

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2017-0137

Innoprise Contract #: C17-0029

Year: 2017-19

Amount:

Department: PIO - Nabeha Zegar

Contract Type: Goods & Services

Contractors Name: Paulson Press Inc.

Contract Description: Periodical Printing - Orland Park Public & Annual Report

MAYOR

Daniel J. McLaughlin

VILLAGE CLERK

John C. Mehalek

14700 S. Ravinia Ave.
Orland Park, IL 60462
(708) 403-6100
orlandpark.org



TRUSTEES

Kathleen M. Fenton

James V. Dodge

Patricia A. Gira

Carole Griffin Ruzich

Daniel T. Calandriello

Michael F. Carroll

April 13, 2017

Mr. Tony Letto
Paulson Press Inc.
904 Cambridge Drive
Elk Grove Village, Illinois 60007

RE: NOTICE TO PROCEED – Periodical Printing – Orland Park Public & Annual Report

Dear Mr. Letto:

This notification is to inform you that the Village of Orland Park has received all necessary documents in order for work to commence on the above stated project as of April 7, 2017.

Please contact Nabeha Zegar at 708-403-6286 to arrange the commencement of the work.

The Village will be processing a Purchase Order for this contract/service and it will be emailed to your company. It is imperative that this number on the Purchase Order be noted on all invoices, correspondence, etc. All invoices should be sent directly to the Accounts Payable Department at 14700 S. Ravinia Ave. Orland Park, IL 60462. Also, your final invoice for this contract/service should state that it is the final invoice pertaining to that Purchase Order.

For your records, I have enclosed one (1) original executed contract dated April 3, 2017 in an amount not to exceed proposed costs. If you have any questions, please call me at 708-403-6173.

Sincerely,



Denise Domalewski
Purchasing & Contract Administrator

Encl:

cc: Nabeha Zegar

MAYOR
Daniel J. McLaughlin

VILLAGE CLERK
John C. Mehalek

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April 3, 2017

Mr. Tony Letto
Paulson Press, Inc.
904 Cambridge Drive
Elk Grove Village, Illinois 60007

NOTICE OF AWARD – Periodical Printing – Orland Park Public Newsletter and Annual Report

Dear Mr. Letto:

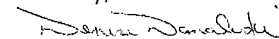
This notification is to inform you that on March 6, 2017, the Village of Orland Park Board of Trustees approved awarding Paulson Press, Inc. the contract in accordance with the proposal you submitted February 24, 2017, for Village of Orland Park Periodicals – Orland Park Public Newsletter and the Annual Report for an amount not to exceed proposed amounts.

In order to begin this project, you must comply with the following within ten business days of the date of this Notice of Award, which is by April 17, 2017.

- I am attaching the Contract for Periodical Printing – Orland Park Public Newsletter and Annual Report. Please sign two (2) copies and return them both directly to me. I will obtain signatures to fully execute the Contract and one original executed Contract will be returned to you.
- Please submit a Certificate of Insurance from your insurance company in accordance with all of the Insurance Requirements listed and agreed to in the RFP at minimum and endorsements for a) the additional insured status, b) the waiver of subrogation for General Liability and c) the waiver of subrogation for Workers Compensation.
- I've also included an Electronic Funds Transfer (EFT) Authorization Form. Enrollment is optional, and by authorizing EFTs, you will receive payments from the Village faster and more securely. Additionally, the Village will be able to send you a detailed email notification when payment has been remitted. If you'd like to enroll in EFT payments, complete, sign and return the EFT Authorization Form along with the other documents.

Deliver this information directly to me, Denise Domalewski, Purchasing & Contract Administrator, at Village Hall located at 14700 S. Ravinia Ave., Orland Park, IL 60462. The signed Contracts, Insurance Certificate and Endorsements are required to be in place and received at my office prior to the commencement of work on this project. You will be issued a Notice to Proceed letter and a purchase order when you are in full compliance with this process. Failure to comply with these conditions within the time specified will entitle the Village to consider your bid abandoned and to annul this Notice of Award. If you have any questions, please do not hesitate to call me at 708-403-6173 or e-mail me at ddomalewski@orlandpark.org.

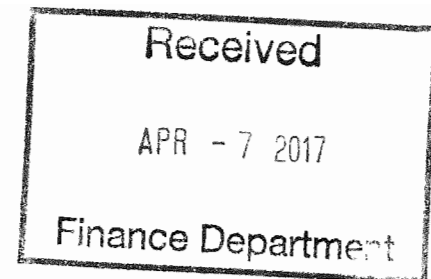
Sincerely,



Denise Domalewski
Purchasing & Contract Administrator

cc: Joe LaMargo
Nabeha Zegar

 ORLAND PARK
Periodical Printing
Orland Park Public & Annual Report
(Contract for Purchase of Goods & Services)



This Contract is made this **3rd day of April, 2017** by and between the The Village of Orland Park (hereinafter referred to as the "VILLAGE") and Paulson Press Inc. (hereinafter referred to as the "VENDOR").

