



# Winnebago County, Illinois - Purchasing Department

404 Elm Street Room 202

Rockford, Illinois 61101

Phone: (815) 319-4380

General Email: [Purchasing@WinColl.us](mailto:Purchasing@WinColl.us)

<http://www.WinColl.us/>

|   |                                  |                         |                   |
|---|----------------------------------|-------------------------|-------------------|
| <b>INVITATION FOR BID</b>   | <b>18B-2124</b>                  | <b>BID ISSUE DATE</b>   | <b>1/3/18</b>     |
| <b>BID DESCRIPTION</b>  | <b>PRINTING SERVICES - FORMS</b> |                         |                   |
| <b>BID OPENING DATE</b>   | <b>1/26/18</b>                   | <b>BID OPENING TIME</b> | <b>11:00 A.M.</b> |
| <b>SUBMIT ONE (1) ORIGINAL, ONE (1) COPY, AND 1 COPY OF YOUR PRICING ON A THUMB DRIVE</b> |                                  | <b>BOND REQUIRED</b>    | <b>NONE</b>       |

## TO ALL PROSPECTIVE BIDDERS:

You are hereby invited to submit your Bid for **PRINTING SERVICES – FORMS** for the County of Winnebago and the City of Rockford to be furnished and delivered, shipped F.O.B., to the addresses specified herein. The original Bid, one copy and a copy of pricing on a thumb drive, must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached Return Label filled in and attached on the LOWER left corner.

All Bids are subject to staff analysis. The County of Winnebago reserves the right to accept or reject any and all bids received and waive any and all technicalities. Bids must be delivered to:

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

BID RESPONSES MUST BE RECEIVED AND TIME STAMPED NO LATER THAN THE PUBLIC BID OPENING DATE AND TIME SPECIFIED ABOVE. BIDS WILL BE OPENED AND READ ALOUD AT THAT TIME IN THE PURCHASING DEPARTMENT. LATE BIDS WILL NOT BE CONSIDERED.

Any communication regarding this Invitation for Bid between the date of issue and date of award is required to go through the Director of Purchasing. FACSIMILE AND/OR EMAIL TRANSMITTED BIDS WILL NOT BE ACCEPTED.

Sincerely,

Ann Johns  
Director of Purchasing

|                       |  |
|-----------------------|--|
| <b>NAME OF BIDDER</b> |  |
| <b>CONTACT PERSON</b> |  |
| <b>TELEPHONE</b>      |  |
| <b>EMAIL</b>          |  |

COUNTY OF WINNEBAGO, ILLINOIS

**INVITATION FOR BID**

|                         |  |
|-------------------------|--|
| <b>BID NAME</b>         | PRINTING SERVICES – FORMS                |
| <b>USER DEPARTMENTS</b> | COUNTY OF WINNEBAGO AND CITY OF ROCKFORD |

| <b>EVENT</b>  | <b>LOCATION</b>  | <b>DATE</b> | <b>TIME (CST)</b> |
|---|--|-------------|-------------------|
| <b>LEGAL ADVERTISEMENT</b>  | ROCKFORD REGISTER STAR<br>WEBSITE: <a href="http://wincoil.us/">HTTP://WINCOIL.US/</a>       | 1/3/18      |                   |
| <b>DEADLINE FOR INQUIRIES,<br/>EXCEPTIONS AND QUESTIONS</b>                 | MUST BE SUBMITTED IN WRITING<br>TO: <a href="mailto:ajohns@wincoil.us">AJOHNS@WINCOIL.US</a> | 1/16/18     | 12:00 P.M.        |
| <b>RESPONSE TO QUESTIONS OR<br/>INQUIRIES AND ISSUE OF ANY<br/>ADDENDUM</b> | VIA EMAIL  | 1/18/18     | 2:00 P.M.         |
| <b>BID DUE AND PUBLIC OPENING</b>   | PURCHASING DEPARTMENT<br>ROOM 202  | 1/26/18     | 11:00 A.M.        |

**ALL BIDS MUST BE ENCLOSED IN SEALED ENVELOPES MARKED:**

**“PRINTING SERVICES - FORMS”**

Information is available from the Purchasing Department, Winnebago County Administration Building, 404 Elm Street, Room 202, Rockford, Illinois 61101. Telephone: (815) 319-4380, Email: [AJohns@WinCoIL.us](mailto:AJohns@WinCoIL.us).

