

# ORLAND PARK

## REQUEST FOR PROPOSALS #17-003

Village of Orland Park Periodicals

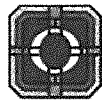
ISSUED

January 10, 2017

SUBMISSION DEADLINE

January 27, 2017  
11:00 A.M.

Office of the Village Clerk  
John C. Mehalek, Village Clerk  
14700 South Ravinia Avenue  
Orland Park, Illinois 60462



# ORLAND PARK

## ADDENDUM NO. 1

RFP #17-003  
Orland Park Periodicals

Date: Friday, January 20, 2017  
To: All Potential Proposers  
From: Village of Orland Park  
RE: Modification to Scope of Work and Responses to Questions Received

This Addendum No. 1 is being issued to modify the scope of work on the Recreation Program Guide and 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.

With the addition of the Orland Park Health and Fitness Center to the Village, the Recreation Program Guide will require additional pages. Please replace pages 19-21 of the RFP with the revised pages 19-A, 19-B, 20-A, 20-B and 21-A included with this addendum.

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

1. Can I please get the previous bid results?

Village Response: Previously each publication was BID/RFP separately. This is the first year we are combining the bid. Attached are the previous bid results for the Orland Park Public and the Recreation Guide. The Senior Guide has never been bid.

The question and answer period for this bid is closed. **The RFP submission deadline remains Friday, January 27, 2017 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 RFP submission.

Addendum No. 1, dated Friday, January 20, 2017  
RFP #17-003

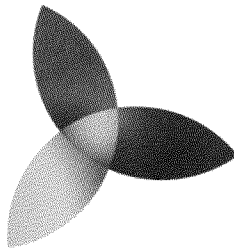
I read and hereby acknowledge this addendum as of the date shown below.

Business Name: PERSONALIZED PRINTING & MAILING, Inc

Name of Authorized Signee: GRAYSON J. HAUSER

Signature of Authorized Signee: Grayson J. Hauser

Title: PRINCIPAL Date: 1-26-17



## Technical Proposal

### Experience and Operating History

**Personalized Printing & Mailing, Inc.** Since 2004, PPM has been a leading direct mail and commercial print distributor, providing sales representation and contract management to 15 plants in the Chicago and Minneapolis markets. In that role, PPM serves state government contracts (see sample), Fortune 500 companies and smaller mailers. See: [www.personalizedpm.com](http://www.personalizedpm.com)

**American Litho.** As the 43<sup>rd</sup> largest printer in America with annual sales over \$106 million, American Litho is well qualified to provide the formats, quantities and customer service required by Orland Park. Begun in 1994, American Litho is based in Carol Stream, IL, which will allow for prompt product delivery and responsive customer service to Orland Park. We employ over 520 full time staff. See: [www.alitho.com](http://www.alitho.com).

### Qualifications, Sample Guide and Proposed Fee

Direct contact and support for this contract will be provided at two levels, available to the Village at your discretion:

Grady Hauser. Personalized Printing & Mailing bears account management responsibility. Contact: [ghauser@personalizedpm.com](mailto:ghauser@personalizedpm.com) 847-441-2955. Mr. Hauser has 34 years of print and direct mail production experience.

American Litho customer service rep.---to be assigned. A single CSR will stay with each job for the duration of the contract. 630-472-1700.

The samples provided are marked with details of the projects, in order to demonstrate our production abilities which far exceed the demands of this commercial print contract. Plant capabilities include web, sheetfed, digital, large format signage, complete pre-press and plate making, personalization/imaging, data programming, bindery, mailing and distribution/freight logistics. The proposal is offered in accordance with the "Proposed Fee" specifications.

PROPOSAL SUMMARY SHEET  
RFP # 17-003  
Village of Orland Park Periodicals

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

Organization Name: PERSONALIZED PRINTING & MAILING, INC

Street Address: ONE NORTHFIELD PLAZA

City, State, Zip: NORTHFIELD, IL 60093

Contact Name: GRAYDON J. HAUSER

Phone: 847-441-2955 Fax: —

E-Mail address: GHAUSER@PERSONALIZEDPM.COM

Signature of Authorized Signee: Graydon J. Hauser

Title: PRINCIPAL

Date: 1-25-17

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

SIGNATURE: Ann Porster

TITLE: Sales Manager AMERICAN LITHO / PRODUCTION PLANT

DATE: January 23, 2017

Price Proposal REVISED  
RFP #17-003  
Orland Park Recreation Program Guides

Each edition will require approximately 28,500 copies to be printed. Please list prices based on the stated specifications for 28,500 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 shall be 8.125" x 10.58" with SADDLE STITCH bindery.

