



Request for Proposals

Community Newsletter Printing Services

Issue Date: 02/13/2023

Proposal Due Date: 03/1/2023, 4:30 p.m. Central

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

www.cityoflakeforest.com



Proposal Submission Summary

Proposal Due Date: 03/1/2023 (Wednesday) at 4:30 PM Central

Submit: One (1) signed proposal, including each of the required forms attached.

Send to: City of Lake Forest
 Mailed 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

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.

Milestone	Anticipated Timeframe
RFP Issuance	02/13/2023
Proposals Due From Vendor	03/1/2023 by 4:30 pm Central
Evaluation of Proposals	03/3/2023
Contract Award Date	03/20/2023

Dialogue
 CITY OF LAKE FOREST QUARTERLY NEWSLETTER
 Good things happen when you open up the Dialogue.

What's Happening Calendar

Fiscal Year 2023 Annual Budget Approved
Finance
 On April 18, the City Council approved the FY23 Comprehensive Fiscal Plan that includes the annual budget, 5-year Capital Improvement Program (CIP), long-term financial forecasts and other related information. Most importantly, the City has weathered the COVID-19 pandemic very well. As revenues returned to normal, the City Council's conservative projections for FY23 have yielded revenue available for needed – but previously unfunded – capital projects. The City Council has made only one fee adjustment for FY23, and fees assessed on the quarterly utility bill will remain at FY22 rates for the coming year. The FY23 budget projects \$28.8 million in revenue and \$87.9 million in expenses, consisting of the following Capital Projects included to the right.

Lake Forest residents continue to enjoy the lowest property tax rate in Lake County and the FY23 Budget continues the City's tradition of maintaining sufficient reserves to allow for unanticipated expenses or reductions in State-shared revenue due to the State's financial stress.

Revenues (in millions)

- Other: \$1.0m
- Income Tax: \$1.1m
- Other Tax: \$2.5m
- Grants: \$2.8m
- Utility Tax: \$3.0m
- Sales Tax: \$4.5m
- Investments: \$6.7m
- Reserves: \$2.4m
- Charges/Fees: \$10.5m
- Property Tax: \$13.0m

Expenses (percentage)

- Interest: 14%
- Capital: 15%
- Reserve: 10%
- Operating: 59%

MAY

- 03 **Save & Savor Open Mic Night**
 Open Mic Night at the Lake Forest Library, 7:00 p.m.
- 04 **Cultural Cocktails**
 Open House Open House at the Lake Forest Library, 7:00 p.m.
- 21 **Go Nostalgic Plant & Tea Sale**
 Lake Forest Open House Reception, 8:00 a.m. - 3:00 p.m.
- 26 **Lake Forest High School Pitch Night**
 1100 Regional Motor Auditorium, 7:00 p.m.

JUNE

- June 1-August 21 **Summer Reading of the Reader First**
 Lake Forest Library, 10:00 a.m. - 5:00 p.m.
- 3 **Fred Jackson Golf Classic**
 Emerald Golf Course, 8:00 a.m. - 5:00 p.m.
- 9 **Bookends**
 17 & 18 E. Deerpath, 10:00 a.m. - 2:00 p.m.
- 10 **Send the Fleet**
 17 & 18 E. Deerpath, 10:00 a.m. - 2:00 p.m.
- 16 **Outdoor Concert Kickoff at Northbrook Park**
 Northbrook Park, 10:00 a.m. - 5:00 p.m.
- 25 **Lake Forest Police Department Blue Badge**
 Township-Centered Police Department, 8:00 a.m. - 2:00 p.m.
- 17 **100th Anniversary Celebrated**
 History Central Lake Forest, Lake Bluff, 10:00 a.m. - 5:00 p.m.
- 18 **Reptile Rite Performance #1**
 Reptile Rite, 8:00 p.m.

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).

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.

