



August 1, 2019

Dear Current and Prospective Printers:

This letter is to serve as a request for proposal for the printing of our annual brochure series for 2020. Depending on pricing, ability to work within deadline requirements, and favorable references, the Park District may elect to work exclusively with chosen vendor for a three-year period (2020, 2021, 2022). As such, alternate quotes for the two subsequent years are included with this RFP.

Please submit all proposals, sample work (comparable to Winnetka Park District printing specs) and list of references to:

Chris Varner

Graphic Design / Marketing Specialist

Winnetka Park District

540 Hibbard Road

Winnetka, IL 60093

(847) 501-2044

cvarner@winpark.org

Please Note: If vendor has submitted a brochure proposal with samples to the Winnetka Park District in the past two years sample work is not necessary and the proposal may be emailed.

Proposals are due by 5pm on August 15, 2019.



Winter 2019 Brochure

To printer around November 5, 2019

- 64-page seasonal brochure - 8 ½ x 11 finish (includes cover)
- Binding stapled
- Cover/Body: 70# matte coated
- Inks: Four color
- Layout and typeset in-house, will provide disk or upload to ftp site, InDesign CC
- 6,600 Pieces
- Bundled by carrier route, certified at Winnetka PO and delivered to Glenview PO (approximately 5800 pieces) the rest delivered to 540 Hibbard Rd.
- Proof: (1) pdf proof and (1) Color key and dylux proof

Quote Total (64 pages): \$ _____

Four Additional Pages (68 pages): \$ _____

Four Less Pages (60 pages): \$ _____

Delivery Time Frame: _____

Additional Costs (please specify): _____

Alternate 1 & 2

Winter 2020 Brochure (64 pages): \$ _____

Winter 2021 Brochure (64 pages): \$ _____



Spring 2020 Brochure

To printer around January 14, 2020

- 80-page seasonal brochure - 8 ½ x 11 finish (includes cover)
- Binding stapled
- Cover/Body: 70# matte coated
- Inks: Four color
- Layout and typeset in-house, will provide disk or upload to ftp site, InDesign CC
- 6,600 Pieces
- Bundled by carrier route, certified at Winnetka PO and delivered to Glenview PO (approximately 5800 pieces) the rest delivered to 540 Hibbard Rd.
- Proof: (1) pdf proof and (1) Color key and dylux proof

Quote Total (80 pages): \$ _____

Four Additional Pages (84 pages): \$ _____

Four Less Pages (76 pages): \$ _____

Delivery Time Frame: _____

Additional Costs (please specify): _____

Alternate 1 & 2

Spring 2021 Brochure (80 pages): \$ _____

Spring 2022 Brochure (80 pages): \$ _____



Summer 2020 Brochure

To printer around March 18, 2020

- 88-page seasonal brochure - 8 ½ x 11 finish (includes cover)
- Binding stapled
- Cover/Body: 70# matte coated
- Inks: Four color
- Layout and typeset in-house, will provide disk or upload to ftp site, InDesign CC
- 6,600 Pieces
- Bundled by carrier route, certified at Winnetka PO and delivered to Glenview PO (approximately 5800 pieces) the rest delivered to 540 Hibbard Rd.
- Proof: (1) pdf proof and (1) Color key and dylux proof

Quote Total (88 pages): \$ _____

Four Additional Pages (92 pages): \$ _____

Four Less Pages (84 pages): \$ _____

Delivery Time Frame: _____

Additional Costs (please specify): _____

Alternate 1 & 2

Summer 2021 Brochure (88 pages): \$ _____

Summer 2022 Brochure (88 pages): \$ _____



Fall 2020 Brochure

To printer around July 15, 2020

- 76-page seasonal brochure - 8 ½ x 11 finish (includes cover)
- Binding stapled
- Cover/Body: 70# matte coated
- Inks: Four color
- Layout and typeset in-house, will provide disk or upload to ftp site, InDesign CC
- 6,600 Pieces
- Bundled by carrier route, certified at Winnetka PO and delivered to Glenview PO (approximately 5800 pieces) the rest delivered to 540 Hibbard Rd.
- Proof: (1) pdf proof and (1) Color key and dylux proof

Quote Total (76 pages): \$ _____

Four Additional Pages (80 pages): \$ _____

Four Less Pages (72 pages): \$ _____

Delivery Time Frame: _____

Additional Costs (please specify): _____

Alternate 1 & 2

Fall 2021 Brochure (76 pages): \$ _____

Fall 2022 Brochure (76 pages): \$ _____