OPTION 1

COVER— 6-page gatefold cover (back gate)

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

Color: 4/4, full bleed

4-PG CENTER SPREAD\* – Folded Size: 8.125" x 10.58"

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

Color: 4/4, full bleed

BODY

Stock: 50# white offset/92-bright minimum

Color: 4/4, full bleed

|                                     | Cost per Edition                                 |                                                  |                                                  |
|-------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
|                                     | Year 1<br>Summer 2017 thru<br>Winter/Spring 2018 | Year 2<br>Summer 2018 thru<br>Winter/Spring 2019 | Year 3<br>Summer 2019 thru<br>Winter/Spring 2020 |
| 84-page body, 4-page insert & cover | \$ 28,995 <sup>-</sup>                           | \$ 29,877 <sup>-</sup>                           | \$ 30,774 <sup>-</sup>                           |
| Price per additional 1,000 guides   | \$ 756 <sup>-</sup>                              | \$ 785 <sup>-</sup>                              | \$ 810 <sup>-</sup>                              |
| 92-page body, 4-page insert & cover | \$ 30,920 <sup>-</sup>                           | \$ 31,847 <sup>-</sup>                           | \$ 32,803 <sup>-</sup>                           |
| Price per additional 1,000 guides   | \$ 814 <sup>-</sup>                              | \$ 838 <sup>-</sup>                              | \$ 863 <sup>-</sup>                              |

**Company Name:**

PERSONALIZED PRINTING & MAILING INC.  
AMERICAN LITHO

\* The center 4 pages of the book are printed on a different stock.

Price Proposal REVISED  
RFP #17-003  
Orland Park Recreation Program Guides

Each edition will require approximately 28,500 copies to be printed. Please list prices based on the stated specifications for 28,500 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 shall be 8.125" x 10.58" with PERFECT bindery.

OPTION 1

COVER— 6-page gatefold cover (back gate)

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

Color: 4/4, full bleed

4-PG CENTER SPREAD\* – Folded Size: 8.125" x 10.58"

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

Color: 4/4, full bleed

BODY

Stock: 50# white offset/92-bright minimum

Color: 4/4, full bleed

|                                      | Cost per Edition                                 |                                                  |                                                  |
|--------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
|                                      | Year 1<br>Summer 2017 thru<br>Winter/Spring 2018 | Year 2<br>Summer 2018 thru<br>Winter/Spring 2019 | Year 3<br>Summer 2019 thru<br>Winter/Spring 2020 |
| 84-page body, 4-page insert & cover  | \$ 29,995 <sup>-</sup>                           | \$ 30,877 <sup>-</sup>                           | \$ 31,774 <sup>-</sup>                           |
| Price per additional 1,000 guides    | \$ 756 <sup>-</sup>                              | \$ 785 <sup>-</sup>                              | \$ 810 <sup>-</sup>                              |
| 92-page body, 4-page insert & cover  | \$ 31,920 <sup>-</sup>                           | \$ 32,847 <sup>-</sup>                           | \$ 33,803 <sup>-</sup>                           |
| Price per additional 1,000 guides    | \$ 814 <sup>-</sup>                              | \$ 838 <sup>-</sup>                              | \$ 863 <sup>-</sup>                              |
| 100-page body, 4-page insert & cover | \$ 33,700 <sup>-</sup>                           | \$ 34,640 <sup>-</sup>                           | \$ 35,621 <sup>-</sup>                           |
| Price per additional 1,000 guides    | \$ 840 <sup>-</sup>                              | \$ 870 <sup>-</sup>                              | \$ 892 <sup>-</sup>                              |
| 108-page body, 4-page insert & cover | \$ 35,500 <sup>-</sup>                           | \$ 36,420 <sup>-</sup>                           | \$ 37,410 <sup>-</sup>                           |
| Price per additional 1,000 guides    | \$ 860 <sup>-</sup>                              | \$ 890 <sup>-</sup>                              | \$ 908 <sup>-</sup>                              |

**Company Name:**

PERSONALIZED PRINTING & MAILING, INC.  
AMERICAN LITHO.

