

**INVITATION FOR BID**  
**JOHNSON COUNTY PARK AND RECREATION DISTRICT**  
**7904 RENNER ROAD, SHAWNEE, KANSAS 66219**  
**(913) 894-3323**

Sealed bids are invited for the following projects pursuant to the Bid Specifications listed below:

**PROJECT A – PRINTING, MAIL PREPARATION AND DELIVERY OF PROGRAM CATALOGS**

**PROJECT B – PRINTING AND DELIVERY OF ANNUAL REPORT AND INSERTION IN A SINGLE ISSUE OF THE PROGRAM CATALOG**

**Bids must be submitted on accompanying Bid Form and received at the JCPRD Administration Building, 7904 Renner Road, Shawnee, Kansas 66219, at or before 3:00 p.m., Thursday, September 3, 2009. Bids will be read publicly at that same time and place, but no decisions on the award of the bid will be made at that time. The bids, along with staff recommendations, will be presented to the Board of Park and Recreation Commissioners for official action at its regular monthly meeting at 7:00 p.m. on Wednesday, September 16, 2009, in the Shawnee Mission Park Administration Building Boardroom.**

Both projects will be considered together and only one bidder will be awarded a contract. The District reserves the right to award the contract to the lowest and best responsive and responsible bidder for the work covered in the bid, reject any and all bids, and/or waive irregularities and formalities in any bid submitted. The District reserves the option to cancel the contract with a 60-day written notice. By mutual agreement of the parties hereto, the contract term is renewable for a period of up to one additional year.

It is the District's option to accept or reject the finished product based on a commercially acceptable job and to cancel all remaining obligations of the contract.

**BID SPECIFICATIONS: PROJECT A – PROGRAM CATALOGS**

Printing, mail preparation and delivery of four (4) catalog-style publications beginning with the Winter 2009-2010 issue and continuing with three subsequent issues at three to four month intervals. Successful bidder is to produce the catalog to the following specifications:

**Quantity:**

A minimum of 40,000 each issue. Additional copies may be ordered in advance in quantities of 1,000. **Notice to bidders:** The District does not pay for overruns unless ordered in advance.

**Size:**

Trimmed to approximately 7 7/8" x 10 1/2" with an interior page image area of approximately 7 1/8" x 9 5/8".

**Pages:**

Depending on the issue, page number may vary from 52 to 100 pages. Bids must specify costs for 52, 60, 68, 76, 84, and 100 pages (**including the four-page cover**).

**Color:**

Four-color process on both sides of the cover sheet; black plus one spot color on interior pages.

**Contents:**

Interior pages will be built in IBM Adobe PageMaker 7.0 and can be provided as Acrobat (.pdf) or PageMaker (.pmd) files. All linked graphic and font files can also be provided on request. Successful bidder must provide technical consultation at no additional charge to ensure software and file compatibility and quality.

**Color Separations:**

Illustrator file provided for cover artwork; Acrobat (.pdf) files provided for interior pages.

**Paper:**

Interior pages – 27.6 lb newsprint, or similar quality and weight paper. Fully or partially recycled preferred.

Cover pages – 60# or heavier, No.3 grade or better, enamel paper. Fully or partially recycled preferred.

*Please note the weight and type of paper being bid for the interior and cover pages must be designated on bid form. Paper samples may be required upon request.*

**Plate Changes:**

Each issue there are three versions of the catalog. Production of these three versions of the catalog requires three plate changes: one to the cover and two on the registration page. Costs associated with these plate changes are to be incorporated into the bid and not billed separately.

**Binding:**

Stitch and trim.

**Proofs:**

Two (2) sets of Cromalin proofs for cover and imposition proofs for text pages each issue, with the District retaining one copy for its records. The District reserves the option for on-site press checks by District staff.

**Mail Services:**

The printer will be responsible for providing and coordinating all mail preparation services including: labeling from the District's list of 22,000 - 32,000, pre-sorting for mailing at the least expensive rate utilizing the District's pre-sorted mail list, and delivery to a District-specified post office.

**Scheduling:**

Printer will receive artwork for the cover and interior copy for each issue approximately two weeks before delivery. The Winter 2009-2010 issue is to be delivered on October 26, 2009. Delivery dates for subsequent issues are tentatively scheduled for January 26, 2010, April 26, 2010, and July 26, 2010. District will notify printer of actual delivery dates for subsequent issues at least 90 days in advance. A \$500.00 per day penalty will be subtracted from contractor's billing statement for each day delivery is delayed to post office, beginning at 3:00 p.m. on the designated delivery date.

**Delivery:**

To one (1) District facility and one (1) post office of the District's choosing. **Delivery to the District facility must be on a weekday between 8:00 a.m. and 2:30 p.m., and must be scheduled at least 24 hours in advance.** The determining factor for the postal delivery location will be dependent on the best postage rate available as determined by the mail list provided by the District and postal regulations at time of delivery.

Due to narrow roads and tight corners at the delivery site, a box truck is required for the catalogs delivered to the District facility. For safety reasons, the boxes delivered to the District must be **stacked no more than three (3) boxes high and shrink wrapped on pallets.** Catalogs properly packaged and stacked on pallets will be off-loaded by District personnel at ground-level. It is the carrier's responsibility to prepare pallets for off loading. If a pallet jack is required to do so, it is

the carrier's responsibility to provide one. Off loading of improperly packaged or stacked catalogs will be the carrier's responsibility.

**Packing:**

Catalogs delivered to post office must be packaged to meet United States Postal Service requirements.

**Catalogs delivered to the District facility must be in boxed units of 100 or less, with the boxes measuring approximately 11.25" (L) x 9.25" (W) x 12.25" (H).**

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**BID SPECIFICATIONS: PROJECT B – ANNUAL REPORT**

The District prepares an Annual Report to be inserted in one issue of the Program Catalog.

As stated above, the printing and insertion costs of the Annual Report will be considered as part of the bid for the four (4) Program Catalogs. The successful bidder is to produce the Annual Report to the following specifications:

**Quantity and Binding:**

A minimum of 40,000 for insertion by saddle stitch in one issue of the Program Catalog, and an additional 1,500 to be stitched and packaged separately. Additional copies may be ordered in advance in quantities of 1,000. **Notice to bidders:** The District does not pay for overruns unless ordered in advance.

**Size:**

Printed and trimmed to fit evenly within the catalog.

**Pages:**

Bids must specify costs for 12, 16, and 20 pages (**including the cover**).

**Color:**

Four-color process throughout.

**Contents and Color Separations:**

Illustrator file(s) or Acrobat (.pdf) files provided.

**Paper:**

Same as catalog cover weight – 60# or heavier, No. 3 grade or better, enamel paper. Fully or partially recycled preferred.

**Proofs:**

Two (2) sets of Cromalin proofs, with the District retaining one copy for its records. The District reserves the option for on-site press checks by District staff.

**Scheduling and Delivery:**

Corresponds to printing of catalog. Printer will receive artwork approximately two weeks before delivery to the District. Packaging of the District's 1,500 copies will be in boxes containing no more than 250 each.