



ORLAND PARK

RFP #24-055

Village of Orland Park Recreation & Parks Program Guide Printing

PROJECT DETAILS

Scope of Work

Recreation Program Guide Printing and Distribution

The Village is requesting proposals for the printing, saddle stitching, skid stack, and delivery of the Recreation Program Guides for three (3) seasonal guides each year; Summer, Fall and Winter/Spring. Every home within the corporate limits of Orland Park will receive the Recreation Program Guide three times annually according to the outlined time schedule in this RFP. This project begins with the Summer 2025 guide and ends with the Winter/Spring 2028 guide, with the option to extend for 2 additional years (2028 and 2029) at the Village’s Discretion.

PRINTING AND ESTIMATED QUANTITY

The completed bound guide trim size is 8.125” x 10.58”. The quantity to be printed is approximately 28,000 guides, three times annually for a total of approximately 84,000 program guides. 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 guide is available on our website Orlandpark.org.

PICK UP AND DELIVERY SCHEDULE

Program guide information is formatted with InDesign and shall be sent to the printer thru file transfer protocol (FTP). A proof copy in book form will be delivered from the printer to the Village’s Recreation Administration Office located at 14600 S. Ravinia Avenue, Orland Park, Illinois 60462 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 following schedule for 2025 (2026 through 2028, along with optional years 2029 and 2030 schedules will have similar timeframes).

SCHEDULE	Summer 2025	Fall 2025	Winter/Spring 2026
Proof and file sent to Printer	3/25/2025	7/01/2025	10/15/2025
1 st proof delivered to Recreation Administration Office by Printer	3/31/2025	7/7/2025	10/20/2025
Final Proof/Changes back to printer (with Notice to Proceed with printing authorized by Recreation Administration Office).	4/2/2025	7/9/2025	10/22/2025
Guides delivered to Orland Park Post Office & Orland Park Sportsplex by Printer	4/17/2025	7/24/2025	11/6/2025



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The successful Proposer shall deliver a specified number of the printed and skid loaded guides to the Orland Park Post Office, 9500 W 144th Place, Orland Park, Illinois in one delivery, and the remaining copies are to be delivered to the Orland Park Sportsplex, 11351 W. 159th Street, Orland Park, Illinois 60467. **Please note if your proposal includes estimated shipping costs.**

TIMELINE & PENALTIES

The successful Proposer must meet the Project schedule outlined in this RFP. Please specify the length of time you will require from receiving files through FTP to printing the first program guide proof if different than the time frame listed above. The Proposer understands and agrees that time is of the essence in the delivery of printed guides due to program registration deadlines. Should any order not be delivered in the time frame contained in this RFP, the Village retains the right to cancel the order and obtain the publications from another printer.

If the Village has given the successful Proposer sufficient time based upon the contract terms to meet these deadlines, and should the contracted printer be negligent and not meet these deadlines and the Village must incur additional expenses to ensure that the compliance with these deadlines are met, the successful Proposer may be liable for consequential damages resulting directly from their negligent acts.

The successful Proposer will be responsible for high quality workmanship on all parts of the Project. Where workmanship of any job or portion thereof is not acceptable to the Village of Orland Park, it shall be replaced at the Proposer's expense.

It is expressly understood and agreed to by both Parties that in no event shall the total amount to be paid by the Village for the complete and satisfactory performance of services, exceed the proposed amount. Said price shall be the total compensation for Consultant's performance hereunder including, but not limited to, all work, deliverables, materials, supplies, equipment, sub-Consultant's fees, and all reimbursable travel and miscellaneous or incidental expenses to be incurred by Consultant. In the event the Consultant incurs cost in excess of the sum authorized for service, the Consultant shall pay such excess from its own funds, and the Village shall not be required to pay any part of such excess, and the Consultant shall have no claim against the Village on account thereof. For the avoidance of doubt, in no event shall Consultant be entitled to receive more than the proposed amount and this amount includes all costs incurred by Consultant in connection with the work and services authorized hereby, including, but not limited to: (i) any known or unknown and/or unexpected condition(s); (ii) any and all unforeseen difficulties; (iii) any unanticipated rises in the cost of labor, materials or equipment, changes in market or negotiating conditions, and errors or omissions made by others; (iv) the character of the work and/or services to be performed; and (v) any overrun in the time or cost necessary for the Consultant to complete the work due to any causes, within or beyond its control. Under no circumstances shall the Village be liable for any additional charges if Consultant's actual costs and reimbursable expenses for such work, service or deliverable exceed the proposed amount. Accordingly, Consultant represents, warrants and covenants to the Village that it will not, nor will Consultant have anyone on its behalf, attempt to collect an amount in excess of the proposed amount agreed to by the Consultant.