\* The center 4 pages of the book are printed on a different stock.

Price Proposal REVISED  
RFP #17-003  
Orland Park Recreation Program Guides

Each edition will require approximately 28,500 copies to be printed. Please list prices based on the stated specifications for **28,500 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 shall be 8.125" x 10.58" with SADDLE STITCH bindery.

OPTION 2

COVER— 6-page gatefold cover (back gate)

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

Color: 4/4, full bleed

8-PG CENTER SPREAD\* – Folded Size: 8.125" x 10.58"

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

Color: 4/4, full bleed

BODY

Stock: 50# white offset/92-bright minimum

Color: 4/4, full bleed

|                                     | Cost per Edition                       |                                        |                                        |
|-------------------------------------|----------------------------------------|----------------------------------------|----------------------------------------|
|                                     | Year 1                                 | Year 2                                 | Year 3                                 |
|                                     | Summer 2017 thru<br>Winter/Spring 2018 | Summer 2018 thru<br>Winter/Spring 2019 | Summer 2019 thru<br>Winter/Spring 2020 |
| 80-page body, 8-page insert & cover | \$ <u>29,322<sup>-</sup></u>           | \$ <u>30,201<sup>-</sup></u>           | \$ <u>31,107<sup>-</sup></u>           |
| Price per additional 1,000 guides   | \$ <u>1,764<sup>-</sup></u>            | \$ <u>1,794<sup>-</sup></u>            | \$ <u>1,818<sup>-</sup></u>            |
| 88-page body, 8-page insert & cover | \$ <u>30,990<sup>-</sup></u>           | \$ <u>31,940<sup>-</sup></u>           | \$ <u>32,890<sup>-</sup></u>           |
| Price per additional 1,000 guides   | \$ <u>815<sup>-</sup></u>              | \$ <u>840<sup>-</sup></u>              | \$ <u>865<sup>-</sup></u>              |

Company Name:

PERSONALIZED PRINTING & MAILING, Inc  
AMERICAN LITHO.

\* The center 8 pages of the book are printed on a different stock.

Price Proposal  
RFP #17-003  
Orland Park Recreation Program Guides

Each edition will require approximately 28,500 copies to be printed. Please list prices based on the stated specifications for **28,500 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 shall be 8.125" x 10.58" with PERFECT bindery.

**OPTION 2**

**COVER**— 6-page gatefold cover (back gate)

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

Color: 4/4, full bleed

**8-PG CENTER SPREAD\*** – Folded Size: 8.125" x 10.58"

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

Color: 4/4, full bleed

**BODY**

Stock: 50# white offset/92-bright minimum

Color: 4/4, full bleed

|                                      | Cost per Edition                                 |                                                  |                                                  |
|--------------------------------------|--------------------------------------------------|--------------------------------------------------|--------------------------------------------------|
|                                      | Year 1<br>Summer 2017 thru<br>Winter/Spring 2018 | Year 2<br>Summer 2018 thru<br>Winter/Spring 2019 | Year 3<br>Summer 2019 thru<br>Winter/Spring 2020 |
| 80-page body, 8-page insert & cover  | \$ <u>30,322<sup>-</sup></u>                     | \$ <u>31,201</u>                                 | \$ <u>32,107</u>                                 |
| Price per additional 1,000 guides    | \$ <u>764<sup>-</sup></u>                        | \$ <u>794</u>                                    | \$ <u>818</u>                                    |
| 88-page body, 8-page insert & cover  | \$ <u>31,990<sup>-</sup></u>                     | \$ <u>32,940<sup>-</sup></u>                     | \$ <u>33,890<sup>-</sup></u>                     |
| Price per additional 1,000 guides    | \$ <u>815<sup>-</sup></u>                        | \$ <u>840<sup>-</sup></u>                        | \$ <u>865<sup>-</sup></u>                        |
| 96-page body, 8-page insert & cover  | \$ <u>33,570</u>                                 | \$ <u>34,600<sup>-</sup></u>                     | \$ <u>35,620<sup>-</sup></u>                     |
| Price per additional 1,000 guides    | \$ <u>850<sup>-</sup></u>                        | \$ <u>872<sup>-</sup></u>                        | \$ <u>898<sup>-</sup></u>                        |
| 104-page body, 8-page insert & cover | \$ <u>35,105<sup>-</sup></u>                     | \$ <u>36,200<sup>-</sup></u>                     | \$ <u>37,240<sup>-</sup></u>                     |
| Price per additional 1,000 guides    | \$ <u>895<sup>-</sup></u>                        | \$ <u>920<sup>-</sup></u>                        | \$ <u>962<sup>-</sup></u>                        |

**Company Name:**

PERSONALIZED PRINTING & MAILING, Inc  
AMERICAN Litho.