Proposal Format and Forms

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

1. General Certification Requirements Form
2. Price Proposal Form
3. Proposal References Form
4. Three Recent Publication Samples

Selection Criteria

Responses to this RFP will be evaluated by a Selection Team consisting of City department stakeholders.

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

Procurement Schedule

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

Milestone	Anticipated Timeframe
RFP Issuance	02/13/2023
Proposals Due From Vendor	03/1/2023 by 4:30 PM Central
Evaluation of Proposals	03/03/2023
Contract Award Date (City Council Meeting)	03/20/2023

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, May, August, November). 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 2023 edition of the newsletter and ends with the January 2024 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 8,500 newsletters, four (4) times annually for a total of approximately 34,000 newsletters. Proposals should include price per edition, plus price for each additional 250 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:
www.cityoflakeforest.com/dialoguenewsletter

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.

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. Vendor(s) shall guarantee compliance, 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 this time schedule unless provided an exception described in the response to the RFP.

Term

The contract term for this project shall be from contract effective date through April 30, 2024, with an option to renew for two (2) additional one-year terms (May 1 – April 30) at the City’s discretion.

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

Selection Criteria

Responses to this RFP will be evaluated by a Selection Team consisting of City department stakeholders.

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

Section C: Instructions to Vendors

Delivery of Proposals

All proposals must be submitted by **4:30 p.m. CST on Wednesday, March 1, 2023**. All proposals must be mailed and labeled "Proposal: Community Newsletter Printing Services," with the required forms included.

Proposals should be mailed, or hand delivered to **City Hall, 220 E. Deerpath, Lake Forest, IL 60045**. If there are any concerns regarding timing and deadlines, please reach out.

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:

1. Company Operating History/References Form

- Describe the Company's experience and involvement with projects of similar size and scope.
- Include a minimum of three (3) references for similar services that your firm has handled for other organizations (form attached).

2. Technical Expertise/Qualifications

- Provide background information on your company, including but not limited to, the age of the business, number of employees, etc.

3. Price Proposal Form

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

4. Sample Documents Materials

- Provide three sample newsletters or publications in which your Company performed similar work with the same paper/print quality requested in this RFP.

5. General Certification Requirement Form

- Include signed copy of General Certification Requirements Form

Section D: 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.

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.

Insurance

The insurance listed below is required by the City's procurement process. The winning vendor awarded the contract will provide insurance certification as needed or requested. *If there are any questions or concerns regarding insurance, please feel free to reach out and ask.*

- A. Worker's Compensation and Employer's Liability
- B. Comprehensive Motor Vehicle Liability
- C. Comprehensive General Liability
- D. Professional Liability Insurance
- E. Umbrella Policy
- F. City as Additional Insured
- G. Other Parties as Additional Insureds.

Section G: Proposal Forms

1. General Certification Requirements Form
2. Price Proposal Form
3. Proposal References Form
4. Three Recent Publication Samples

1. 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: _____

2. PRICE PROPOSAL FORM

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.

Each issue will require approximately 8,500 copies to be printed. Please list prices based on the stated specifications for 8,500 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.

The 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 – 16-page body

STOCK: 78# Heaven 42 Matte Text

COLOR: 4/4, full bleed

	Cost Per Issue		
	Year 1 <i>May 2023 thru Feb 2024</i>	Year 2 <i>May 2024 thru Feb 2025</i>	Year 3 <i>May 2025 thru Feb 2026</i>
16-page body plus 4-page cover	\$ <hr/>	\$ <hr/>	\$ <hr/>
Price per add'l 250 Issues	\$ <hr/>	\$ <hr/>	\$ <hr/>

THIS SHEET IS REQUIRED FOR QUOTATION

3. 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: _____

THIS SHEET IS REQUIRED FOR QUOTATION

4. PLEASE SUBMIT THREE (3) RECENT NEWSLETTERS OR PUBLICATIONS

Mail printed copies to City address provided with Signed Proposal.