



## **Request for Proposals Community Newsletter Printing Services**

Issue Date: 01/27/2022

Proposal Due Date: 02/18/2022, 3:00 p.m. Central

**PROPOSALS RECEIVED AFTER THE DEADLINE WILL BE  
RETURNED UNOPENED**

[www.cityoflakeforest.com](http://www.cityoflakeforest.com)



# Proposal Submission Summary

*Proposal Due Date:* **02/18/2022 at 3:00 PM Central**

- Submit:*
1. One (1) printed, signed, original proposal, including all forms and signed addenda, marked "Original"
  2. Three (3) complete, sealed and signed photocopies of the original proposal, including all forms, attachments and signed addenda

**Send to:** City of Lake Forest  
 Sealed Proposal: Community Newsletter Printing Services  
 Dana Olson, Communications Manager  
 220 E. Deerpath  
 Lake Forest, IL 60045

*Effective immediately upon release of this Request for Proposals ("RFP") and until notice of contract award, all communications from prospective Vendors regarding this RFP shall be directed to:*

*Dana Olson, Communications Manager  
 OlsonD@cityoflakeforest.com*

The City, or designee, shall distribute all official changes, modifications, responses to questions or notices relating to the requirements of this RFP. Any information from any other source shall not be considered official and Vendors relying on information from other sources do so at their own risk.

Listed below are specific and anticipated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed. An addendum to this RFP will be issued in the event that it is necessary to change any of the specific dates and times in the summary of events listed below:

<i>Milestone</i>	<i>Anticipated Timeframe</i>
RFP Issuance	01/27/2022
<b>Proposals Due From Vendor</b>	<b>02/18/2022 by 3:00 PM Central</b>
Evaluation of Proposals	02/21/2022 – 03/04/2022
Intent to Award Contract	03/08/2022
Contract Award Date	03/21/2022

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## Section A: Introduction & Overview

### Overview

The City of Lake Forest is soliciting proposals from qualified parties (“Vendor”) for printing, binding, and delivery of the City’s Quarterly Dialogue Newsletter. This publication is sent to residents four times per year, during each season (winter, spring, summer and fall).

### Procurement Process

The City is conducting a competitive solicitation process that includes evaluating and recommending a Vendor for award. Prospective Vendors are invited to respond to this RFP. The City anticipates conditional selection of Qualified Vendor(s) that provide(s) the best value to the City. Final contract approval may be dependent on approval by the City Council.

The City of Lake Forest will review responses and evaluate proposals in private, and all information regarding status will be kept confidential until a decision is made, and a recommendation is provided to the City Council for approval. Negotiations will be held on both the scope and the cost to select the Vendor that the City believes can best satisfy its requirements at rates it perceives are reasonable for the services provided. Subject to the Terms and Conditions below, it is anticipated that a Professional Services Agreement will be awarded for the work described.

### Proposal Format and Forms

Vendors will be required to submit their proposals substantially in the format described in **Section D** of this RFP. All forms outlined in **Section G** shall also be submitted with the Vendor’s Proposal Package.

### Selection Criteria

Proposals will be evaluated in accordance with **Section C** of this RFP. The following evaluation criteria will be used: Technical Capabilities, Experience and Quality of Work, and Financial Value.

### Procurement Schedule

The City maintains the right to adjust the schedule at its sole discretion.

<i>Milestone</i>	<i>Anticipated Timeframe</i>
<b>RFP Issuance</b>	01/27/2022
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<b>Evaluation of Proposals</b>	02/21/2022 – 03/04/2022
<b>Intent to Award Contract</b>	03/08/2022
<b>Contract Award Date (City Council Meeting)</b>	03/21/2022

## About The City of Lake Forest

The City of Lake Forest, located approximately 30 miles north of Chicago, has a population of 19,375 (based on the 2010 Census) and serves a land area of 17.18 square miles. It is uniquely situated on Lake Michigan in eastern Lake County, Illinois. It is one of eight Chicago suburban communities north of Chicago fronting on Lake Michigan which are collectively referred to as the “North Shore.” Lake Forest is a Home Rule community by referendum and operates under the Council-Manager form of government, in which an elected legislative body, consisting of the Mayor and an eight-member Council, are responsible for policymaking and legislative authority. The City Manager is responsible for carrying out the policies and ordinances of the City Council, and overseeing the day-to-day operations of all governmental services and programs.