WITNESSETH

In consideration of the promises and covenants made herein by the VILLAGE and the VENDOR (hereinafter referred to collectively as the "PARTIES"), the PARTIES agree as follows:

SECTION 1: THE CONTRACT DOCUMENTS: This Contract shall include the following documents (hereinafter referred to as the "CONTRACT DOCUMENTS") however this Contract takes precedence and controls over any contrary provision in any of the CONTRACT DOCUMENTS. The Contract, including the CONTRACT DOCUMENTS, expresses the entire agreement between the PARTIES and where it modifies, adds to or deletes provisions in other CONTRACT DOCUMENTS, the Contract's provisions shall prevail. Provisions in the CONTRACT DOCUMENTS unmodified by this Contract shall be in full force and effect in their unaltered condition.

- This Contract
- The Terms and Conditions
- The Request for Proposals #17-011 dated February 9, 2017
- The Instructions to Proposers
- The Proposal as it is responsive to the VILLAGE'S RFP requirements
 - Orland Park Public Newsletter
 - Orland Park Annual Report
- Affidavit of Compliance
- Certificates of insurance

SECTION 2: GOODS TO BE PURCHASED, COST AND DELIVERY, SCOPE OF THE WORK AND PAYMENT: The VENDOR agrees to provide labor, equipment and materials necessary to provide the goods & services as described in the CONTRACT DOCUMENTS and further described below:

ORLAND PARK PUBLIC NEWSLETTER

Printing, saddle stitching, skid stack, and delivery of Orland Park Public Newsletter produced three (3) times per year (May/June, August/September and November/December). Please note that in the future the Village may reduce the publication of the Public to two (2) times per year. Every home, office, business, and post office box within the corporate limits of Orland Park will receive the newsletter according to the outlined time schedule. This CONTRACT begins with the May/June 2017 edition of the newsletter and ends with the November/December 2017 edition (with the option to renew for years 2018 and 2019).

Printing And Estimated Quantity

The completed saddle stitched Orland Park Public is 8.125" x 10.58". The quantity to be printed is approximately 30,015 guides, three (3) times annually for a total of approximately 90,045 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 Village's expense, unless it is an error made by the VENDOR.

Pick Up And Delivery Schedule

Newsletter information is formatted with InDesign and shall be sent to the VENDOR through file transfer protocol (FTP) or other file share options. A proof copy in book form will be delivered from the VENDOR to the Village's Public Information Office according to the time schedule provided. VENDOR shall guarantee compliance with time schedule, specifically the number of days from the date of receiving to the delivery of the printed guides to the Orland Park Post Office in accordance with the time frames outlined below in Schedule & Proofs.

The VENDOR shall deliver a specified number of the printed and skid loaded newsletters to the Orland Park Post Office, 9500 W. 144th Place, Orland Park, Illinois 60462 in one delivery, and the remaining copies are to be delivered to Village Hall, Public Information Office, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462.

Schedule & Proofs

Once the artwork is deemed complete, the VENDOR will have five (5) business days to prepare and deliver a digital PDF proof to the Village's Office of Public Information.

Once the approved and/or corrected proofs are returned to the VENDOR, Vendor shall have three (3) business days to submit a new proof with the requested corrections and/or changes.

Once the final set of proofs is returned to the VENDOR, Vendor will have ten (10) business days to print and deliver the required amount of copies of the newsletter to the Post Office with the remaining copies delivered to Village's Office of Public Information at the addresses stated under Delivery.

Delivery

The printed copies of the Newsletter shall be balanced, carrier route sorted and string tied in bundles of 50 for delivery to the Orland Park post office located at:

Orland Park Post Office
9500 W 144th Place
Orland Park, IL 60462-9998

The additional copies shall be delivered at the same time to the Village located at:

Village of Orland Park
Office of Public Information
14700 S. Ravinia Ave.
Orland Park, IL 60462

ORLAND PARK ANNUAL REPORT

Printing, saddle stitching, skid stack, and delivery of the Orland Park Annual Report produced annually in February/March. Every home, office, business, and post office box within the corporate limits of Orland Park will receive the report annually according to the outlined time schedule. This portion of the CONTRACT begins with the Feb/March 2018 edition of the Annual Report provided the contract is renewed for 2018 (with the option to renew for 2019).

Printing And Estimated Quantity

The completed saddle stitched Orland Park Public is 8.125" x 10.58". The quantity to be printed is approximately 30,015 guides annually. 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 Village's expense, unless it is an error made by the VENDOR.

