

CLERK'S CONTRACT and AGREEMENT COVER PAGE

Legistar File ID#: 2021-0055

Innoprise Contract #: C21-0016

Year: 2021

Amount:

Department: Public Information

Contract Type: Services

Contractors Name: One Step, Inc.

Contract Description: Orland Park Senior Newsletter Printing

 ORLAND PARK
Village of Orland Park Senior Newsletter
(Contract for Services)

This Contract is made this 5th day of February, 2021 by and between the VILLAGE OF ORLAND PARK (hereinafter referred to as the "VILLAGE") and One Step Inc. (hereinafter referred to as the "CONTRACTOR").

WITNESSETH

In consideration of the promises and covenants made herein by the VILLAGE and the CONTRACTOR (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.

The Request for Proposals #21-002 issued December 30, 2021
The Instructions to Proposers
This Contract
The Proposal submitted January 15, 2021, to the extent it does not conflict with this contract
Certificate of Compliance
Certificates of insurance

SECTION 2: SCOPE OF THE WORK AND PAYMENT: The CONTRACTOR agrees to provide labor, equipment and materials necessary to provide the services as described in the CONTRACT DOCUMENTS and further described below:

The printing, saddle stitching, skid stack and delivery of the Orland Park Senior Newsletter.

Printing and Estimated Quantity

Finished book size will be 8.125 x 10.625 with saddle stitch bindery. The quantity to be printed is approximately 10,000 guides, six (6) times annually for a total of approximately 60,000 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.

COVER: 4-page cover, Stock: 80# Gloss cover—coated stock, Color: 4/4, full bleed

BODY: Stock: 80# dull text (or matte text) – coated stock, Color: 4/4, full bleed

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 will be delivered from the printer to the Village's Communications & Marketing Dept. via email 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 address labeled, 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, Communications & Marketing Department, 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 Communications & Marketing Department. Once the approved and/or corrected proofs are returned to the printer, the VENDOR will 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 printer, the VENDOR will have ten (10) business days to print and deliver the required amount of copies (to be specified by the Village's Communications & Marketing Dept.) of the newsletter to the Orland Park Post Office with the remaining copies delivered to Village's Communications & Marketing Department.

(hereinafter referred to as the "WORK") and the VILLAGE agrees to pay the CONTRACTOR pursuant to the provisions of the Local Government Prompt Payment Act (50 ILCS 505/1 *et seq.*) the amount(s) outlined in the accepted proposal of the printing and delivery of the senior newsletter.

TOTAL COST: an amount not to exceed quoted amounts based on the proposal submitted January 15, 2021.

SECTION 3: ASSIGNMENT: CONTRACTOR shall not assign the duties and obligations involved in the performance of the WORK which is the subject matter of this Contract without the 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 February 2022 Senior Guide or February 1, 2022, with an option to renew for two additional one year terms at the VILLAGE'S discretion. 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 CONTRACTOR shall indemnify, defend and hold harmless the VILLAGE, its trustees, officers, officials, 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 CONTRACTOR, 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 CONTRACTOR, its officers, officials, 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, officials, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice. The CONTRACTOR 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 Contractor 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 Contractor 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.

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 Insurance Certificates provided by the CONTRACTOR in compliance with the CONTRACT DOCUMENTS.

SECTION 6: COMPLIANCE WITH LAWS: CONTRACTOR 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 follows: CONTRACTOR 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 CONTRACTOR and its subcontractors 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 CONTRACTOR shall maintain, and require that its subcontractors 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. CONTRACTOR and all subcontractors 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. CONTRACTOR and all subcontractors 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 CONTRACTOR 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 shall be considered received if it is delivered in person, sent by registered United States mail, return receipt requested, delivered by messenger or mail service with a signed receipt, sent by facsimile or e-mail with an acknowledgment of receipt, to the following:

To the VILLAGE:

Nicole Merced, Purchasing Coordinator
Village of Orland Park
14700 South Ravinia Avenue

Orland Park, Illinois 60462

Telephone: 708-403-6195

Facsimile: 708-403-9212

e-mail: nmerced@orlandpark.org

To the CONTRACTOR:

Mr. Brian May

One Step, Inc.

4201 166th Street

Oak Forest, IL 60452

Telephone: 708-396-1010

Facsimile:

e-mail: Markm@print1step.com

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.

SECTION 8: 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 CONTRACTOR'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 CONTRACTOR shall replace any incompetent, abusive or disorderly person in its employ.