The City provides a full range of services including police protection, fire protection, paramedic service, refuse disposal, commuter parking, compost center, recreation center, senior center, community parks, golf course, street maintenance, forestry, cemetery, and a water production facility. Visit [cityoflakeforest.com](http://cityoflakeforest.com) for more information.

## Section B: Requested Scope of Services

### Project Details

The City is requesting proposals for the printing, saddle stitching, skid stack, and delivery of the Dialogue Newsletter produced quarterly (February-April, May-July, August-October, November-January). Every home, office, business, and post office box within the corporate limits of Lake Forest will receive the newsletter four times annually according to the outlined time schedule in this RFP. This project begins with the May-July 2022 edition of the newsletter and ends with the November-January 2025 edition (With the option to renew for two additional years).

### Printing and Estimated Quantity

The completed folded, saddle stitched Lake Forest Dialogue Newsletter is 8.5” x 11”. The quantity to be printed is approximately 8,900 newsletters, four (4) times annually for a total of approximately 36,000 newsletters. Proposals should include price per edition, plus price for each additional 500 newsletters. There shall be no additional charges for corrections and/or changes made prior to final proof. After final proof has been presented for approval, any corrections made will be at the City’s expense, unless it is an error made by the successful Vendor. Additional printing specifications are below:

- Trim Size: 11 x 17
- Cover Stock: 100# Uncoated Text (4 pages)
- Page Stock: 78# Heaven 42 Matte Text (16 pages)
- Ink: 4-Color Process
- Bleeds: Yes

- Binding: Saddle-Stitching

Copies of previously issued newsletters are available on the City’s website or upon request: [https://cityoflakeforest.com/community/city\\_dialogue\\_newsletter.php#outer-9](https://cityoflakeforest.com/community/city_dialogue_newsletter.php#outer-9)

### Pick Up and Delivery Schedule

Newsletter information is formatted with InDesign and shall be sent to the printer through file transfer protocol (FTP) or other file share options. A digital proof copy and printing proof will be delivered to the City’s Communications Manager via email or in person according to the time schedule provided. Vendor(s) shall guarantee compliance with time schedule, specifically the number of days from the date of receiving to the delivery of the printed newsletter to the Lake Forest Post Office in accordance with the time frames outlined below in “Schedule & Proofs”.

The successful Vendor shall furnish a proof, print each issue, prepare it for mailing and deliver it to the Lake Forest Post Office (230 Northgate in Market Square, Lake Forest, Illinois 60045) in a manner that ensures a Post Office delivery date identified in the schedule below (see “Schedule & Proofs”) Any remaining copies are to be delivered to City Hall, Office of the City Manager, 220 E. Deerpath, Lake Forest, Illinois 60045.

Where applicable, all materials shipped to the City must be delivered to City Hall, 220 E. Deerpath. If the delivery is made by truck, arrangements must be made in advance by the Successful Vendor. Mailing bundles divided by carrier routes shall be provided to the Post Office. The City of Lake Forest will reimburse the Successful Vendor for postage fees as an added line item to each invoice, or through a separate invoice.

### Schedule & Proofs

Once the artwork and content is deemed complete, the successful Vendor will have one (1) business day to prepare and deliver a digital PDF proof to the City’s Communications Manager. The Vendor will have three (3) business days to deliver a proof copy in book form to the City’s Office of the City Manager located at City Hall, 220 E. Deerpath, Lake Forest, Illinois according to the time schedule provided. Vendor(s) shall guarantee compliance with the time schedule, specifically the number of days from the date of receiving to the delivery of the printed guides to the Lake Forest Post Office in accordance with the following schedule (the dates shall be similar to those listed below for subsequent editions).

<b>Schedule</b>	<b>Summer (May – July 2022)</b>	<b>Fall (Aug – Oct 2022)</b>	<b>Winter (Nov – Jan 2023)</b>	<b>Spring (Feb – Apr 2023)</b>
<b>InDesign File sent to Vendor</b>	4/13/2022	7/13/2022	10/19/2022	1/18/2023

<b>Digital Proof Sent to City for Review</b>	4/14/2022	7/17/2022	10/23/2022	1/22/2023
<b>1<sup>st</sup> Printed Proof delivered to City Hall for Review</b>	4/18/2022	7/18/2022	10/24/2022	1/23/2023
<b>Final Proof/Changes back to Vendor (with Approval to Print)</b>	4/19/2022	7/19/2022	10/25/2022	1/24/2023
<b>Newsletters delivered to Lake Forest Post Office &amp; City Hall by Vendor</b>	5/2/2022	8/1/2022	11/7/2022	2/6/2023

The successful Vendor must meet the schedule provided above in this RFP. Please provide details on the length of time you require from receipt of the design file to printing the proof if different than the time frame listed herein.