Pick Up And Delivery Schedule

The publication information is formatted with InDesign and shall be sent to the VENDOR through file transfer protocol (FTP) or other file share options. A proof copy will be delivered from the VENDOR to the Village's Public Information Office according to the time schedule provided. The VENDOR shall guarantee compliance with time schedule, specifically the number of days from the date of receiving to the delivery of the printed guides to the Orland Park Post Office in accordance with the time frames outlined below in Schedule & Proofs.

The VENDOR shall deliver a specified number of the printed and skid loaded newsletters to the Orland Park Post Office, 9500 W. 144th Place, Orland Park, Illinois 60462 in one delivery, and the remaining copies are to be delivered to Village Hall, Public Information Office, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462.

Schedule & Proofs

Once the artwork is deemed complete, VENDOR will have five (5) business days to prepare and deliver a proof copy in book form to the Village's Office of Public Information, 14700 Ravinia Ave. Orland Park, IL 60462.

Once the approved and/or corrected proofs are returned to the VENDOR, a new proof with the requested corrections and/or changes shall be returned to the VILLAGE within three (3) business days.

Once the final set of proofs is returned to the VENDOR, the VENDOR will have ten (10) business days to print and deliver the required amount of copies of the newsletter to the Post Office with the remaining copies delivered to Village's Office of Public Information at the addresses stated under Delivery.

Delivery

The printed copies of the Newsletter shall be balanced, carrier route sorted and string tied in bundles of 50 for delivery to the Orland Park post office located at:

Orland Park Post Office
9500 W 144th Place
Orland Park, IL 60462-9998

The additional copies shall be delivered at the same time to the Village located at:

Village of Orland Park
Office of Public Information
14700 S. Ravinia Ave.
Orland Park, IL 60462

The VILLAGE agrees to pay the VENDOR upon acceptance of the GOODS and WORK pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 et seq.) the following for performance of the described services and upon acceptance of the GOODS:

TOTAL COST: an amount not to exceed quoted amounts based on the proposed option selected for that periodical (see proposal).

SECTION 3: ASSIGNMENT: VENDOR shall not assign the duties and obligations involved in the performance of the WORK which is the subject matter of this Contract without the express written consent of the VILLAGE.

SECTION 4: TERM OF THE CONTRACT: This Contract and WORK shall commence on the date of its execution. and continue expeditiously from that date until final completion of the November/December Newsletter or December 31, 2017, with automatic renewal for up to two (2) additional one-year terms, unless either party, at its sole option, shall have given the other party at least thirty (30) days prior written notice of its intent not to renew the contract. Time is of the essence of this Contract. Acceptance of the GOODS and termination of this Contract shall occur only after the VILLAGE has inspected the GOODS, and the GOODS have been acknowledged in writing by the VILLAGE to be accepted. The VILLAGE shall either issue said acknowledgement or a written notice explaining the deficiencies in the GOODS within five (5) days of delivery. The VENDOR shall have five (5) days after receipt of notice of deficiencies to cure said deficiencies or replace the GOODS at which time, if the VILLAGE does not accept the GOODS the VENDOR shall be considered to be in breach of the terms of the Contract.

This Contract may be terminated by either of the PARTIES for default upon failure to cure after ten (10) days prior written notice of said default from the aggrieved PARTY. The VILLAGE, for its convenience, may terminate this Contract with thirty (30) days prior written notice.

SECTION 5: INDEMNIFICATION AND INSURANCE: The VENDOR shall indemnify, defend and hold harmless the VILLAGE, its trustees, officers, directors, agents, employees and representatives and assigns, from lawsuits, actions, costs (including attorneys' fees), claims or liability of any character, incurred due to the alleged negligence of the VENDOR, brought because of any injuries or damages received or sustained by any person, persons or property on account of any act or omission, neglect or misconduct of said VENDOR, its officers, agents and/or employees arising out of, or in performance of any of the provisions of the CONTRACT DOCUMENTS, including any claims or amounts recovered for any infringements of patent, trademark or copyright; or from any claims or amounts arising or recovered under the "Worker's Compensation Act" or any other law, ordinance, order or decree. In connection with any such claims, lawsuits, actions or liabilities, the VILLAGE, its trustees, officers, directors, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The VENDOR shall be solely liable for all costs of such defense and for all expenses, fees, judgments, settlements and all other costs arising out of such claims, lawsuits, actions or liabilities.

The VENDOR shall not make any settlement or compromise of a lawsuit or claim, or fail to pursue any available avenue of appeal of any adverse judgment, without the approval of the Village and any other indemnified party. The Village or any other indemnified party, in its or their sole discretion, shall have the option of being represented by its or their own counsel. If this option is exercised, then the VENDOR shall promptly reimburse the Village or other indemnified party, upon written demand, for any expenses, including but not limited to court costs, reasonable attorneys' and witnesses' fees and other expenses of litigation incurred by the Village or other indemnified party in connection therewith.