The documents constituting component parts of the Invitation for Bid are the following:

- I INVITATION FOR BID**
- II REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**
- III GENERAL CONDITIONS**
- IV SPECIAL CONDITIONS**
- V BID SPECIFICATIONS**
- VI BID FORM**
- VII BUSINESS REFERENCES**
- VIII BIDDER’S SUBCONTRACTORS**
- IX RETURN BID LABEL**

**REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

**SUBMISSION OF BIDS**

The Bidder, by its officers, agents or representatives (hereafter referred to as the Bidder), shall be responsible for delivery of bids to the Purchasing Department before the date and hour set for the opening of bids. *Late bids will not be considered and will be returned unopened.*

All Bids must be received in a sealed envelope that has your name and address in the UPPER left corner and the attached Return label filled in and attached on the LOWER left corner.

Bids mailed "EXPRESS MAIL" must have bid number and due date on the outside of the EXPRESS MAIL envelope.

**PREPARATION OF BID**

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.

Authorized signature must be the individual owner of a proprietorship, a general partner of a partnership, or signed in the name of a corporation by an officer whose title shall be stated. Bids shall be sealed in an envelope and marked as required in the instructions. The bid is contained in these documents and must remain attached hereto when submitted.

**ENTIRE AGREEMENT**

These Standard Terms and Conditions of the Invitation for Bid shall apply to any contract or order awarded as a result of this Invitation except where special requirements are stated elsewhere in the Request; in such cases the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgement shall be effective or binding unless expressly agreed to in writing by the contracting authority.

**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,

## COUNTY OF WINNEBAGO, ILLINOIS

---

which may result in rejection of their bid. If deviations, exceptions or alternates are submitted, it is the Winnebago County Director of Purchasing's sole and final decision whether specifications have been met and will be considered for award.

### **ELECTRONIC TRANSMITTALS**

Facsimile and/or email transmitted bids will not be accepted by the County of Winnebago. In addition, The County of Winnebago will not transmit facsimile specifications to the Bidder.

**END OF REQUIREMENTS FOR BIDDING AND INSTRUCTIONS TO BIDDERS**

**GENERAL CONDITIONS**

**ADDENDUM AND SUPPLEMENT TO THE BID**

If it becomes necessary or advisable to revise any part of this Bid or if additional data is necessary to enable the exact interpretation of provisions of this Bid, revisions will be provided in the form of an Addendum.

In the event that any addenda to this Bid are issued, a public posting a minimum of 7 days will be adhered to, and could result in a revised date for the opening of this Bid.

Addendum information is available at the County's website <http://WinColL.us/>. We strongly suggest that you check for any addenda a minimum five (5) days in advance of the Bid deadline.

**CANCELLATION**

The County of Winnebago reserves the right to cancel any contract in whole or in part without penalty due to failure of the contractor to comply with terms, conditions and specifications of this 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 or State department or agency. It further agrees by submitting this bid that it will include this clause without modification in all lower tier transactions, solicitations, proposals, contracts, and subcontracts. Where the bidder/contractor or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/bid.

Additionally, for all new contractors and vendors to be paid, the Purchasing Department will review the Federal and State Excluded Parties List System prior to requesting the vendor 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.

The Purchasing Department shall issue to the successful Bidder a written change order to the original contract; such change orders shall be binding upon both parties thereto and shall in no way invalidate or make void the terms of the original contract not modified by such change.

**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.

Bidder/Contractor must obtain all licenses, certificates and other authorizations required in connection with the performance of its obligations hereunder, and Bidder/Contractor 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 vendor 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 vendor, it reserves the right to reject any bid, cancel any contract and pursue any other legal remedies deemed necessary.

**COST OF BID**

Expenses incurred in the preparation of bids in response to this Invitation for Bid is the bidder's sole responsibility.

**DELIVERIES**

All materials will be shipped F.O.B. to the designated locations. Prices offered must be all-inclusive with no additional charges or costs allowed.

**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 Invitation for 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.

**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 the County of Winnebago 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-BARRED BIDDING**

The Bidder certifies, by submission of this Invitation for Bid, that it is not barred from bidding on this contract as a result of a conviction for the violation of state laws prohibiting bid rigging or bid rotating.

**NON-COLLUSION**

The Bidder, by its officers, agents or representatives present at the time of filing this Invitation for Bid, say that neither they nor any of them, have in any way directly or indirectly, entered into any arrangement or agreement with any other bidders, 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 or bidders. Whereby, no inducement of any form or character other than that which appears upon the face of the bid will be suggested, offered, paid or delivered to any person whomsoever to influence the acceptance of the said bid 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 Invitation for Bid.