**Term**

The contract term for this project shall be from contract effective date through April 30, 2025, with an option to renew for two (2) additional one-year terms (May 1 – April 30) at the City’s discretion.

**Pricing Proposal**

Please provide a price proposal for each of the three (3) years listed on the Price Proposal Form.

**Additional and Desired Services**

The project is relatively similar each quarter and it is estimated that the majority of the issues will be a maximum of twenty (20) pages. However, it is possible that the pages of each issue could vary throughout the year as well, due to unknown or unpredictable content. The criteria that may fluctuate include the following:

- The number of pages per issue;
- The quantity to be printed and mailed – based on new homeowners added to the mailing list and past homeowners being removed;
- The delivery date of the files to the printer – based on the timing of the receipt and/or confirmation of information relevant to content; and
- The possibility of brochure insert materials that maybe included in one or more of the four editions.

## Section C: Evaluation of Proposals

Responses to this RFP will be evaluated by a Selection Team consisting of City department stakeholders. At any point in time during the evaluations, a Vendor may be excluded from further consideration. At the conclusion of the process, the finalist Vendor will be judged on all information collected to date against the following criteria, which is outlined further below.

Evaluation Criteria	Value
<b>Pricing</b> – The firm’s proposed fees for the services requested.	40
<b>Quality of Work and Services Offered</b> – The firm’s operational and capital capacity and equipment necessary to perform services requested.	25
<b>Qualifications and Experience</b> – The firm’s experience and capacity for providing printing services.	20
<b>References</b> – The firm’s past experiences providing similar services to other municipalities, school districts, park districts, libraries, or other agencies.	15
<b>Total Points</b>	100

Vendors unable to meet the submission requirements will not be considered for evaluation. Vendors meeting submittal compliance and the criteria will have their proposals evaluated for both technical qualifications, experiences and price. Please provide references for similar services that your firm has handled for other organizations, including, but not limited to, other municipalities, school districts, park districts, libraries, or other agencies of similar size or structure to The City of Lake Forest.

## Section D: Instructions to Vendors

### Delivery of Proposals

**All proposals must be submitted by 3:00 p.m. CST on Friday, February 18, 2022.**

Proposals received after the deadline will be rejected. All proposals must be submitted in a sealed package and labeled “**Sealed Proposal: Community Newsletter Printing Services.**” Proposals received after the deadline will not be accepted and will be returned to the sender unopened.

Proposals may not be delivered via facsimile or e-mail. Proposals shall be sent Federal Express (or comparable carrier), or hand delivered to City Hall, 220 E. Deerpath, Lake Forest, IL 60045. The Vendor assumes the sole responsibility for timely delivery of its Submission, regardless of the method of delivery.



## Proposal Submission Requirements

To facilitate an accurate analysis of responses to this RFP, the Vendor is required to prepare their proposals in accordance with the following format. Failure to follow these instructions may result in rejection. Section numbers are not necessary to reference in the submitted proposal. Each proposal submitted to the City of Lake Forest shall include, without limitation, the following information in narrative and/or outline form:

### 1. Company Operating History/Related Experience

- a) Describe the Company's experience and involvement with projects of similar size and scope.
- b) Include a minimum of three (3) references for similar services that your firm has handled for other organizations, including, but not limited to, other municipalities, school districts, park districts, libraries, or other agencies of similar size or structure to The City of Lake Forest. Provide an address and telephone number for each reference. **Vendors with no municipal experience may not be considered for this Project.**

### 2. Technical Expertise/Qualifications

- a) Provide background information on your company, including but not limited to, the age of the business, number of employees, financial information/data that will provide the City with the ability to assess the capability of the Company to meet all contractual requirements and general conditions of the RFP.
- b) List the abilities, qualifications, licenses, experiences, etc. of the person(s) who would be assigned to support The City of Lake Forest on this project.