\* The center 8 pages of the book are printed on a different stock.

Price Proposal  
RFP #17-003  
Orland Park Senior Program Guides

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.

NOTE: 2017 shall only have one edition (Summer/Fall 2017) printed; 2018 and 2019 shall have both editions printed.

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

8-PG CENTER SPREAD\* – Folded Size: 8.125" x 10.58"

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

Color: 4/4, full bleed

BODY

Stock: 50# white offset/92-bright minimum

Color: 4/4, full bleed

|                                     | Year 1<br>Summer/Fall 2017 | Cost per Edition<br>Year 2<br>Winter/Spring 2018<br>Summer/Fall 2018 | Year 3<br>Winter/Spring 2019<br>Summer/Fall 2019 |
|-------------------------------------|----------------------------|----------------------------------------------------------------------|--------------------------------------------------|
| 36-page body, 8-page insert & cover | \$ 9364 <sup>-</sup>       | \$ 9645 <sup>-</sup>                                                 | \$ 9935 <sup>-</sup>                             |
| Price per additional 1,000 guides   | \$ 702 <sup>-</sup>        | \$ 721 <sup>-</sup>                                                  | \$ 742 <sup>-</sup>                              |
| 40-page body, 8-page insert & cover | \$ 9799 <sup>-</sup>       | \$ 10,097 <sup>-</sup>                                               | \$ 10,400 <sup>-</sup>                           |
| Price per additional 1,000 guides   | \$ 736 <sup>-</sup>        | \$ 756 <sup>-</sup>                                                  | \$ 776 <sup>-</sup>                              |
| 44-page body, 8-page insert & cover | \$ 10,200 <sup>-</sup>     | \$ 10,521 <sup>-</sup>                                               | \$ 10,830 <sup>-</sup>                           |
| Price per additional 1,000 guides   | \$ 768 <sup>-</sup>        | \$ 789 <sup>-</sup>                                                  | \$ 799 <sup>-</sup>                              |
| 48-page body, 8-page insert & cover | \$ 10,605 <sup>-</sup>     | \$ 10,920 <sup>-</sup>                                               | \$ 11,280 <sup>-</sup>                           |
| Price per additional 1,000 guides   | \$ 794 <sup>-</sup>        | \$ 810 <sup>-</sup>                                                  | \$ 832 <sup>-</sup>                              |

**Company Name:**

PERSONALIZED PRINTING & MAILING, INC  
AMERICAN LITHO.

\* The center 8 pages of the book are printed on a different stock.

Price Proposal  
RFP #17-003  
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: 2017 shall only have three editions printed; 2018 and 2019 shall have 4 editions printed.

