing Department, 404 Elm Street, Room 202, Rockford, IL 61101.

City of Rockford design examples for the letterhead, business cards, envelopes, and Mayor's notecards are all posted on the City's website:

Pricing is requested based on various form types and estimated quantities.

Various types of forms are listed on the Bid Form. Paper type if not indicated is industry standard.

Quantities

The County of Winnebago and the City of Rockford reserves the right to increase or decrease the quantities shown herein at any time during the life of the contract to correspond to the actual needs of the agencies. The County of Winnebago and the City of Rockford may order additional items not listed on the Bid Form on an as needed basis.

Contract Term

The Contract will be for two (2) years and may be subject to three (3) additional one (1) year renewal periods provided there is no change in the terms, conditions, specifications, and prices and provided that such renewals are mutually agreed to by both parties, based in part on satisfactory completion of the initial contract. In no event shall the Contract term, plus renewals, exceed five (5) years.

Award

This Bid will be awarded based on the following and may be awarded to more than one Bidder:

1. Price
2. References
3. Years in Business
4. Ordering Capabilities
5. Turn-around Time

CITY OF ROCKFORD SPECIFICATIONS

General Requirements

Quantities. The City will purchase and pay for only those quantities actually required during the contract period. The City makes no guarantee whatsoever as to quantities it will purchase. Every effort will be made to work with the awarded vendors to adjust work as manpower and resources allow.

ALL estimated quantities for this bid are for orders throughout the year NOT all at one time. There is no pattern on ordering, items are ordered as needed by departments. Additional items may be added

Specific Requirements

General Information. The City logo is to be incorporated into all general City printed materials, including letterhead, business cards, note cards, envelopes, etc.

Business Cards

- Size: 3.5 x 2"
- Stock: 100# Cougar Cover – white – smooth finish
- Colors: PMS Cool Gray 11, PMS 582, PMS 5404 one side with design with blue wavy background lines.
- Estimated Quantity: 350 names, 500 quantity of each.
- Proof: proofs required before printing.
- Domain Name: Domain name on all email addresses shall be "@rockfordil.gov"
- Delivery: Individual name cards packaged and delivered to the City

Letterhead

- Size: 8 ½ x 11 inches
- Estimated Quantity: 35 different name/address styles, initial quantity of each are estimated to be between one ream and one case each, depending on the size of the department.
- Paper: 70# Cougar Opaque White Smooth Text
- Color: 4 flat PMS – black, PMS 5405, Pantone 582 and Cool Gray 11 and screen tints, one side – 3 side bleed. The words "The City of" and "Rockford, IL" are screened.
- Website: Web address listed on every type of letterhead shall be www.rockfordil.gov
- Delivery: Print, gather, trim and shrink wrap in convenient packaging

Note Cards and Envelopes

- Size: 5 x 8 inches flat, 5 x 4 inches folded
- Quantity: Used solely by the Mayor, quantity as needed for the office. Note Cards and Envelopes for Mayor's Office would be ordered in quantities of 1,000
- Paper: 100# Cougar Opaque White Smooth Cover
- Color: 4 flat PMS, one side...2 PMS on inside
- Envelope Paper: A2 Standard White Wove
- Envelope Color: 3 PMS on flap
- Delivery: Quantity is estimated for the entire year and would be ordered in quantities of 1,000 at a time multiple times a year based on usage and need.

Envelopes

- Type: Standard number 10 and window Cougar Opaque White with Window 2 ½" from top, ½" from bottom, 1" from left, and 4" from right of envelope.
- Estimated Quantity: all City departments use the same basic envelope design, total quantities are unknown
- Color: 3 flat PMS on front - PMS 5405, 582 and Cool Gray 11 and screen tint - 2 PMS on flap
- Quantity: It is estimated for entire year and would be ordered as needed by various departments, needing multiple versions as the back flap as individual departments listed ordered in quantities of 500 per box and typically ordered five (5) boxes at a time.

Other Items

Various other items used by the departments will need to be redesigned by the selected vendor. Specify on the bid form the method of packaging (box, roll, ream, etc.) and the quantity per package.

Self-Addressed Envelopes: Departments require the standard #10 envelope self-addressed in Cougar Opaque White with two colors only.

Large Envelopes: Various departments use both 10 x 13 manila envelopes. Printing in one (1) color black on one (1) side only. Quantities of 2,500 will be ordered at a time and could be multiple times a year based on usage and need.

Small Note Cards: The Mayor's Office requires 3 x 5 note cards with Blue printing. Small Notecards Printing in one (1) color on one (1) side only. Will be ordered in quantities of 1,000 at a time multiple times a year based on usage and need.