### 3. Price Proposal Form

- a) Submit a completed Price Proposal Form and include the total cost per issue.
- b) All pricing shall include all permits, insurance, goods/materials, equipment, facility fees, work, transportation, documentation and expense necessary to perform the work in accordance with the Scope of Services included in this RFP.
- c) The submitted proposal shall not include any amount of sales or use taxes, or any other tax form which the City is exempt.

### 4. Sample Documents/Materials

- a) In addition to the sample materials for references, provide a sample newsletter or publication in which your Company performed similar work with the same paper/print quality requested in this RFP.

### 5. Exceptions and Deviations

If the Company finds it impossible or impractical to adhere to any portion of this RFP, Contract Terms and Conditions, Scope of Work, or timeline, it shall be so stated in this section.

### 6. Additional Required Forms

- a) **General Certification Requirement Form** – Include original signed copy of General Certification Requirements Form
- b) **Identity Theft Protection Form** – Include original signed copy of the Identity Theft Protection Form

**7. Addenda**

Include all original signed copies of City provided addenda of this RFP in this section, if any.

## Section E: Notice and Contact Information

Questions concerning the Project, RFP, and elements discussed herein, may be directed to Dana Olson, Communications Manager at 847.810.3672 or via email at [OlsonD@cityoflakeforest.com](mailto:OlsonD@cityoflakeforest.com).

## Section F: Contract Terms and Conditions

The contract will be fully negotiated during the selection process after a Vendor's proposal is accepted by the City. Exceptions and deviations to the contract terms outlined in the attachment may be considered during the selection process and such terms shall be included in the final contract.

Each Vendor, by making a proposal, represents that this RFP has been read and is fully understood. The proposal must be signed in ink by an individual authorized to legally bind the person, partnership, company, or corporation submitting the proposal. All manual signatures must have the name typed directly under the line of the signature. These requirements apply to all RFP addenda.

The following contract terms and conditions, substantially in the form contained herein, are expected to be agreed to by the Vendor as part of contract negotiations. Exceptions must be explicitly noted in the Vendor proposals with the Exceptions and Deviations form provided. Lack of exceptions listed on the checklist shall be considered acceptance of all terms and conditions as presented in this RFP. The terms and conditions below should not be expected to be an exhaustive list of the terms that would be negotiated in the final agreement which would be subject to review by the City Attorney.

The Vendor shall be deemed as having been awarded a contract when the City's Professional Services Agreement and Vendor proposal has been duly served upon the intended awardee by

an authorized agent of the City and authorized agent of the Vendor. The successful Vendor, at the time of contract execution, must be licensed to do business in the State of Illinois.

Should there be a conflict in wording between the Professional Services Agreement and the Vendor's RFP response, the City's Professional Services Agreement shall prevail

## **1. General Conditions**

- A. This RFP is issued pursuant to applicable provisions of the City's Purchasing Policies and Procedures. Responses to this RFP shall be opened in private by City officials to avoid disclosure of contents that may contain confidential or proprietary information to competing Respondents.
- B. An agreement or contract resulting from the acceptance of a Proposal shall be on forms approved by the City's legal counsel and shall contain, as a minimum, the City's system and services agreement, the applicable provisions of this RFP, and the Proposal itself. The City reserves the right to reject any agreement or contract which does not conform to the RFP, the Proposal of the firm concerned, or the City's requirements for agreements and contracts.
- C. The contracted firm shall not assign any interest in the contract and shall not transfer any interest without the prior written consent of the City.
- D. Discussions may be conducted with responsible entities that have submitted proposals in order to clarify certain elements. Proposals shall be afforded fair and equal treatment with respect to any opportunity for discussion and revision. Any such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers at the discretion of the City. In conducting discussions, there shall be no disclosure of information derived from proposals submitted by competing Vendors. The selection shall be done by a review team and will be recommended to the City Council for final approval.
- E. City of Lake Forest reserves the right to negotiate with more than one potential awardee after the submission of all proposals.
- F. City of Lake Forest may award a contract based on initial proposals received without discussing such proposals among the vendors.
- G. City of Lake Forest reserves the right to accept any submittal, or any parts or parts thereof, or to reject any, some or all submittals.
- H. If, through any cause, the contracted firm fails to fulfill the obligations agreed to in a timely and proper manner, the City shall have the right to terminate the contract by notifying the firm in writing and specifying a termination date not less than thirty (30) calendar days in advance. In such event, the contracted firm shall be entitled to just and equitable compensation for any satisfactory work completed.
- I. Any modifications to or clarifications of this RFP will be distributed by the City to each Respondent requiring to be so informed, who also provides an email address for such purpose.
- J. The system proposed should be the latest software release available at the date of installation. Should new products and/or software be announced prior to installation the vendor is required to inform the City of the new products. The City shall maintain the

right to substitute the new products for those proposed. The Vendor shall make any differences in cost known prior to the City's decision on new software.