VENDOR agrees that a similar waiver of liability limitation will be incorporated in its agreements with sub-subcontractors or anyone directly or indirectly employed by them. VENDOR agrees that in the event it fails to incorporate such a waiver of liability limitation in its agreements with said sub-subcontractors and others, then it will be responsible for any additional liability arising out of said failure. The defense and indemnification obligations set forth in this provision shall survive the termination or expiration of this Agreement.

The indemnification obligation under this paragraph shall not be limited in any way by any limitations on the amount or type of damages, compensation or benefits payable by or for the benefit of Subcontractor or any indemnities under any Worker's Compensation Act, Occupational Disease Act, Disability Benefits Act, or any other employee benefits act. The Subcontractor further agrees to waive any and all liability limitations based upon the Worker's Compensation Act court interpretations or otherwise.

Execution of this Contract by the VILLAGE is contingent upon receipt of any Insurance Certificates required by the VILLAGE in the CONTRACT DOCUMENTS.

SECTION 6: COMPLIANCE WITH LAWS: VENDOR agrees to comply with all federal, state and local laws, ordinances, statutes, rules and regulations including but not limited to the Illinois Human Rights Act as explained in the Terms and Conditions herein and as follows: VENDOR hereby agrees that this contract shall be performed in compliance with all requirements of the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq., and that the VENDOR and its subcontractors and any suppliers shall not engage in any prohibited form of discrimination in employment as defined in that Act and shall maintain a sexual harassment policy as the Act requires. The VENDOR shall maintain, and require that its subcontractors and suppliers maintain, policies of equal employment opportunity which shall prohibit discrimination against any employee or applicant for employment on the basis of race, religion, color, sex, national origin, ancestry, citizenship status, age, marital status, physical or mental disability unrelated to the individual's ability to perform the essential functions of the job, association with a person with a disability, or unfavorable discharge from military service. VENDOR and all subcontractors and suppliers shall comply with all requirements of the Act and of the Rules of the Illinois Department of Human Rights with regard to posting information on employees' rights under the Act. VENDOR and all subcontractors and suppliers shall place appropriate statements identifying their companies as equal opportunity employers in all advertisements for workers to be employed in work to be performed under this contract.

The VENDOR shall obtain all necessary local and state licenses and/or permits that may be required for performance of the WORK and provide those licenses to the VILLAGE prior to commencement of the WORK.

SECTION 7: NOTICE: Where notice is required by the CONTRACT DOCUMENTS, it requires that such notice be in writing. Notice shall be deemed received if it is 1) delivered in person, 2) sent by registered United States mail and a signed return receipt is received, 3) delivered by messenger or mail service and a signed receipt is received, 4) sent by facsimile and a printed acknowledgment of receipt is received, or 4) by e-mail if an acknowledgment of receipt is received. Notice shall be sent to the following:

To the VILLAGE:

Denise Domalewski, Purchasing Administrator
Village of Orland Park
14700 South Ravinia Avenue
Orland Park, Illinois 60462
Telephone: 708-403-6173
Facsimile: 708-403-9212
e-mail: ddomalewski@orlandpark.org

To the VENDOR:

Tony Letto, Owner
Paulson Press, Inc.
904 Cambridge Drive
Elk Grove Village, Illinois 60007
Telephone: 847-290-0080
Facsimile: 847-290-0140
e-mail: tletto@paulsonpress.net

or to such other person or persons or to such other address or addresses as may be provided by either party to the other party under the requirements of this Section.

SECTION 8: TERMINATION: This Contract may be terminated by the VILLAGE for cause or convenience upon written notice to VENDOR and in the case of GOODS manufactured or modified to the VILLAGE'S specifications, only upon payment of the costs incurred, as approved by the VILLAGE, up to the date of termination.

SECTION 9: STANDARD OF SERVICE: Services shall be rendered to the highest professional standards to meet or exceed those standards met by others providing the same or similar services in the Chicagoland area. Sufficient competent personnel shall be provided who with supervision shall complete the services required within the time allowed for performance. The VENDOR'S personnel shall, at all times present a neat appearance and shall be trained to handle all contact with Village residents or Village employees in a respectful manner. At the request of the Village Manager or a designee, the VENDOR shall replace any incompetent, abusive or disorderly person in its employ.

SECTION 10: QUALITY OF WORKMANSHIP AND STOCK: All periodicals furnished and work done must be of a first class quality. The use of poor type, poor presswork, or the use of a different color of ink than that ordered, inferior binding, inferior quality, mismatched paper stock or a lesser grade of paper than that ordered, or any other discrepancies from the specifications will be sufficient cause for the rejection of the WORK and for refusal of payment thereof. The VENDOR must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved in writing by the VILLAGE. Substitutions of stock made without the written approval of the VILLAGE will be grounds for non-payment for that particular job and possible termination of the CONTRACT.