**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.

**PROTEST**

Firms wishing to protest bids or awards shall notify the Director of Purchasing in writing within 10 calendar days after the Invitation to Bid opening. The notification should include the Bid number, the name of the firm protesting and the reason why the firm is protesting the Bid. The Director of Purchasing will respond to the protest within 10 calendar days.

**RESERVATION OF RIGHTS**

The County of Winnebago reserves the right to reject any or all Bids failing to meet the County's specifications or requirements and to waive technicalities. If in the County of Winnebago'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 of Winnebago. In determining the lowest responsible Bidder, the County shall take into consideration the qualities of the articles supplied, their conformity with the specifications, and their suitability to the requirements of the County and the delivery terms. Intangible factors, such as the Bidder's reputation and past performance, will also be weighed.

County of Winnebago reserves the right to award to more than one vendor, as it deems in the best interest to do so.

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

## COUNTY OF WINNEBAGO, ILLINOIS

---

The County reserves the right to award more than one vendor based on this Invitation for Bid.

The County 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 Invitation of Bid.

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

### **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.

### **TAXES NOT APPLICABLE**

The County of Winnebago as a Governmental Unit pays neither Federal Excise Tax nor Illinois Retailers Occupational Tax, and therefore, those taxes should be excluded from bid. The County of Winnebago's Tax Exempt Number is: E9992-3963-07. The City of Rockford's Tax Exempt number will be provided.

### **TERMINATION, CANCELLATION AND DAMAGES**

The County may terminate based on the Contractor's breach or default. Unless the breach or default creates an emergency, as determined in the County's sole discretion, the Contractor 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 Contractor's breach or default, the County shall have the right to purchase items or services elsewhere and to charge the Contractor with 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 Contractor under this Bid or any unrelated contract.

If the County fails to appropriate funds to enable continued payment of multi-year contracts the County may cancel, without termination charges provided Contractor received at least thirty (30) days prior written notice of termination.

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

### **WITHDRAWAL OF BIDS**

Any bidder may withdraw their bid at any time prior to the time specified in the advertisement as the closing time for the receipt of bids by signing a request therefore. However, no bidder shall withdraw or cancel his 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 GENERAL CONDITIONS**



**SPECIAL CONDITIONS**

**QUESTIONS & INQUIRES**

Any questions and/or inquires may be directed, no later than the date provided for on page 2 to Ann Johns, Director of Purchasing, 404 Elm Street, Room 202, Rockford, Illinois 61101, by Telephone: (815) 319-4380 or Email: [AJohns@WinColl.us](mailto:AJohns@WinColl.us).

**BONDING**

Not required for this project.

**DELIVERY REQUIREMENTS**

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

**CONTRACT TERM AND RENEWALS**

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.

**BID PRICES**

**Bidders are required to include costs for initial setup and unit prices for each type of product desired.**

**BID AWARD CRITERIA**

This Bid will be awarded to the lowest responsive, responsible bidder meeting specifications.

**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.

**INSURANCE REQUIREMENTS**

Upon notice of acceptance of Bid, the successful bidder shall, within fourteen (14) calendar days of said notice, furnish to the Director of Purchasing a Certificate of Insurance and provide policy endorsements evidencing specific coverage of the types of insurance in the amounts specified below. Such coverage shall be placed with a responsible company acceptable to the County licensed to do business in the State of Illinois. **All required insurance shall be maintained by the contractor in full force and effect during the life of the contract, and until such time as all work has been approved and accepted by the County.** The Contractor is responsible for all insurance deductibles and Self-Insured Retentions.

COUNTY OF WINNEBAGO, ILLINOIS

| TYPE OF INSURANCE |  | MINIMUM ACCEPTABLE LIMITS OF LIABILITY    |
|-------------------|--|---|
| 1                 | <b>Workers Compensation</b>  | Statutory                                 |
| 2                 | <b>Employers Liability</b><br>A. Each Accident<br>B. Each Employee-disease<br>C. Policy Aggregate-disease  | \$1,000,000<br>\$1,000,000<br>\$1,000,000 |
| 3                 | <b>Commercial General Liability</b><br>A. Per Occurrence<br>B. General Aggregate<br>1. General Aggregate- Per project<br>2. General Aggregate - Products/ Completed Operations | \$1,000,000<br>\$1,000,000<br>\$1,000,000 |

At all times during the term of the contract, the Contractor and its independent contractors shall maintain, at their sole expense, insurance coverage for the Contractor, its employees, officers and independent contractors, as follows:

- A) It is the responsibility of Contractor to provide copy of the Bid to their carrier.
- B) It may also be required that the Contractor's insurer and coverage be approved by the County.
- C) No work shall be started until receipt of Certificate of Insurance.