- K. The City reserves the right to approve any subcontractors for this project. Each proposing vendor must identify the name of and information (background and experience) about any subcontractors to be involved in this project. This includes a description of the work the subcontractor will perform.
- L. City of Lake Forest reserves the right to determine whether a vendor is responsible, responsive, and has the ability and resources to perform the contract in full and to comply with the specifications. City of Lake Forest reserves the right to request additional information from the vendor to satisfy any questions that might arise. City of Lake Forest further reserves the right to reject any or all proposals or to issue an invitation for new proposals.
- M. Certificates of insurance in addition to other clauses in the contract protecting City of Lake Forest from costs arising out of permits, patent protection, royalties, building damage clean up and subcontractor's work will be required of the successful vendor.
- N. By submitting a proposal, the Vendor is certifying that they are not barred from contracting with any unit of State or local government and they comply with all laws and regulations.
- O. City officials shall direct the examination of the Proposals and other documents submitted to determine the validity of any written requests for nondisclosure of proprietary or confidential information. After award of the contract, all responses, documents, and materials submitted by the Respondent pertaining to this RFP will be considered public information unless otherwise determined by the City. All data, documents and other information developed because of these contractual services shall become the property of the City. Based on the public nature of RFP's a Respondent must inform the City, in writing, of the exact materials in the submittal, which it believes, are proprietary or confidential, and should not be made part of the public record in accordance with the Illinois Freedom of Information Act. The Respondent will be financially responsible for all expenses of the City, its public officials, consultants, employees, agents and representatives in defending the denial of access to such material pursuant to a Freedom of Information Act request.

## **2. Advice of Omission or Misstatement**

In the event it is evident to a Vendor responding to this RFP that the City has omitted or misstated a material requirement to this RFP and/or the services required by this RFP, the responding Vendor shall advise the contact identified in the Proposal Submission Summary of such omission or misstatement.

## **3. Confidential Information**

Information contained in the Vendor's proposal that is confidential must be clearly identified in the proposal itself. The City will be free to use all information in the Vendor's proposal for the City's purposes. Vendor proposals shall remain confidential until the City's Selection Team makes a recommendation to City Council. The Vendor understands that any material supplied to the City may be subject to public disclosure under the Freedom of Information Act.

#### **4. Confidentiality Statement**

Any information, including materials, drawings, designs, documentation, and other property or data disclosed to the Vendor by the City shall not be used, reproduced, appropriated, or otherwise disseminated to anyone other than the City for the purposes of this project.

#### **5. Reserved Rights**

The City reserves the right to waive any irregularities; accept the whole, part of, or reject any or all proposals; and to select the firm which, in the sole opinion of the City, best meets the City's needs. The City also reserves the right to negotiate with potential Vendors so that the City's best interests are served.

#### **6. Proposal Preparation Costs**

The Vendor is responsible for any and all costs incurred by the Vendor or his/her subcontractors in responding to this RFP. The City is not obligated to return any responses or materials submitted by a vendor as a result of the RFP.

#### **7. Pricing Eligibility Period**

All Vendor proposals are required to be offered for a term not less than 150 calendar days in duration. A proposal may not be modified, withdrawn or cancelled by the Vendor during the 150-day time period following the time and date designated for the receipt of proposals.

#### **8. Additional Charges**

No additional charges, other than those listed in the proposal shall be made.