SECTION 11: PAYMENTS TO OTHER PARTIES: The VENDOR shall not obligate the VILLAGE to make payments to third parties or make promises or representations to third parties on behalf of the VILLAGE without prior written approval of the Village Manager or a designee.

SECTION 12: COMPLIANCE: VENDOR shall comply with all of the requirements of the Contract Documents, including, but not limited to, the Illinois Prevailing Wage Act where applicable and all other applicable local, state and federal statutes, ordinances, codes, rules and

regulations.

SECTION 13: FREEDOM OF INFORMATION ACT COMPLIANCE: The Illinois Freedom of Information Act (FOIA) has been amended and effective January 1, 2010. This amendment adds a new provision to Section 7 of the Act which applies to public records in the possession of a party with whom the Village of Orland Park has contracted. The Village of Orland Park will have only a very short period of time from receipt of a FOIA request to comply with the request, and there is a significant amount of work required to process a request including collating and reviewing the information.

The undersigned acknowledges the requirements of FOIA and agrees to comply with all requests made by the Village of Orland Park for public records (as that term is defined by Section 2(c) of FOIA) in the undersigned's possession and to provide the requested public records to the Village of Orland Park within two (2) business days of the request being made by the Village of Orland Park. The undersigned agrees to indemnify and hold harmless the Village of Orland Park from all claims, costs, penalty, losses and injuries (including but not limited to, attorney's fees, other professional fees, court costs and/or arbitration or other dispute resolution costs) arising out of or relating to its failure to provide the public records to the Village of Orland Park under this agreement.

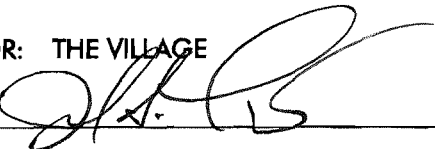
SECTION 14: LAW AND VENUE: The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be Cook County, Illinois.

SECTION 15: MODIFICATION: This Contract may be modified only by a written amendment signed by both PARTIES.

SECTION 16: COUNTERPARTS: This Contract may be executed in two (2) or more counterparts, each of which taken together, shall constitute one and the same instrument.

This Contract shall become effective on the date first shown herein and upon execution by duly authorized agents of the PARTIES.

FOR: THE VILLAGE

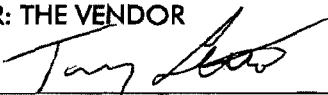
By: 

Print Name: Joseph S. LaMorga

Its: Assistant Village Manager

Date: 4/10/17

FOR: THE VENDOR

By: 

Print Name: Tony Letto

Its: Owner / sales

Date: 4/7/17

Price Proposal
RFP #17-011
Orland Park Public Newsletter

Each edition will require approximately 30,015 copies to be printed. Please list prices based on the stated specifications for 30,015 copies of the guide. The submitted proposal shall be stated as a total cost per edition, and shall apply to each edition for that contract year.

NOTE: Each year may have 2 or 3 editions printed.

Finished book size will be 8.125" x 10.58" with saddle stitch bindery.

COVER— 4-page cover

Stock: 80# Gloss cover—coated stock

Color: 4/4, full bleed

BODY

Stock: 70# dull text (or matte text) – coated stock

Color: 4/4, full bleed

	Cost per Edition		
	Year 1 May/June 2017 thru Nov/Dec 2017	Year 2 May/June 2018 thru Nov/Dec 2018	Year 3 May/June 2019 thru Nov/Dec 2019
32-page body plus cover	\$ <u>9,900.00</u>	\$ <u>10,100.00</u>	\$ <u>10,300.00</u>
Price per additional 1,000 guides	\$ <u>300.00</u>	\$ <u>300.00</u>	\$ <u>300.00</u>
36-page body plus cover	\$ <u>10,900.00</u>	\$ <u>11,100.00</u>	\$ <u>11,300.00</u>
Price per additional 1,000 guides	\$ <u>300.00</u>	\$ <u>300.00</u>	\$ <u>300.00</u>
40-page body plus cover	\$ <u>11,700.00</u>	\$ <u>11,900.00</u>	\$ <u>12,100.00</u>
Price per additional 1,000 guides	\$ <u>350.00</u>	\$ <u>350.00</u>	\$ <u>350.00</u>
44-page body plus cover	\$ <u>12,750.00</u>	\$ <u>13,000.00</u>	\$ <u>13,250.00</u>
Price per additional 1,000 guides	\$ <u>400.00</u>	\$ <u>400.00</u>	\$ <u>400.00</u>
48-page body plus cover	\$ <u>13,250.00</u>	\$ <u>13,500.00</u>	\$ <u>13,750.00</u>
Price per additional 1,000 guides	\$ <u>400.00</u>	\$ <u>400.00</u>	\$ <u>400.00</u>
52-page body plus cover	\$ <u>14,250.00</u>	\$ <u>14,500.00</u>	\$ <u>14,750.00</u>
Price per additional 1,000 guides	\$ <u>450.00</u>	\$ <u>450.00</u>	\$ <u>450.00</u>

Please indicate what print method would be used to create this periodical? (Check one or more)

☐ Heatset Web-fed offset

☐ Coldset Web-fed offset

☒ Sheet-fed offset

Please explain if using more than one type: _____

Company Name: Paulson Press, Inc.