Other Items: The City may require other printed items as part of this contract. For each additional print item, a quote will be requested for both setup and quantities of the item. The City may, if they so choose, obtain additional competitive quotes for this item and obtain printing services from an outside vendor.

COUNTY OF WINNEBAGO SPECIFICATIONS

General Requirements

Each Bidder will provide pricing according to the Bid Form. Pricing must be all inclusive. Any additional charges, including any changes in typesetting, must be spelled out and submitted with this Bid. Invoicing will be issued and delivered to the individual Departments. Quantities ordered will be based on the individual Department's needs. The quantities provided will be ordered over a period of time.

Quantities. The County will purchase and pay for only those quantities actually required during the contract period. The County makes no guarantee whatsoever as to quantities it will purchase.

Specific Requirements

Business Cards

- Size: 3.5 x 2"
- Stock: 100# Cougar Cover – white – smooth finish
- Colors: Black on two sides
- Proof: proofs required before printing
- Estimate: 75,000
- Delivery: Individual name cards packaged and delivered to Winnebago County Purchasing

Business Cards

- Size: 3.5 x 2"
- Stock: 100# Cougar Cover – white – smooth finish
- Colors: Double sided- 4 plus colors
- Proof: proofs required before printing
- Estimate: 75,000
- Delivery: Individual name cards packaged and delivered to Winnebago County Purchasing

Envelopes (24# White Wove)

- Type: Standard #10 and window 24# with Window 2 ½" from top, ½" from bottom, 1" from left, and 4" from right of envelope
- Color: Black
- Estimated Quantity: Standard – 200,000; Window – 100,000
- Delivery: Boxed and delivered to Individual Departments

Other Envelopes

- 6 x 9 Envelope, White, Seal side opening on right
 - Color: Black
 - Estimated Quantity: 100,000
- 9 x 12 Envelope, White, Seal side opening on right
 - Color: Black, printing on flap also
 - Estimated Quantity: 50,000
- #6 3/4 Envelope, White
 - Color: Black
 - Estimated Quantity: 2,000
- Monarch Envelope, White
 - Color: Black
 - Estimated Quantity: 100,000
- #9, White
 - Color: Black
 - Estimated Quantity: 5,000
- #9 Window, White
 - Color: Black
 - Estimated Quantity: 20,000

Posters

- Size: 11 x 17 inches
- Paper: 70# Glossy
- Color:
 - 1/0
 - 4/0
- Estimate: 5,000 each
- Delivery: Shrink wrap in convenient packaging delivered to Individual Department

Folder

- Size: 11 x 17 inches
- Paper: 90# Flat
- Color: 1/1
- Estimate: 4,000 each
- Delivery: Shrink wrap in convenient packaging delivered to Individual Department

Continuous Feed Postcard

- Paper: Color Paper
- Color: 1/1
- Estimate: 55,000 each
- Delivery: Shrink wrap or box in convenient packaging delivered to Individual Department

Fliers

- Size: 8 ½ x 11
- Paper: 70# Glossy; 100# Glossy
- Color: 2/2
- Estimate: 4,000 each
- Delivery: Shrink wrap in convenient packaging delivered to Individual Departments

Fliers with Bleeds

- Size: 8 ½ x 11
- Paper: 70# Glossy
- Color: 3/0
- Estimate: 2,000 each
- Delivery: Shrink wrap in convenient packaging delivered to Individual Departments

Door Hangers

- Paper: 90# Flat Color
- Size: Various with hole on top with side slit
- Color: 1/0
- Estimate:
 - 11 x 4 ½ - 5,000
 - 8 ½ x 4 ¾ - 2,000
- Delivery: Shrink wrap in convenient packaging delivered to Individual Departments

Stickers

- Paper: Various
- Color: Various
- Estimate:
 - 8 ½ x 11 – Glossy Color – 1/0 – 1,000
 - 7 ½ x 3 ¾ - Flat White – 2/0, Numbered – 2,000
 - 5 ½ x 4 ¼ - Flat Color – 1/0 – 1,000
 - 2 ¼ x 4 – Flat Color – 1/0 – 1,000
- Delivery: Shrink wrap in convenient packaging delivered to Individual Departments

Letterhead

- Paper: 24# Laser Bond
- Color: 1/0 and 2/0
- Estimate: 100,000 each
- Delivery: Shrink wrap in convenient packaging delivered to Individual Department

County of Winnebago Multipart Forms

All multiple part forms are carbonless using standard weight carbonless paper, standard paper color sequence, and all forms edge glued at top, unless specified differently.