SECTION 9: PAYMENTS TO OTHER PARTIES: The CONTRACTOR 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 10: COMPLIANCE: CONTRACTOR 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 11: 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 12: LAW AND VENUE: The laws of the State of Illinois shall govern this Contract and venue for legal disputes shall be Cook County, Illinois.

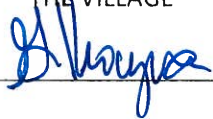
SECTION 13: MODIFICATION: This Contract may be modified only by a written amendment signed by both PARTIES.

SECTION 14: 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: George Koczwara

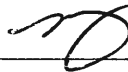
Its: Village Manager

Date: _____

2-9-21

FOR: THE CONTRACTOR

By: _____



Print Name: _____

Brian May

Its: _____

V. P.

Date: _____

2/5/2021

PROPOSAL SUMMARY SHEET
RFP # 21-002
Village of Orland Park Senior Newsletter

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

Organization Name: ONE STEP, INC.

Street Address: 4201 WEST 166TH STREET

City, State, Zip: BAK FOREST, IL 60452

Contact Name: MARK MARCEK

Phone: 708-396-1010 EX 218 Fax: _____

E-Mail address: MARKM@PRINT1STEP.COM

Signature of Authorized Signee: 

Title: VP

Date: 1/15/21

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

Price Proposal
RFP #21-002
Orland Park Senior Newsletter

Each edition will require approximately 10,000 copies to be printed. Please list prices based on the stated specifications for **10,000 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 10.625 with saddle stitch bindery.

COVER— 4-page cover

Stock: 80# Gloss cover—coated stock

Color: 4/4, full bleed

BODY

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

Color: 4/4, full bleed

	Cost per Edition		
	Year 1 Feb 2021 thru Dec 2021	Year 2 Feb 2022 thru Dec 2022	Year 3 Feb 2023 thru Dec 2023
32-page body plus cover	\$ <u>7,900</u>	\$ <u>7,900</u>	\$ <u>7,900</u>
Price per additional 1,000 guides	\$ <u>560</u>	\$ <u>560</u>	\$ <u>560</u>
36-page body plus cover	\$ <u>8,725</u>	\$ <u>8,725</u>	\$ <u>8,725</u>
Price per additional 1,000 guides	\$ <u>692</u>	\$ <u>692</u>	\$ <u>692</u>
40-page body plus cover	\$ <u>9,285</u>	\$ <u>9,285</u>	\$ <u>9,285</u>
Price per additional 1,000 guides	\$ <u>740</u>	\$ <u>740</u>	\$ <u>740</u>
44-page body plus cover	\$ <u>9,895</u>	\$ <u>9,895</u>	\$ <u>9,895</u>
Price per additional 1,000 guides	\$ <u>800</u>	\$ <u>800</u>	\$ <u>800</u>
48-page body plus cover	\$ <u>10,495</u>	\$ <u>10,495</u>	\$ <u>10,495</u>
Price per additional 1,000 guides	\$ <u>870</u>	\$ <u>870</u>	\$ <u>870</u>
52-page body plus cover	\$ <u>11,335</u>	\$ <u>11,335</u>	\$ <u>11,335</u>
Price per additional 1,000 guides	\$ <u>925</u>	\$ <u>925</u>	\$ <u>925</u>
56-page body plus cover	\$ <u>11,955</u>	\$ <u>11,955</u>	\$ <u>11,955</u>
Price per additional 1,000 guides	\$ <u>970</u>	\$ <u>970</u>	\$ <u>970</u>

Company Name:

ONE STEP, INC.

 ORLAND PARK
CERTIFICATE OF COMPLIANCE

The undersigned BRAN MAY, as VP
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of ONE STEP, 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.#: 36-4105474
(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 ILLINOIS 1995
(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: (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 Certificate 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 Certificate 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

BRIAN MAY

Name of Authorized Officer

VP

Title

1/15/21

Date

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

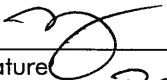
EXCESS MUST COVER: General Liability, Automobile Liability, Workers Compensation

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, 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 15 DAY OF JANUARY, 2021

Signature


BRIAN MAY

Printed Name & Title

Authorized to execute agreements for:

ONE STEP INC

Name of Company



ONESTEP-01

CROLLAND

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/5/2021

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 have ADDITIONAL INSURED provisions or 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 Nelson Brothers Schroder Insurance Inc DBA Nelson Brothers Agency 940 Lincoln Rd Bettendorf, IA 52722	CONTACT NAME:	
	PHONE (A/C, No, Ext): (563) 323-9233	FAX (A/C, No): (563) 323-9221
INSURED One Step Printing Doug May 806 W 4TH ST Davenport, IA 52802	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: West Bend Mutual Insurance Co.	NAIC # 15350
	INSURER B: Markel/First Comp	
	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:			1705933	12/16/2020	12/16/2021	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
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			1705933	12/16/2020	12/16/2021	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 \$			1705933	12/16/2020	12/16/2021	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	MWC0139424-03	12/16/2020	12/16/2021	☒ 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)

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

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. One Step, Inc.	
2 Business name/disregarded entity name, if different from above N/A	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 806 W 4th St	Requester's name and address (optional)
6 City, state, and ZIP code Davenport, IA 52802	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

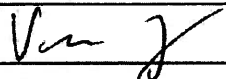
Social security number								
			-					
or								
Employer identification number								
3	6		-	4	1	0	5	4 7 4

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► 	Date ► 2/1/2021
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

REFERENCES

ORGANIZATION

CITY OF OAK FOREST

ADDRESS

15440 CENTRAL AVENUE

CITY, STATE, ZIP

OAK FOREST, IL 60452

PHONE NUMBER

708-687-4050 EXT 1043

CONTACT PERSON

SUSAN GRISWOLD

DATE OF PROJECT

10-26-2020

ORGANIZATION

ALSAC/ST. JUDE CHILDREN'S RESEARCH HOSPITAL

ADDRESS

5501 N. CUMBERLAND

CITY, STATE, ZIP

CHICAGO, IL 60656

PHONE NUMBER

773-313-4308

CONTACT PERSON

LINDSAY MATA - STEGMAN

DATE OF PROJECT

11-23-2020

ORGANIZATION

DOLTON WEST SCHOOL DIST 148

ADDRESS

114 WEST 144th STREET

CITY, STATE, ZIP

RIVERDALE, IL 60827

PHONE NUMBER

708-841-2290

CONTACT PERSON

LILLY CHAPMAN

DATE OF PROJECT

01-13-2021

Proposer's Name & Title:

MARK MARGEK - SALES MANAGER

Signature and Date:

Mark Margek 01-14-2021



ORLAND PARK

ADDENDUM NO. 1

Village of Orland Park Senior Newsletter
RFP # 21-002

Date: January 8, 2021
To: All Potential Bidders
From: Village of Orland Park
RE: Responses to Questions Received

This Addendum No. 1 is being issued to provide responses to questions submitted for the above mentioned Project. All other provisions and requirements of the RFP shall remain in effect. **All addenda must be acknowledged by signing the Addendum and including it with your submittal.** Failure to include a signed formal Addendum with your submittal may deem the submittal non-responsive; provided, however, that the Village may waive this requirement if in its best interest.

The following are the Village's responses to questions submitted for this RFP:

1. Can you provide the approximate number of the 10,000 newsletters that will be mailed?

Village Response: Just under 9,000 will need to be addressed and mailed directly.

The question and answer period for this RFP is closed. The RFP submission deadline remains Friday, January 15, 2021 not later than 11:00 A.M.

Proposers are required to acknowledge receipt of any formal Addendum by signing the Addendum and including it with the proposal submission.

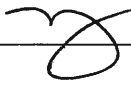
Addendum No. 1, dated January 8, 2021

RFP #21-002

I read and hereby acknowledge this addendum as of the date shown below.

Business Name: ONE STEP INC

Name of Authorized Signee: BRIAN MAY

Signature of Authorized Signee: 

Title: V.P. Date: 1/15/21



ORLAND PARK

RFP #21-002

Village of Orland Park Senior Newsletter

ORLAND PARK SENIOR NEWSLETTER

PROJECT DETAILS

The Village is requesting proposals for the printing, saddle stitching, skid stack, and delivery of Orland Park Senior Newsletter produced bimonthly (February, April, June, August, October and December). Every registered senior's home within the corporate limits of Orland Park will receive the newsletter six times annually according to the outlined time schedule in this RFP. This Project begins with the February 2021 edition of the newsletter and ends with the December 2021 guide (with the option to renew for years 2022 and 2023).

