

PROPOSAL SUMMARY SHEET

RFP #24-055

Village of Orland Park Recreation & Parks Program Guide Printing

Business Name: Indiana Printing and Publishing Company, Inc.

Street Address: 775 Indian Springs Road

City, State, Zip: Indiana, PA 15701

Contact Name: Michael J. Donnelly

Title: President and Publisher

Phone: 724-349-3434

Fax: 724-717-2321

E-Mail address: MDonnelly@gazetteprinters.com

Price Proposal

All three (3) editions may be awarded based upon any one of the following "per edition" specifications: Each edition will require approximately 28,000 copies to be printed. Please list prices based on the stated specifications for 28,000 "per edition" copies of the guide unless otherwise stated. **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

BODY

- Stock: 40# white offset/80-bright minimum
- Color: 4/4, full bleed

	Year 1 Summer 2025 thru Winter/Spring 2026	Year 2 Summer 2026 thru Winter/Spring 2027	Year 3 Summer 2027 thru Winter/Spring 2028	Year 4 (Optional) Summer 2028 thru Winter/ Spring 2029	Year 5 (Optional) Summer 2029 thru Winter/ Spring 2030
112 page body plus 4 page cover:	\$18,392.00	\$19,035.00	\$19,701.00	\$20,391.00	\$21,104.00
120 page body plus 4 page cover	\$19,104.00	\$19,772.00	\$20,464.00	\$21,181.00	\$21,922.00
Does bid include estimated shipping costs (Y/N)? If No, please include estimated shipping cost.	Included	Included	Included	Included	Included

AUTHORIZATION & SIGNATURE

Name of Authorized Signee: Michael J. Donnelly

Signature of Authorized Signee: 

Title: President and Publisher Date: 09/26/2024

 ORLAND PARK
CERTIFICATE OF COMPLIANCE

The undersigned Michael J. Donnelly, as President and Publisher
(Enter Name of Person Making Certification) (Enter Title of Person Making Certification)

and on behalf of Indiana Printing and Publishing Company, 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.#: 25-0567290
(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 Pennsylvania 02/24/1892
(State of Incorporation) (Date of Incorporation)

2) STATUS OF OWNERSHIP

Illinois Public Act 102-0265, approved August 2021, requires the Village of Orland Park to collect "Status of Ownership" information. This information is collected for reporting purposes only. Please check the following that applies to the ownership of your business and include any certifications for the categories checked with the proposal. Business ownership categories are as defined in the Business Enterprise for Minorities, Women, and Persons with Disabilities Act, 30 ILCS 575/0.01 *et seq.*

Minority-Owned ☐	Small Business ☐ (<u>SBA standards</u>)
Women-Owned ☐	Prefer not to disclose ☐
Veteran-Owned ☐	Not Applicable ☒
Disabled-Owned ☐	

How are you certifying? Certificates Attached ☐ Self-Certifying ☐

STATUS OF OWNERSHIP FOR SUBCONTRACTORS

This information is collected for reporting purposes only. Please check the following that applies to the ownership of subcontractors.

Minority-Owned ☐	Small Business ☐ (<u>SBA standards</u>)
Women-Owned ☐	Prefer not to disclose ☐
Veteran-Owned ☐	Not Applicable ☒
Disabled-Owned ☐	

3) 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.

4) SEXUAL HARASSMENT 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."

5) 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.

6) **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.

7) **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

Michael J. Donnelly

Name of Authorized Officer

President and Publisher

Title

09/26/2024

Date

REFERENCES

Provide three (3) references for which your organization has performed similar work.

Bidder's Name: Indiana Printing and Publishing Company, Inc.
(Enter Name of Business Organization)

1. ORGANIZATION Monmouth County Park System
ADDRESS 805 Newman Springs Road Lincroft, NJ 07738
PHONE NUMBER 732-842-4000 x4321
CONTACT PERSON Amanda Tanay
YEAR OF PROJECT 2016-Present
2. ORGANIZATION City of Southfield Parks and Recreation
ADDRESS 26000 Evergreen Road Southfield, MI 48037
PHONE NUMBER 248-796-4614
CONTACT PERSON Stephanie Kaiser
YEAR OF PROJECT 2019-Present
3. ORGANIZATION Fauquier County Parks & Recreation
ADDRESS 4133-A Rectorstown Road Marshall, VA 20115
PHONE NUMBER 540-422-8553
CONTACT PERSON Jeanne Brunk
YEAR OF PROJECT 2018 to Present



ORLAND PARK

INSURANCE REQUIREMENTS

Please sign and provide a policy Specimen Certificate of Insurance showing current coverages.