2-Part

- Size Multiple Sizes
- Color: 1/0 and 1/1
- Estimates:
 - 8 ½ x 11 – 1/0 – 20,000
 - 8 ½ x 11 – 1/1 - 15,000
 - 8 ½ x 14 – 1/0 - 500
 - 8 ½ x 5 ½ - 1/0 – 8,000
 - With Numbering – 2,000
 - Page 1 1/0, Page 2 1/1, Stub/Snap Out Form – 2,500
- Delivery: Shrink wrap in convenient packaging and delivered to Individual Departments

3-Part

- Size Multiple Sizes
- Color: 1/0 and 1/1
- Estimates:
 - 8 ½ x 11 – 1/0 – 150,000
 - 8 ½ x 11 – 1/1 – 3,000
 - 8 ½ x 5 ½ - 1/0 – 7,000
 - With numbering – 2,000
 - Stub/Snap Out Form – 20,000
 - 8 ½ x 7 – 1/0 with numbering – 2,000
- Delivery: Shrink wrap in convenient packaging and delivered to Individual Departments

4-Part

- 8 ½ x 11
- Color: 1/0 and 1/1
- Estimates:
 - 1/0 – 73,000
 - 1/1 – 15,000
- Delivery: Shrink wrap in convenient packaging and delivered to Individual Department

5-Part

- 8 ½ x 11
- Color: 1/0 and 1/1
- Estimates:
 - 1/0 – 27,000
 - 1/1 – 5,000
- Delivery: Shrink wrap in convenient packaging and delivered to Individual Departments

6-Part

- 8 ½ x 11
- Color: 1/0 and 1/1
- Estimates:
 - 1/0 – 4,000
 - 1/1 – 500
- Delivery: Shrink wrap in convenient packaging and delivered to Individual Departments

END OF SECTION THREE: BID SPECIFICATIONS

SECTION FOUR: BID FORM

Name of Bidder			
Contact Person			
Address			
City, State, ZIP			
Telephone		FEIN No.	
Email(s)			

TO: Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies they are an:

☐ OWNER/SOLE PROPRIETOR ☐ MEMBER OF PARTNERSHIP ☐ AN OFFICER OF CORPORATION ☒ MEMBER OF JOINT VENTURE

Further, as the Bidder, declares that the only person or parties interested in this bid as principals are those named herein; that this bid is made without collusion with any other person, firm or corporation; that he/she has fully examined the proposed forms of agreement and the scope of services or work specifications for the above designated service, and all other documents referred to or mentioned in the solicitation documents, specifications and attached exhibits, including Addenda.

(Bidder, must list below any and all Addenda or your offer will be rejected, as non-responsive)

No(s): _____ and _____ and _____ issued thereto;

Further, the undersigned certifies and warrants that he/she is duly authorized to execute this certification/affidavit on behalf of the Bidder and in accordance with the Partnership Agreement or By-laws of the Corporation, and the laws of the State of Illinois and that this Certification is binding upon the Bidder and is true and accurate. The Affiant deposes and says that he/she has examined and carefully prepared this bid and has checked the same in detail before submitting this bid, and that the statements contained herein are true and correct.

Further, the Bidder certifies that he/she has provided equipment; supplies or services comparable to the items specified in this solicitation to the parties listed in the Business Reference Form and authorizes the County to verify references of business and credit at its option. Finally, the Bidder, if awarded a contract, agrees to do all other things required by the solicitation documents, and that he/she will take in full payment therefore the sums set forth in any resulting contract award

SIGNATURE OF BIDDER

SIGNATURE _____

Name and Title of Signer _____

Dated this _____ **day of** _____ **2023**

AUTHORIZED VENDOR NEGOTIATOR

Name and Title _____

Phone and Email _____

PRICING PAGE

ENTER PRICES HERE

City of Rockford		250	500	1,000	2,500	5,000
1	Business Cards	\$	\$	\$	X	X
2	Letterhead	X	\$	\$	\$	\$
3	Note Cards Folded w/Envelopes	X	X	\$	X	X
4	Small Note Cards 3x5	X	X	\$	X	X
5	#10 Envelope	X	\$	\$	\$	\$
6	#10 Window Envelope	X	\$	\$	\$	\$
7	10 x 13 Manilla Envelope	X	X	X	\$	X