PRINTING AND ESTIMATED QUANTITY

The completed saddle stitched Orland Park Senior Newsletter is 8.125 x 10.625. The quantity to be printed is approximately 10,000 guides, six (6) times annually for a total of approximately 60,000 newsletters. Proposals should include price per edition, plus price for each additional 1,000 guides. 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 successful Proposer.

A copy of a previously issued newsletter is available on our website or upon request:

Senior Newsletter Dec 2020

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 will be delivered from the printer to the Village's Communications & Marketing Dept. via email according to the time schedule provided. Proposers 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 successful Proposer shall deliver a specified number of the address labeled, 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, Communications & Marketing Department, 14700 S. Ravinia Avenue, Orland Park, Illinois 60462.





4201 West 166th Street, Oak Forest, IL 60452
708-396-1010

Background

One Step, Inc., 4201 W 166th St., Oak Forest, IL 60452

Website: www.print1step.com

Mark Marcek, Office: 708-396-1010 ext. 218, Fax: 708-396-1031

Owners: Doug May, Brian May

Been in business since 1996 (24 years)

Incorporated. 2 locations. Oak Forest, IL, Davenport IA

Sales Revenue 2017: \$8.1 Mil

Sales Revenue 2018: \$10.6 Mil

Sales Revenue 2019: \$14.1 Mil

Sales Revenue 2020 YTD: \$8.5 Mil

Employees: 40

Concurrent orders average, previous 5 years: 66 orders per day, 1452 monthly, 17,424 annually.

Subcontract specialty projects on an as needed basis. Typical subcontracted orders include:

Custom size envelope conversion, special glue stripes, other non-conventional processes.

References

City of Oak Forest

15440 Central Avenue
Oak Forest, IL 60452
708.687.4050 Ext 1043
Susan Griswold

Dolton West School District 148

Lilly Chapman
Phone: (708) 841-2290
chapmanl@district148.net
114 W 144th St
Riverdale, IL 60827-2703

Plainfield Community Consolidated School District 202

Sue Peterson, Administrative Assistant for Business and Operations
P-815-577-4056
F-815-254-0590
speterson@psd202.org
15732 Howard Street
Plainfield, IL 60544

Naperville School District 203

Brian Doyle
Phone: 630.420.6411
bdoyle@naperville203.org
710 W 5th Ave
Naperville, IL 60563

Kankakee School District 111

Kathy Hunger
P- (815) 802-4100
kathy-hunger@ksd111.org
240 Warren Ave
Kankakee, IL 60901-4319

ALSAC/St. Jude Children's Research Hospital

Lindsay Mata-Stegman
Phone: (773) 313-4308
Lindsay.Mata-Stegman@stjude.org
5501 N. Cumberland
Suite 101
Chicago, IL 60656

Other reference information

Recently One Step, Inc. helped rebrand the Dolton West School District 148. Our graphic artist (Michelle Ojermark, who is the lead designer for Frankfort School District) created new mascot logos for 4 of the 7 schools, which were then printed & installed as 4 ft. wall graphics. Each school logo, K through 8, surrounds the main conference area on the walls in the district office. The new District 148 logo was installed in the lobby, on the outer glass entrance door, and conference room window. We also created a "Board of Education" tribute wall, complete with photographs of each member. Inspirational messages will be installed in the hallways during Q1 of 2021. We also replaced the vehicle graphics on their fleet of vehicles, and presented each school with logo mats for their main entrances. New branded tee shirts were given to district employees, and each school received branded face masks for each student and employee with the corresponding school's colors and new logos. Our print production team reprinted all of their office materials and business cards, and provided the annual wall calendar/student handbook, as well as desktop calendar pads for all district employees and individual school administrators. Last year's graduates were presented lawn signs, and various promotional items (such as branded stress relief baseballs) were handed out to the students.

One Step, Inc. has relationships with a vast array of private schools, Catholic schools, educational organizations, colleges and universities and villages. Some of these include; City of Oak Forest ,Village of Orland Park, Matteson Parks & Recreation, Village of Bourbonnais, University of Chicago, Pritzker School of Medicine, Olivet, Joliet Junior College, The College Board, NPN360, Chicago State, Clemson, Kaplan University, Lewis University, Northern Illinois, St. Xavier, Michigan State, and local high schools including Tinley Park, Shepard, Urban Prep Charter Academy, Providence, Kensington Schools, St. Viator, St. Catherine, Argo Community HS, Richards HS, Bremen, Eisenhower HS, and many more.