If awarded the contract, all Required Policy Endorsements noted in the left column in **red bold type** *MUST* be provided.

Standard Insurance Requirements	Please provide the following coverage if box is checked.
<u>WORKERS' COMPENSATION & EMPLOYER LIABILITY</u> Full Statutory Limits - Employers Liability \$500,000 – Each Accident \$500,000 – Each Employee \$500,000 – Policy Limit Waiver of Subrogation in favor of the Village of Orland Park	<u>LIABILITY UMBRELLA</u> (Follow Form Policy) ☐ \$1,000,000 – Each Occurrence \$1,000,000 – Aggregate ☐ \$2,000,000 – Each Occurrence \$2,000,000 – Aggregate ☐ Other: _____ EXCESS MUST COVER: General Liability, Automobile Liability, Employers' Liability
<u>AUTOMOBILE LIABILITY</u> (ISO Form CA 0001) \$1,000,000 – Combined Single Limit Per Occurrence Bodily Injury & Property Damage. Applicable for All Company Vehicles.	<u>PROFESSIONAL LIABILITY</u> ☐ \$1,000,000 Limit – Claims Made Form, Indicate Retroactive Date ☐ \$2,000,000 Limit – Claims Made Form, Indicate Retroactive Date ☐ Other: _____ Deductible not-to-exceed \$50,000 without prior written approval
<u>GENERAL LIABILITY</u> (Occurrence basis) (ISO Form CG 0001) \$1,000,000 – Combined Single Limit Per Occurrence Bodily Injury & Property Damage \$2,000,000 – General Aggregate Limit \$1,000,000 – Personal & Advertising Injury \$2,000,000 – Products/Completed Operations Aggregate	☐ <u>BUILDERS RISK</u> Completed Property Full Replacement Cost Limits – Structures under construction
<u>ADDITIONAL INSURED ENDORSEMENTS:</u> (Not applicable for Goods Only Purchases) • ISO CG 20 10 or CG 20 26 (or Equivalent) Commercial General Liability Coverage • CG 20 01 Primary & Non-Contributory (or Equivalent) The Village must be named as the Primary Non-Contributory which makes the Village a priority and collects off the policy prior to any other claimants. • Blanket General Liability Waiver of Subrogation - Village of Orland Park A provision that prohibits an insurer from pursuing a third party to recover damages for covered losses.	☐ <u>ENVIRONMENTAL IMPAIRMENT/POLLUTION LIABILITY</u> \$1,000,000 Limit for bodily injury, property damage and remediation costs resulting from a pollution incident at, on or mitigating beyond the job site
	☐ <u>CYBER LIABILITY</u> \$1,000,000 Limit per Data Breach for liability, notification, response, credit monitoring service costs, and software/property damage
	☐ <u>CG 20 37 ADDITIONAL INSURED</u> – Completed Operations (Provide only if box is checked)

Any insurance policies providing the coverages required of the Consultant, excluding Professional Liability, shall be specifically endorsed to identify "The Village of Orland Park, and their respective officers, trustees, directors, officials, employees, volunteers 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." The required additional Insured coverage shall be provided on the Insurance Service Office (ISO) CG 20 10 or CG 20 26 endorsements or an endorsement at least as broad as the above noted endorsements as determined by the Village of Orland Park. Any Village of Orland Park insurance coverage shall be deemed to be on an excess or contingent basis as confirmed by the required (ISO) CG 20 01 Additional Insured Primary & Non- Contributory Endorsement. The policies shall also contain a Waiver of Subrogation in favor of the Additional Insureds in regard to General Liability and Workers' Compensation coverage. 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. Each insurance policy required shall have the Village of Orland Park expressly endorsed onto the policy as a Cancellation Notice Recipient. Should any of the policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions. Permitting the contractor, or any subcontractor, to proceed with any work prior to our receipt of the foregoing certificate and endorsements shall not be a waiver of the contractor's obligation to provide all the above insurance.

Consultant agrees that prior to any commencement of work to furnish evidence of Insurance coverage providing for at minimum the coverages, endorsements 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 contractor.