County of Winnebago		250	500	1,000	2,500	5,000
1	Business Cards (1/1)	\$	\$	\$	\$	X
2	Business Cards 4 Plus Colors					
3	#10 Envelopes	\$	\$	\$	\$	\$
4	#10 Window Envelopes	\$	\$	\$	\$	\$
5	6 x 9 Envelopes	\$	\$	\$	\$	\$
6	9 x 12 Envelopes	\$	\$	\$	\$	\$
7	#6 3/4 Envelopes	X	\$	\$	X	X
8	Monarch 3.875 x 7.5 Envelopes	X	X	\$	\$	\$
9	#9 Envelopes	X	\$	\$	\$	\$
10	#9 Window Envelopes	X	\$	\$	\$	\$
11	11 x 17 Poster 1/0	X	\$	\$	\$	\$
12	11 x 17 Poster 4/0	X	\$	\$	\$	\$

13	11 x 17 Folder	X	\$	\$	\$	X
14	Continuous Feed Postcard	X	X	\$	\$	\$
15	Flier	X	\$	\$	X	X
16	Flier w/Bleeds	\$	\$	\$	X	X
17	Door Hanger 11x4 1/2	X	X	\$	\$	\$
18	Door Hanger 8 1/2x 4 3/4	\$	\$	\$	X	X
19	Sticker 8 1/2 x 11	\$	\$	\$	X	X
20	Sticker 7 1/2 x 3 3/4	\$	\$	\$	X	X
21	Sticker 5 1/2 x 4 1/4	\$	\$	\$	X	X
22	Sticker 2 1/4 x 4	\$	\$	\$	X	X
23	Letterhead 1/0	\$	\$	\$	\$	\$
24	Letterhead 2/0	\$	\$	\$	\$	\$

County of Winnebago Multipart Forms		250	500	1,000	2,500	5,000
1	2 Part 8 1/2 x 11 1/0	\$	\$	\$	\$	\$
2	2 Part 8 1/2 x 11 1/1	\$	\$	\$	\$	\$
3	2 Part 8 1/2 x 14 1/0	\$	\$	X	X	X
4	2 Part 8 1/2 x 5 1/2 1/0	\$	\$	\$	\$	\$
5	2 Part 8 1/2 x 5 1/2 1/0 w/Numbering	\$	\$	\$	X	X
6	2 Part 8 1/2 x 5 1/2 w/1/0 and 1/1 and Snap-out	\$	\$	\$	\$	X
7	3 Part 8 1/2 x 11 1/0	X	X	\$	\$	\$
8	3 Part 8 1/2 x 11 1/1	\$	\$	\$	X	X
9	3 Part 8 1/2 x 5 1/2 1/0	\$	\$	\$	\$	\$
10	3 Part 8 1/2 x 5 1/2 1/0 w/Numbering	\$	\$	\$	X	X

11	3 Part 8 1/2 x 5 1/2 1/0 w/Snap-out	X	X	\$	\$	\$
12	3 Part 8 1/2 x 7 1/0 w/Numbering	\$	\$	\$	X	X
13	4 Part 8 1/2 x 11 1/0	X	X	\$	\$	\$
14	4 Part 8 1/2 x 11 1/1	X	\$	\$	\$	\$
15	5 Part 8 1/2 x 11 1/0	X	X	\$	\$	\$
16	5 Part 8 1/2 x 11 1/1	\$	\$	\$	\$	\$
17	6 Part 8 1/2 x 11 1/0	\$	\$	\$	X	X
18	6 Part 8 1/2 x 11 1/1	\$	\$	X	X	X

TURNAROUND TIME: _____

FILE TRANSFER METHODS: _____

END OF SECTION FOUR: BID FORM

SECTION FIVE: BUSINESS REFERENCES FORM

The Bidder must list references for the last three (3) completed projects, listing company, name, address, contact person, telephone number and date of completion. If Bidder is a new business, provide references that will enable the County to determine if Bidder is responsible.

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

NAME	
CONTACTPERSON	
ADDRESS	
CITY, STATE, ZIP	
TELEPHONE	
EMAIL	

END OF SECTION FIVE: BUSINESS REFERENCE FORM

Any and all exceptions to the Specifications, Scope of Services/Work, timing, description of work, quantities, units of measure, materials, equipment, affirmations, certifications, bond terms and conditions, contract document terms and conditions and/or any other part of this Bid MUST be clearly and completely indicated below.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