Price Proposal
RFP #17-011
Village of Orland Park Annual Report

Each edition will require approximately 30,015 copies to be printed. Please list prices based on the stated specifications for 30,015 copies of the guide. The submitted proposal shall be stated as a total cost per edition, and shall apply to each edition for that contract year.

Finished book size will be 8.125" x 10.58" with saddle stitch bindery.

COVER— 4-page cover

Stock: 80# Dull Cover (or matte cover)—coated stock

Color: 4/4, full bleed

Finishing: Soft Touch coating, outside front & back cover

BODY

Stock: 80# dull text (or matte text) – coated stock

Color: 4/4, full bleed

	Cost per Edition	
	Year 1 Feb/March 2018	Year 2 Feb/March 2019
40-page body plus cover	\$ <u>12,500.00</u>	\$ <u>12,750.00</u>
Price per additional 1,000 guides	\$ <u>400.00</u>	\$ <u>400.00</u>
44-page body plus cover	\$ <u>14,500.00</u>	\$ <u>14,800.00</u>
Price per additional 1,000 guides	\$ <u>450.00</u>	\$ <u>450.00</u>
48-page body plus cover	\$ <u>15,500.00</u>	\$ <u>15,800.00</u>
Price per additional 1,000 guides	\$ <u>500.00</u>	\$ <u>500.00</u>
52-page body plus cover	\$ <u>16,500.00</u>	\$ <u>16,850.00</u>
Price per additional 1,000 guides	\$ <u>500.00</u>	\$ <u>500.00</u>
56-page body plus cover	\$ <u>17,500.00</u>	\$ <u>17,850.00</u>
Price per additional 1,000 guides	\$ <u>500.00</u>	\$ <u>500.00</u>

Please indicate what print method would be used to create this periodical? (Check one or more)

☐ Heatset Web-fed offset

☐ Coldset Web-fed offset

☒ Sheet-fed offset

Please explain if using more than one type: _____

Company Name: Paulsen Press, Inc.

PROPOSAL SUMMARY SHEET
RFP # 17-011
Village of Orland Park Periodicals

IN WITNESS WHEREOF, the parties hereto have executed this proposal as of date shown below.

Organization Name: Paulson Press, Inc.

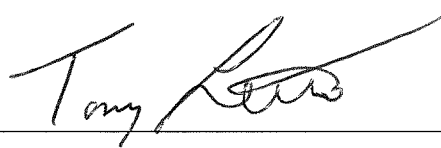
Street Address: 904 Cambridge Dr.

City, State, Zip: Elk Grove Village, IL 60007

Contact Name: Tony Letto

Phone: 847-290-0080 Fax: 847-290-0140

E-Mail address: tletto@paulsonpress.net

Signature of Authorized Signee: 

Title: owner/sales

Date: 2/22/17

ACCEPTANCE: This proposal is valid for ninety (90) calendar days from the date of submittal.

AFFIDAVIT OF COMPLIANCE

The undersigned Tony Letto, as Owner/Sales
(Enter Name of Person Making Affidavit) (Enter Title of Person Making Affidavit)
and on behalf of Paulson Press, Inc., certifies that:
(Enter Name of Business Organization)

1) BUSINESS ORGANIZATION:

The Proposer is authorized to do business in Illinois: Yes ☒ No ☐

Federal Employer I.D. #: 36-2720367
(or Social Security # if a sole proprietor or individual)

The form of business organization of the Proposer is (check one):

☐ Sole Proprietor
☐ Independent Contractor (Individual)
☐ Partnership
☐ LLC
☒ Corporation Ill. 1969
(State of Incorporation) (Date of Incorporation)

2) ELIGIBILITY TO ENTER INTO PUBLIC CONTRACTS: Yes ☒ No ☐

The Proposer is eligible to enter into public contracts, and is not barred from contracting with any unit of state or local government as a result of a violation of either Section 33E-3, or 33E-4 of the Illinois Criminal Code, or of any similar offense of "Bid-rigging" or "Bid-rotating" of any state or of the United States.