The County of Winnebago shall be named as additionally insured on all certificates of insurance. Insurance certificates shall also reference project name and Bid Number. Certificates should be sent to:

Winnebago County  
Purchasing Department  
404 Elm Street, Room 202  
Rockford, IL 61101  
[AJohns@WinCoil.us](mailto:AJohns@WinCoil.us)

The insurance carrier of the insured is required to notify the County of termination of any or all of these coverages, prior to the completion of any contract, at least thirty (30) days prior to expiration.

**CHANGES IN INSURANCE COVERAGE:**

The Contractor will immediately notify the county if any insurance has been cancelled, materially changed, or renewal has been refused and the Contractor 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 the required insurance the County will notify Contractor when they can proceed with the work. Failure to provide and maintain the required insurance coverage(s) and limits could result in immediate cancellation of the contract and the Contractor shall accept and bear all costs that may result due to the Contractors failure to provide and maintain the required insurance.

COUNTY OF WINNEBAGO, ILLINOIS

---

**JOINT PURCHASING OR CONSORTIUM WITH OTHER AGENCIES**

This bid is for the County of Winnebago and the City of Rockford. Would your firm be willing to extend your bid to other taxing bodies in Winnebago County (and others Counties) such as school districts, Park Districts, townships, cities and villages, etc.? The approximate quantity usage is unknown.

Yes  No

State any other requirements that they would have to meet beyond that of the bid and specification.

*Provide details in your Bid response*

---

---

---

NOTE: The County of Winnebago would not be involved in purchasing by any other taxing body other than to receive a copy of their purchase order that would reference the County contract number. The invoicing and payments would be entirely between the other taxing bodies and the Vendor/Contractor. If the County accepts your Bid, the procedure to handle joint purchases or services would be developed by County with the Vendor/ Contractor and distributed to the other taxing bodies by the County of Winnebago.

Each local government agency or taxing body will need to credit qualify on a standalone basis.

**END OF SPECIAL CONDITIONS**

**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, a copy, and a copy of your pricing on a thumb drive.

**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:

<https://rockfordil.gov/city-departments/finance/central-services/purchasing/open-bidsrfps/>

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.

**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.

### **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](http://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.

# COUNTY OF WINNEBAGO, ILLINOIS

---

## 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 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

## COUNTY OF WINNEBAGO, ILLINOIS

---

### 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 ¾ 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

## COUNTY OF WINNEBAGO, ILLINOIS

---

- 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



## COUNTY OF WINNEBAGO, ILLINOIS

---

- 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 Departments

### 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 BID SPECIFICATIONS**

COUNTY OF WINNEBAGO, ILLINOIS

**BID FORM**

**ENTER PRICES HERE**

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

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

**COUNTY OF WINNEBAGO, ILLINOIS**

|    |                          |          |          |    |          |          |
|----|--------------------------|----------|----------|----|----------|----------|
| 13 | Continuous Feed Postcard | <b>X</b> | <b>X</b> | \$ | \$       | \$       |
| 14 | Flier                    | <b>X</b> | \$       | \$ | <b>X</b> | <b>X</b> |
| 15 | Flier w/Bleeds           | \$       | \$       | \$ | <b>X</b> | <b>X</b> |
| 16 | Door Hanger 11x4 1/2     | <b>X</b> | <b>X</b> | \$ | \$       | \$       |
| 17 | Door Hanger 8 1/2x 4 3/4 | \$       | \$       | \$ | <b>X</b> | <b>X</b> |
| 18 | Sticker 8 1/2 x 11       | \$       | \$       | \$ | <b>X</b> | <b>X</b> |
| 19 | Sticker 7 1/2 x 3 3/4    | \$       | \$       | \$ | <b>X</b> | <b>X</b> |
| 20 | Sticker 5 1/2 x 4 1/4    | \$       | \$       | \$ | <b>X</b> | <b>X</b> |
| 21 | Sticker 2 1/4 x 4        | \$       | \$       | \$ | <b>X</b> | <b>X</b> |
| 21 | Letterhead 1/0           | \$       | \$       | \$ | \$       | \$       |
| 21 | Letterhead 2/0           | \$       | \$       | \$ | \$       | \$       |