25 | Page Printing Services - 23B-2286

RETURN BID LABEL

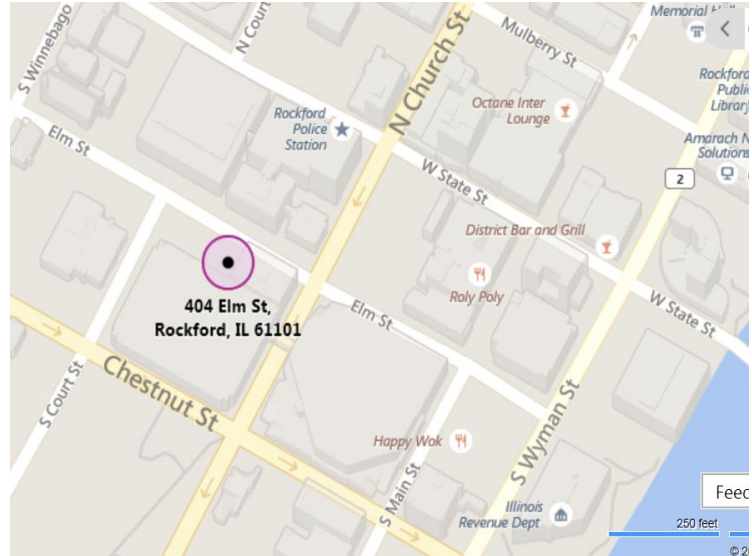


The County of Winnebago, Illinois will receive sealed Bids at:

**WINNEBAGO COUNTY
PURCHASING DEPARTMENT
404 ELM STREET, ROOM 202
ROCKFORD, ILLINOIS 61101**

All Bids must be enclosed in sealed envelopes marked:

"PRINTING SERVICES"



ALL SUBMITTALS SHOULD BE LABELED ACCORDINGLY – PLEASE USE BELOW FOR YOUR CONVENIENCE



BID# 23B-2286	WINNEBAGO COUNTY PURCHASING DEPARTMENT 404 ELM STREET, ROOM 202 ROCKFORD, ILLINOIS 61101
PURCHASING DIRECTOR: ANN JOHNS	
BID NAME: PRINTING SERVICES	
BID DUE DATE/TIME: 5/25/2023- 1:00 P.M.	



WINNEBAGO COUNTY

ILLINOIS

VENDOR REGISTRATION FORM

Vendor (or Individual) Legal Name: _____

DBA/Alternative Vendor Name: _____

ADDRESS(ES)		
	Physical	Remittance, if different from physical
Street 1		
Street 2		
City		
State		
ZIP		
CONTACT(S)		
	Sales Representative	Accounts Receivable
Name		
Phone		
Email		
Web Address		
GENERAL INFORMATION		
Scope of work to be performed or provided: <input type="checkbox"/> Services and/or <input type="checkbox"/> Goods <input type="checkbox"/> Other _____		If Services: <input type="checkbox"/> Legal <input type="checkbox"/> Medical <input type="checkbox"/> Rent/Landlord <input type="checkbox"/> Other _____ Do you have a current contract <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Winnebago County Employee: <input type="checkbox"/> Yes or <input type="checkbox"/> No If yes: <input type="checkbox"/> Current or <input type="checkbox"/> Former Dept. _____		
COUNTY Department/Person requesting your service or goods:		
CLASSIFICATION(S)		
If applicable, check those boxes that apply: (All Certifications must be included with this completed form)		
<input type="checkbox"/> Minority-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
<input type="checkbox"/> Woman-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
<input type="checkbox"/> Veteran-Owned Business:	<input type="checkbox"/> Certified	<input type="checkbox"/> Self-Certified
SIGNATURE		
You affirm the above information is true and correct. Electronic signatures will not be accepted.		
Authorized Signature: _____		Date Signed: _____
OFFICE USE ONLY		
Approved by: _____		Assigned Vendor Number: _____
Verification Completed: <input type="checkbox"/> Sam.gov <input type="checkbox"/> OFAC <input type="checkbox"/> IRS TIN Match <input type="checkbox"/> W-9 Uploaded		Date Entered: _____



WINNEBAGO COUNTY

— ILLINOIS —

SUSPENSION/DEBARMENT CERTIFICATION FORM

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$25,000.00. Contractors receiving individual awards for \$25,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting response to this solicitation and signing this form, the Bidder/Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal, State or local governmental entity, department or agency;
2. Have not within a three-year period preceding this solicitation been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding the signing of this certificate had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Bidder/Proposer is unable to certify to any of the statements in this certification, Bidder/Proposer shall attach an explanation to this certification.

Vendor Name: _____

Address: _____

City: _____ ZIP: _____

Telephone: _____ Email Address: _____

Authorized Signature: _____

(Print) Name: _____ Title of Official: _____

Signature Date: _____