3) SEXUAL HARRASSMENT POLICY: Yes ☒ No ☐

Please be advised that Public Act 87-1257, effective July 1, 1993, 775 ILCS 5/2-105 (A) has been amended to provide that every party to a public contract must have a written sexual harassment policy in place in full compliance with 775 ILCS 5/2-105 (A) (4) and includes, at a minimum, the following information: (I) the illegality of sexual harassment; (II) the definition of sexual harassment under State law; (III) a description of sexual harassment, utilizing examples; (IV) the vendor's internal complaint process including penalties; (V) the legal recourse, investigative and complaint process available through the Department of Human Rights (the "Department") and the Human Rights Commission (the "Commission"); (VI) directions on how to contact the Department and Commission; and (VII) protection against retaliation as provided by Section 6-101 of the Act. (Illinois Human Rights Act). (emphasis added). Pursuant to 775 ILCS 5/1-103 (M) (2002), a "public Contract" includes "...every contract to which the State, any of its political subdivisions or any municipal corporation is a party."

4) EQUAL EMPLOYMENT OPPORTUNITY COMPLIANCE: Yes ☒ No ☐

During the performance of this Project, Proposer agrees to comply with the "Illinois Human Rights Act", 775 ILCS Title 5 and the Rules and Regulations of the Illinois Department of Human Rights published at 44 Illinois Administrative Code Section 750, et seq. The

Proposer shall: (I) not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (II) examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization; (III) ensure all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, or physical or mental handicap unrelated to ability, or an unfavorable discharge from military service; (IV) send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Vendor's obligations under the Illinois Human Rights Act and Department's Rules and Regulations for Public Contract; (V) submit reports as required by the Department's Rules and Regulations for Public Contracts, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; (VI) permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and Department for purposes of investigation to ascertain compliance with the Illinois Human Rights Act and Department's Rules and Regulations for Public Contracts; and (VII) include verbatim or by reference the provisions of this Equal Employment Opportunity Clause in every subcontract it awards under which any portion of this Agreement obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as the other provisions of this Agreement, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Department to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations. "Subcontract" means any agreement, arrangement or understanding, written or otherwise, between the Proposer and any person under which any portion of the Proposer's obligations under one or more public contracts is performed, undertaken or assumed; the term "subcontract", however, shall not include any agreement, arrangement or understanding in which the parties stand in the relationship of an employer and an employee, or between a Proposer or other organization and its customers. In the event of the Proposer's noncompliance with any provision of this Equal Employment Opportunity Clause, the Illinois Human Right Act, or the Rules and Regulations for Public Contracts of the Department of Human Rights the Proposer may be declared non-responsible and therefore ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and this agreement may be canceled or avoided in whole or in part, and such other sanctions or penalties may be imposed or remedies involved as provided by statute or regulation.

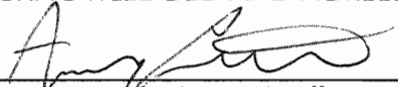
5) TAX CERTIFICATION: Yes ☒ No ☐

Contractor is current in the payment of any tax administered by the Illinois Department of Revenue, or if it is not: (a) it is contesting its liability for the tax or the amount of tax in accordance with procedures established by the appropriate Revenue Act; or (b) it has entered into an agreement with the Department of Revenue for payment of all taxes due and is currently in compliance with that agreement.

6) AUTHORIZATION & SIGNATURE:

I certify that I am authorized to execute this Affidavit of Compliance on behalf of the Contractor set forth on the Proposal, that I have personal knowledge of all the information set forth herein and that all statements, representations, that the Proposal is genuine and not collusive, and information provided in or with this Affidavit are true and accurate. The undersigned, having become familiar with the Project specified, proposes to provide and furnish all of the labor, materials, necessary tools, expendable equipment and all utility and transportation services necessary to perform and complete in a workmanlike manner all of the work required for the Project.

ACKNOWLEDGED AND AGREED TO:



Signature of Authorized Officer

Anthony Letto

Name of Authorized Officer

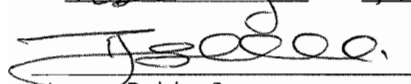
Owner

Title

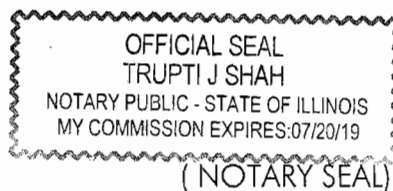
2/16/17

Date

Subscribed and Sworn To
Before Me This 16th Day
of February, 2017.



Notary Public Signature





P A U L S O N P R E S S, I N C.