#### **9. Professional Services Warranty**

- A. Vendor always agrees to maintain an adequate staff of experienced and qualified employees for efficient performance under this Agreement. Vendor agrees that, at all times, the employees of Vendor furnishing or performing any services shall do so in a proper, workmanlike, and dignified manner.
- B. Vendor agrees that all persons working for or on behalf of Vendor whose duties bring them upon the City's premises shall obey the rules and regulations that are established by the City and shall comply with the reasonable directions of the City's officers. The City may, at any time, require the removal and replacement of any of Vendor's employees for good cause.
- C. Vendor shall be responsible for the acts of its employees and agents while on the City's premises. Accordingly, Vendor agrees to take all necessary measures to prevent injury and loss to persons or property located on the City's premises. Vendor shall be

responsible for all damages to persons or property caused by Vendor or any of its agents or employees. Vendor shall promptly repair, to the specifications of the City, any damage that it, or its employees or agents, may cause to the City's premises or equipment; on Vendor's failure to do so, the City may repair such damage and Vendor shall reimburse the City promptly for the cost of repair.

- D. Vendor agrees that, in the event of an accident of any kind, Vendor will immediately notify the City's contact person and thereafter, if requested, furnish a full written report of such accident.
- E. Vendor and its employees or agents shall have the right to use only those facilities of the City that are necessary to perform services under this Agreement and shall have no right to access any other facilities of the City. The City shall also extend parking privileges to properly identified members of Vendor's full-time staff on the same basis as they are extended to the City's staff.
- F. The City shall have no responsibility for the loss, theft, disappearance of, or damage to equipment, tools, materials, supplies, and other personal property of Vendor or its employees or subcontractors.
- G. The installation shall disrupt the City's routine as little as possible. The installation personnel will always adhere to the City's policies. These policies will be communicated to the successful vendor at the time of contract signing. Any major interruption of service other than an individual station being without service must be coordinated 1 week in advance with City of Lake Forest.

## 10. Insurance

These requirements are baseline standards for insurance to be provided in City procurements. They may require adjustment from time to time based on a variety of factors, including the nature, scope, duration, and value of the procurement, subject to approval of the City Manager.

- A. Worker's Compensation and Employer's Liability with limits not less than:

- (1) Worker's Compensation: Statutory;

- (2) Employer's Liability:

- \$500,000 injury-per occurrence

- \$500,000 disease-per employee

- \$500,000 disease-policy limit

- Such insurance shall evidence that coverage applies in the State of Illinois.

- B. Comprehensive Motor Vehicle Liability with a combined single limit of liability for bodily injury and property damage of not less than \$1,000,000 for vehicles owned, non-owned, or rented.

All employees shall be included as insureds.

C. Comprehensive General Liability with coverage written on an “occurrence” basis and with limits no less than:

\$2,000,000 Bodily Injury and Property Damage Combined Single Limit

Coverage is to be written on an “occurrence” basis.

Coverages shall include:

- Broad Form Property Damage Endorsement
- Blanket Contractual Liability (must expressly cover the indemnity provisions of the Contract)
- Independent Contractors
- Personal Injury (with Employment Exclusion deleted)
- Broad Form Property Damage Endorsement
- Bodily Injury and Property Damage

D. Professional Liability Insurance, with a limit of liability of not less than \$1,000,000 per occurrence and \$2,000,000 in the aggregate and covering the supplier or vendor against all sums that supplier or vendor may be obligated to pay on account of any liability arising out of the contract. This requirement shall apply to design and consulting projects, as well as to contracts for professionals involved in construction projects.

E. Umbrella Policy. The required coverages may be in any combination of primary, excess, and umbrella policies. Any excess or umbrella policy must provide excess coverage over underlying insurance on a following-form basis such that when any loss covered by the primary policy exceeds the limits under the primary policy, the excess or umbrella policy becomes effective to cover such loss.

F. City as Additional Insured. The City shall be named as an Additional Insured on all policies except for:

Worker’s Compensation      Professional Liability (if applicable)

Each such additional Insured endorsement shall identify the City as follows: The City of Lake Forest, including its City Council members and elected and appointed officials, its officers, employees, agents, attorneys, consultants, and representatives.

H. Other Parties as Additional Insureds. Other entities should be included and named as additional insured on appropriate policies.

## **11. Equal Opportunity Employment/Nondiscrimination Policy**

It is the policy of the City that all vendors who provide goods and services to the City by contract, shall, as a condition of providing goods and services, adhere to all Federal, State and Local laws, ordinances, rules and regulations, and policies, and if applicable, prohibiting discrimination in regard to persons to be served and employees and applicants for employment including, but not limited to, the following:

- A. The Elliott-Larsen Civil Rights Act, 1976 PA 453, as amended.
- B. The Persons with Disabilities Civil Rights Act, 1976 PA 220, as amended.
- C. Section 504 of the Federal Rehabilitation Act of 1973, PL 93-112, 87 Stat 355, as amended, and rules adopted thereunder.
- D. The Americans with Disabilities Act of 1990, PL 101-336, 104 Stat 327 (42 USCA § 12101 et seq.), as amended, and regulations promulgated thereunder.