ACCEPTED & AGREED THIS 26th DAY OF September, 2024



Signature

Authorized to execute agreements for:

Michael J. Donnelly, President and
Printed Name & Title Publisher

Indiana Printing and Publishing
Name of Company Company, Inc.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/04/2024

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	CONTACT NAME: Gretchen Pish, CISR
Reschini Agency, Inc.	PHONE (A/C, No, Ext): (724) 349-1300
922 Philadelphia Street	FAX (A/C, No): (724) 349-1446
P.O. Box 449	E-MAIL ADDRESS: gpish@reschini.com
Indiana PA 15701	INSURER(S) AFFORDING COVERAGE
	INSURER A: Acuity A Mutual Insurance Company
	INSURER B: Clear Spring Casualty Insurance Co.
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 24-25 GL BA UMB WC 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:			ZL7049	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMP/OP AGG \$ 3,000,000 \$
A	☒ AUTOMOBILE LIABILITY ☒ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY			ZL7049	01/01/2024	01/01/2025	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 \$			ZL7049	01/01/2024	01/01/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
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 Y	N/A	WCA07894103	01/01/2024	01/01/2025	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Printers Errors & Omissions Liability			ZL7049	01/01/2024	01/01/2025	Each Wrongful Act Limit \$1,000,000 Annual Aggregate Limit \$2,000,000

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, officials, employees, volunteers and agents are Additional Insureds on a primary/non-contributory basis regarding General Liability and Auto Liability with respect to liability caused by the Named Insured when required in a written contract or written agreement executed prior to loss. Waiver of Subrogation applies to General Liability and Workers Compensation in favor of The Village of Orland Park. Notice of Cancellation applies.

CERTIFICATE HOLDER

The Village of Orland Park
14700 S. Ravinia Ave
Orland Park IL 60462

CANCELLATION

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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INDIANA PRINTING & PUBLISHING CO.

Profile

Indiana Printing and Publishing Company, Inc. is a 3rd generation family owned business that was incorporated on July 2, 1890. IPP is nestled in beautiful Western Pennsylvania. Being a family owned business each customer receives personalized attention from design to delivery. We have over 60 employees with an average of 11 years of experience per person! With our vast knowledge and 130 years of experience we pride ourselves in the excellence we deliver to you. We are capable of providing end-to-end services from design to mailing for small or large jobs. Our list of clients range from states, cities, park districts, colleges and universities, corporations, to individuals and we had an estimated revenue of \$12.5 million. We specialize in brochures, class schedules, calendars, catalogs, maps, fliers, posters, letterhead, and business cards. We are open for business 359 days a year. We are closed for the holidays listed below:

New Year's Day	Labor Day
Memorial Day	Thanksgiving Day
Fourth of July	Christmas Day

Subcontractors/Utilization Plan

While our location is remote and not close to a large city, we have refined our printing and shipping process to allow us to remain competitive in pricing. We do not use subcontractors as that process would be very expensive due to our location. This would remove us from the bidding process and being able to give our customers competitive pricing.

Qualifications

With 35 years in the business, you will receive personal attention from the President Mike Donnelly. Our dedicated employees pride themselves on helping to deliver a quality product. The key employees that will be working on your product are:

Operations Manager, Mike Krivonick – 22 years of industry experience
Lead Pressman, Mark Riva – 34 years of industry experience
Distribution Manager, Brad Weisbarth – 1 year of industry experience
Mailing Services, Dave Lockard – 9 years of industry experience
Production Supervisor, Dan Yasick – 9 years of industry experience
Typesetting and Design, Beth Wood – 34 years of industry experience
Controller, Lex Winkelman – 2 year of industry experience
Executive Assistant, Jennifer Williams – 10 years of industry experience

INDIANA PRINTING & PUBLISHING CO.

Services

Pre-press Services	Printing Services	Mailing & Fulfilment Services
Kodak Prinergy PDF workflow	Sheetfed – Five color printing up to 28" x 40"	USPS ® certified software – Full service Intelligent Mail barcode mailing capability
PDF fill submission to our secure FTP server	Digital – 13" x 27"	
Graphic design and typesetting	Web – Cold printing	NCOA and CASS certification
Electronic PDF and hard copy color proofs		Variable data mailing capabilities
Kodak thermal computer-to-plate technology on all web and 40" presses		

Equipment

Printing Equipment	Bindery
Harris VD15 12 unit web press with inline gluing and trimming Goss Urbanite 11 unit web press	Mueller, Bravo-T 6-pocket saddle stitcher/trimmer with cover feeder
Heidelberg CD 102-5+LX	Senator 62" automated cutter
Heidelberg Sorz 102 2 unit 40" sheet fed press	Challenger 61" cutter
Heidelberg Kord 64 1 unit 25" press (2)	Baum folder 20 x 26 with right angle fold
Ricoh 9110 Digital press	Multilith 9 pocket collator / stitcher
	MBO 4/8/16/32 Page Folder

As you can see Indiana Printing and Publishing Company, Inc. is more than qualified to produce and deliver your product at the high quality and excellence that you expect.

Please feel free to contact me if you need any further clarification.

Mike Donnelly
President
724-349-3434
mdonnelly@gazetteprinters.com
775 Indian Springs Road
Indiana, PA 15701