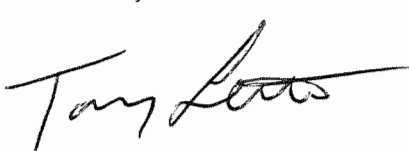
904 Cambridge Drive
Elk Grove Village, IL 60007-2435
Phone: (847) 290-0080
Fax: (847) 290-0140

References

Buffalo Grove Park District
530 Bernard Drive
Buffalo Grove, IL
847-850-2116
Mike Terson
1/12/17

Hoffman Estates Park District
1685 W. Higgins Rd.
Hoffman Estates, IL 60169
847-781-3672
Sandy Manisco
2/16/17

Schaumburg Park District
235 E. Beech Dr.
Schaumburg, IL 600193
847-985-2115
Scott Stompor
2/8/17

Tony Letto owner/sales
2/22/17


REFERENCES

ORGANIZATION

See Attached Sheet

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

CONTACT PERSON

DATE OF PROJECT

ORGANIZATION

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

CONTACT PERSON

DATE OF PROJECT

ORGANIZATION

ADDRESS

CITY, STATE, ZIP

PHONE NUMBER

CONTACT PERSON

DATE OF PROJECT

Proposer's Name & Title:

Tony Letto owner/sales

Signature and Date:

Tony Letto 2/22/17

INSURANCE REQUIREMENTS

Please submit a policy Specimen Certificate of Insurance showing bidder's current coverage's

WORKERS COMPENSATION & EMPLOYER LIABILITY

\$1,000,000 – Each Accident \$1,000,000 – Policy Limit

\$1,000,000 – Each Employee

Waiver of Subrogation in favor of the Village of Orland Park

AUTOMOBILE LIABILITY

\$1,000,000 – Combined Single Limit

Additional Insured Endorsement in favor of the Village of Orland Park

GENERAL LIABILITY (Occurrence basis)

\$1,000,000 – Each Occurrence \$2,000,000 – General Aggregate Limit

\$1,000,000 – Personal & Advertising Injury

\$2,000,000 – Products/Completed Operations Aggregate

Additional Insured Endorsement & Waiver of Subrogation in favor of the Village of Orland Park

EXCESS LIABILITY (Umbrella-Follow Form Policy)

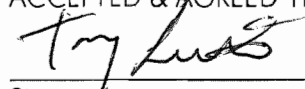
\$2,000,000 – Each Occurrence \$2,000,000 – Aggregate

EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

Any insurance policies providing the coverages required of the Contractor shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, employees and agents as Additional Insureds on a primary/non-contributory basis with respect to all claims arising out of operations by or on behalf of the named insured." If the named insureds have other applicable insurance coverage, that coverage shall be deemed to be on an excess or contingent basis. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regards to General Liability and Workers Compensation coverage's. The certificate of insurance shall also state this information on its face. Any insurance company providing coverage must hold an A VII rating according to Best's Key Rating Guide. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsement however, shall not be a waiver of the contractor's obligation to provide all of the above insurance.

The proposer agrees that if they are the selected contractor, within ten days after the date of notice of the award of the contract and prior to the commencement of any work, you will furnish evidence of Insurance coverage providing for at minimum the coverages and limits described above directly to the Village of Orland Park, Denise Domalewski, Contract Administrator, 14700 S. Ravinia Avenue, Orland Park, IL 60462. Failure to provide this evidence in the time frame specified and prior to beginning of work may result in the termination of the Village's relationship with the selected proposer.

ACCEPTED & AGREED THIS 22 DAY OF February, 2017



Signature

Owner/Sales

Printed Name & Title

Authorized to execute agreements for:

Pawson Press, Inc.

Name of Company



CERTIFICATE OF LIABILITY INSURANCE

PAULPRE-01

DPAYTON

DATE (MM/DD/YYYY)

3/1/2017

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Associated Agencies, Inc 1701 Golf Road #3-700 Rolling Meadows, IL 60008	CONTACT NAME:	PHONE (A/C, No, Ext): (847) 427-8400	FAX (A/C, No): (847) 427-3430
	E-MAIL ADDRESS: assocagencies@associated.cc		
INSURED Paulson Press, Inc. 904 Cambridge Drive Elk Grove Village, IL 60007	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Citizens Insurance Co. of America		31534
	INSURER B: Allmerica Financial Benefit Insurance Co.		41840
	INSURER C:		
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:	X	X	ZBCA894824	04/21/2016	04/21/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	☒ AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ HIRED AUTOS ☐ SCHEDULED AUTOS ☐ NON-OWNED AUTOS			AWCA894809	04/21/2016	04/21/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED ☒ RETENTION \$ 0			UHCA894837	04/21/2016	04/21/2017	EACH OCCURRENCE \$ 3,000,000 AGGREGATE \$ 3,000,000
B	☒ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	X W2CA894820	04/21/2016	04/21/2017	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Village of Orland Park and their respective officers, trustees, directors, employees and agents as Additional insured with regard to General Liability as required by written agreement, per policy form, with respect to all claims arising out of operations by or on behalf of the named insured. General Liability coverage provided on Primary & Non Contributory basis in favor of additional insured; Waiver of subrogation applies.

CERTIFICATE HOLDER**CANCELLATION**

Village of Orland Park 14700 S Ravinia Ave Orland Park, IL 60462	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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