| <b>County of Winnebago Multipart Forms</b> |   | <b>250</b> | <b>500</b> | <b>1,000</b> | <b>2,500</b> | <b>5,000</b> |
|--|---|------------|------------|--------------|--------------|--------------|
| 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                           | \$         | \$         | <b>X</b>     | <b>X</b>     | <b>X</b>     |
| 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            | \$         | \$         | \$           | <b>X</b>     | <b>X</b>     |
| 6  | 2 Part 8 1/2 x 5 1/2 w/1/0 and 1/1 and Snap-out | \$         | \$         | \$           | \$           | <b>X</b>     |
| 7  | 3 Part 8 1/2 x 11 1/0                           | <b>X</b>   | <b>X</b>   | \$           | \$           | \$           |
| 8  | 3 Part 8 1/2 x 11 1/1                           | \$         | \$         | \$           | <b>X</b>     | <b>X</b>     |
| 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            | \$         | \$         | \$           | <b>X</b>     | <b>X</b>     |

**COUNTY OF WINNEBAGO, ILLINOIS**

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

**TURNAROUND TIME:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FILE TRANSFER METHODS:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**COUNTY OF WINNEBAGO, ILLINOIS**

(PLEASE TYPE OR PRINT THE FOLLOWING INFORMATION)

|                              |  |                 |  |
|------------------------------|--|-----------------|--|
| <b>Full Name of Bidder</b>   |  |                 |  |
| <b>Contact Person</b>        |  |                 |  |
| <b>Business Address</b>      |  |                 |  |
| <b>City, State, Zip Code</b> |  |                 |  |
| <b>Telephone</b>             |  | <b>FEIN No.</b> |  |
| <b>Email</b>                 |  |                 |  |

**Company Information**

|                                    |     |                          |    |                          |
|------------------------------------|-----|--------------------------|----|--------------------------|
| Woman Business Enterprise (WBE)    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Small Business Enterprise (SBE)    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Minority Business Enterprise (MBE) | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| Veteran Owned Business (VOB)       | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

**IF YES, CHECK THE FOLLOWING BOXES THAT APPLY:**

|                                  |                          |                |                          |
|----------------------------------|--------------------------|----------------|--------------------------|
| BLACK/AFRICAN AMERICAN           | <input type="checkbox"/> | HISPANIC       | <input type="checkbox"/> |
| NATIVE AMERICAN OR ALASKA NATIVE | <input type="checkbox"/> | ASIAN AMERICAN | <input type="checkbox"/> |

**TO:** Winnebago County Purchasing Department

The undersigned, being duly sworn, certifies that he is:

|  |  |  |  |
|--|--|--|--|
| <input type="checkbox"/> THE OWNER/SOLE PROPRIETOR | <input type="checkbox"/> A MEMBER OF THE PARTNERSHIP | <input type="checkbox"/> AN OFFICER OF THE CORPORATION | <input type="checkbox"/> MEMBER OF THE JOINT VENTURE |
|--|--|--|--|

Further, as Contractor, declares that the only person or parties interested in this bid/proposal as principals are those named herein; that this bid/proposal is made without collusion with any other person, firm or corporation; that he has fully examined the proposed forms of agreement and the contract specifications for the above designated purchase, all of which are on file in the office of the Director of Purchasing, 404 Elm Street, Rockford, Illinois 61101 and all other documents referred to or mentioned in the contract documents, specifications and attached exhibits, including Addenda

No(s): \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ issued thereto;

Further, the Contractor proposes and agrees, if this bid is accepted, to provide all necessary machinery, tools, apparatus and other means of construction, including transportation services necessary to furnish all the materials and equipment specified or referred to in the contract documents in the manner and time therein prescribed.

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-

COUNTY OF WINNEBAGO, ILLINOIS

---

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. Further, the undersigned certifies that the Bidder is not barred from bidding on this contract because of a violation of either 720 Illinois Compiled Statutes 5/33 E-3 or 5/33E-4, bid rigging or bid-rotating.

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 has provided equipment, supplies or services comparable to the items specified in this contract to the parties listed in the reference section below and authorizes the County to verify references of business and credit at its option. Finally, the Bidder, if awarded the contract, agrees to do all other things required by the contract documents, and that he will take in full payment therefore the sums set forth in the bidding schedule.

Signature of Bidder authorizes the County of Winnebago to verify business references.