Finished book size will be 8.375" X 10.875" 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<br>May/June 2017 thru<br>Nov/Dec 2017 | Year 2<br>Feb/March 2018 thru<br>Nov/Dec 2018 | Year 3<br>Feb/March 2019 thru<br>Nov/Dec 2019 |
| 24-page body plus cover           | \$ 13,033 <sup>-</sup>                       | \$ 13,434 <sup>-</sup>                        | \$ 13,827 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1326 <sup>-</sup>                         | \$ 335 <sup>-</sup>                           | \$ 394 <sup>-</sup>                           |
| 28-page body plus cover           | \$ 15,998 <sup>-</sup>                       | \$ 16,533 <sup>-</sup>                        | \$ 17,029 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1378 <sup>-</sup>                         | \$ 407 <sup>-</sup>                           | \$ 417 <sup>-</sup>                           |
| 32-page body plus cover           | \$ 14,460 <sup>-</sup>                       | \$ 14,894 <sup>-</sup>                        | \$ 15,341 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1360 <sup>-</sup>                         | \$ 370 <sup>-</sup>                           | \$ 380 <sup>-</sup>                           |
| 36-page body plus cover           | \$ 17,370 <sup>-</sup>                       | \$ 17,891 <sup>-</sup>                        | \$ 18,907 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1434 <sup>-</sup>                         | \$ 445 <sup>-</sup>                           | \$ 456 <sup>-</sup>                           |
| 40-page body plus cover           | \$ 17,845 <sup>-</sup>                       | \$ 18,382 <sup>-</sup>                        | \$ 18,932 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1446 <sup>-</sup>                         | \$ 457 <sup>-</sup>                           | \$ 470 <sup>-</sup>                           |
| 44-page body plus cover           | \$ 20,975 <sup>-</sup>                       | \$ 21,605 <sup>-</sup>                        | \$ 22,253 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1524 <sup>-</sup>                         | \$ 538 <sup>-</sup>                           | \$ 552 <sup>-</sup>                           |
| 48-page body plus cover           | \$ 19,433 <sup>-</sup>                       | \$ 20,017 <sup>-</sup>                        | \$ 20,617 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1486 <sup>-</sup>                         | \$ 496 <sup>-</sup>                           | \$ 510 <sup>-</sup>                           |
| 52-page body plus cover           | \$ 22,400 <sup>-</sup>                       | \$ 23,073 <sup>-</sup>                        | \$ 23,765 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1560 <sup>-</sup>                         | \$ 577 <sup>-</sup>                           | \$ 593 <sup>-</sup>                           |
| 56-page body plus cover           | \$ 22,901 <sup>-</sup>                       | \$ 23,589 <sup>-</sup>                        | \$ 24,297 <sup>-</sup>                        |
| Price per additional 1,000 guides | \$ 1571 <sup>-</sup>                         | \$ 587 <sup>-</sup>                           | \$ 599 <sup>-</sup>                           |

Company Name:

PERSONALIZED PRINTING & MAILING, INC  
AMERICAN LITHO.

## AFFIDAVIT OF COMPLIANCE

The undersigned GRAYDON J. HAUSER, as PRINCIPAL  
(Enter Name of Person Making Affidavit) (Enter Title of Person Making Affidavit)

and on behalf of PERSONALIZED PRINTING & MAILING, 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. #: 05-0596278  
(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 JAN-1, 2004  
(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:

Graydon J. Hauser  
Signature of Authorized Officer

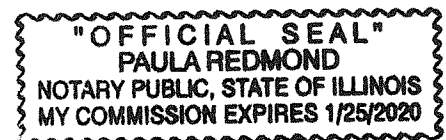
GRAYDON J. HAUSER  
Name of Authorized Officer

PRINCIPAL  
Title

1-25-17  
Date

Subscribed and Sworn To  
Before Me This 26<sup>th</sup> Day  
of January, 20 16.

Paula Redmond  
Notary Public Signature



( NOTARY SEAL)

## REFERENCES

ORGANIZATION

VERITIV

ADDRESS

850 N. ARLINGTON HEIGHTS RD

CITY, STATE, ZIP

ITASKA, IL 60143

PHONE NUMBER

708-380-4796

CONTACT PERSON

ROBERT LIEBICH

DATE OF PROJECT

ANNUAL - ONGOING

ORGANIZATION

USA DOCKFINISH

ADDRESS

207 BEAVER ST

CITY, STATE, ZIP

YORKVILLE, IL 60560

PHONE NUMBER

800-843-8154

CONTACT PERSON

JASON LAMBERT

DATE OF PROJECT

ANNUAL - ONGOING

ORGANIZATION

DEMAR DIRECT

ADDRESS

1133 N. RIDGE AVE

CITY, STATE, ZIP

LOMBARD, IL 60148

PHONE NUMBER

630-873-1014

CONTACT PERSON

MIKE MILLER

DATE OF PROJECT

ANNUAL - ONGOING

Proposer's Name & Title:

GRAYDON J. HAUSER - PRINCIPAL

Signature and Date:

Graydon J. Hauser 1-25-17

## 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 23 DAY OF January, 2017

Signature

ANN PORSTER SALES MGR  
Printed Name & Title

Authorized to execute agreements for:

American Litho Inc.  
Name of Company