## Section G: Proposal Forms

## GENERAL CERTIFICATION REQUIREMENTS FORM

The undersigned, being first duly sworn on oath, deposes and states that all statements made herein are made on behalf of Vendor, that this deponent is authorized to make them, and that the statements contained herein are true and correct.

Vendor deposes, states, and certifies that Vendor is not barred from contracting with a unit of state or local government as a result of (i) a delinquency in the payment of any tax administered by the Illinois Department of Revenue unless Contractor is contesting, in accordance with the procedures established by the appropriate revenue Act, its liability for the tax or the amount of the tax, as set forth in 65 ILCS 5/11-42.1-1; (ii) a violation of either Section 33E-3 or Section 33E-4 of Article 33 of the Criminal Code of 1961, 720 ILCS 5/33E-1 *et seq.*; or (iii) a violation of the USA Patriot Act of 2001, 107 Public Law 56 (October 26, 2001) (the "Patriot Act") or other statutes, orders, rules, and regulations of the United States government and its various executive departments, agencies and offices related to the subject matter of the Patriot Act, including, but not limited to, Executive Order 13224 effective September 24, 2001.

DATED This \_\_\_\_\_ Day Of \_\_\_\_\_, 20\_\_\_\_.

Vendor's Name:

By: \_\_\_\_\_

Title: \_\_\_\_\_

Subscribed and Sworn to

My Commission Expires:

\_\_\_\_\_

before me this \_\_\_\_\_ day

of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_

Notary Public

[SEAL]

## IDENTITY THEFT PROTECTION FORM

All City Vendors with access to sensitive material must acknowledge receipt of a copy of the City of Lake Forest's identity theft prevention program policy. The policy can be found at the following website:

[Administrative Directive 3-4: Identity Theft Policy](#)

[Identify Theft Prevention Policy Certification Form](#)

All proposals submitted in response to this RFP must include a fully executed certification:

### IDENTITY THEFT PREVENTION PROGRAM CERTIFICATION

I certify that I have read, understood and agree to comply with The City of Lake Forest's Identity Theft Prevention Program.

\_\_\_\_\_  
Institution

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

# PRICE PROPOSAL FORM

The City of Lake Forest Request for Proposals (RFP)



## Pricing Proposal Form - Professional Services

Respondent is obligated to identify all proposed project costs on this form. In the event services are provided at no additional cost, the item should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations. The City is asking Vendor(s) to provide pricing for all desired outcomes with the understanding that they may have to make assumptions. Such assumptions should be stated as such. A Vendor may submit an additional pricing proposal in a format that is suitable to the Vendor however, the City's Pricing Proposal form must also be included. This form will be used to evaluate the proposal.

Each issue will require approximately 8,900 copies to be printed. Please list prices based on the stated specifications for 8,900 copies of the newsletter. The submitted proposal shall be stated as total cost per issue, and shall apply to each issue for that contract year.

Finished book size will be 8.5" x 11" with saddle stitch bindery.

**COVER** – 4-page cover

**STOCK:** 100# Uncoated Text

**COLOR:** 4/4, full bleed

**BODY**

**STOCK:** 78# Heaven 42 Matte Text

**COLOR:** 4/4, full bleed

	Cost Per Issue		
	Year 1 May/July 2022 thru Feb/Apr 2023	Year 2 May/July 2023 thru Feb/Apr 2024	Year 3 May/July 2024 thru Feb/Apr 2025
16-page body plus 4 page cover	\$ _____	\$ _____	\$ _____
Price per add'l 500 Issues	\$ _____	\$ _____	\$ _____

## PROPOSAL REFERENCES FORM

Please list below a minimum of three (3) current references for which your firm has performed work similar to that required by this request for quote.

Agency:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____
Agency:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____
Agency:	_____
Address:	_____
City, State, Zip Code:	_____
Telephone Number:	_____
Contact Person:	_____
Dates of Service:	_____