**SIGNATURE** \_\_\_\_\_

Name and Title of Signer \_\_\_\_\_

Dated this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**END OF BID FORM**

COUNTY OF WINNEBAGO, ILLINOIS

---

**BUSINESS REFERENCES**

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

|                      |  |
|----------------------|--|
| <b>NAME</b>          |  |
| CONTACT PERSON       |  |
| ADDRESS              |  |
| CITY, STATE, ZIPCODE |  |
| TELEPHONE            |  |
| EMAIL                |  |

|                      |  |
|----------------------|--|
| <b>NAME</b>          |  |
| CONTACT PERSON       |  |
| ADDRESS              |  |
| CITY, STATE, ZIPCODE |  |
| TELEPHONE            |  |
| EMAIL                |  |

|                      |  |
|----------------------|--|
| <b>NAME</b>          |  |
| CONTACT PERSON       |  |
| ADDRESS              |  |
| CITY, STATE, ZIPCODE |  |
| TELEPHONE            |  |
| EMAIL                |  |

|   |  |
|---|--|
| <b>NUMBER OF YEARS IN BUSINESS</b>          |  |
| <b>CURRENT NUMBER OF PERSONNEL ON STAFF</b> |  |

**END OF BUSINESS REFERENCES**

COUNTY OF WINNEBAGO, ILLINOIS

**BIDDER'S SUBCONTRACTORS**

|                       |  |
|-----------------------|--|
| <b>NAME OF BIDDER</b> |  |
| <b>CONTACT PERSON</b> |  |

**SUBCONTRACTORS:**

Will you employ subcontractors?

Yes  No

If "YES", identify with each firm's name, address, telephone number and work to be subcontracted (attach more sheets if necessary).

|                           |  |
|---------------------------|--|
| <b>SUBCONTRACTOR NAME</b> |  |
| CONTACT PERSON            |  |
| ADDRESS                   |  |
| CITY, STATE, ZIPCODE      |  |
| TELEPHONE                 |  |
| EMAIL                     |  |
| WORK TO BE PROVIDED       |  |

The Contractor will not change or use subcontractors not identified in this bid without prior written approval from Winnebago County.

A request for a change in subcontractors shall be made in writing and will include a description of any savings that may be realized in the execution of this contract, and must be passed on to the County.

**END OF BIDDER'S SUBCONTRACTORS**



RETURN BID LABEL

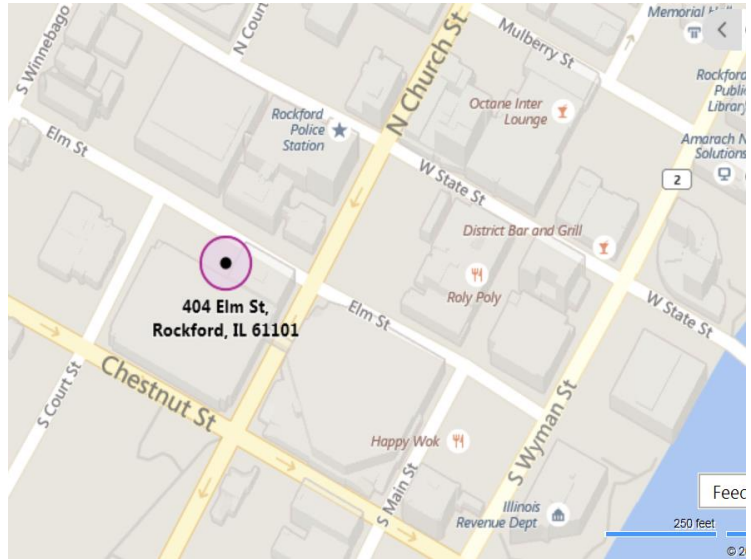


The County of Winnebago, Illinois will receive sealed Bids at:

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

All Bids must be enclosed in sealed envelopes marked:

**“PRINTING SERVICES - FORMS”  
1/26/18 – 11:00 A.M.**



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



|   |   |
|---|---|
| <b>BID#</b><br>18B – 2124                         | <b>WINNEBAGO COUNTY<br/>PURCHASING DEPARTMENT<br/>404 ELM STREET, ROOM 202<br/>ROCKFORD, ILLINOIS 61101</b> |
| <b>PURCHASING DIRECTOR:</b><br>ANN JOHNS          |   |
| <b>BID NAME:</b><br>PRINTING SERVICES - FORMS     |   |
| <b>BID DUE DATE/TIME:</b><br>1/26/18 – 11:00 A.M. |   |