June 1, 2017

To whom it may concern,

The Northwest Special Recreation Association (NWSRA) is interested in securing proposals for seasonal brochures and optional printing projects beginning with Winter/Spring 2018 and ending with Fall 2020. NWSRA will receive proposals until 3:00 p.m. on Monday, July 10 at NWSRA, 3000 W. Central Rd., Suite 205, Rolling Meadows, IL 60007 for printing services.

Copies of the specifications are available at the NWSRA office, after 9:00 a.m. after Monday, June 5. The documents can also be accessed at <u>www.nwsra.org/proposal</u>. Questions may be submitted to me at <u>bselders@nwsra.org</u> by Wednesday, June 28, and all vendors will receive responses by Friday, June 30.

We plan to maintain the same size, style and quality of each brochure as outlined in the specifications. Vendors have the option of submitting pricing for the additional printing projects enclosed. Please note that these projects are on a per project cost basis, and consideration will not be affected by "dependent" pricing of the optional pieces. A complete list of all projects available for proposal is shown on the following page.

All proposals are considered on a 3 year agreement basis. All additional projects may not necessarily be ordered every year. Stationary items may have multiple orders throughout the year. All subsequent yearly printings will be comparable to the dates stated. Completed proposals should include the following forms:

- List of Projects
- Seasonal Brochure Proposal and Bulk Mail Form
- Separate, Optional Project Quotes (and Bulk Mail if applicable)
- List of References

If interested in submitting a proposal, please have the proper officer of your firm enter the proposed proposal information on the attached "NWSRA Seasonal Brochure Proposal Form" and "Optional Printing Project Proposal Form" if applicable. This form should be signed in ink, placed in sealed envelope marked "Printing Proposal" and submitted no later than Monday, July 10 at 3:00 p.m. The above **proposals will be opened and read publicly at 3:00 p.m. on Monday, July 10 at the NWSRA office.** The vendor recommendation will be provided to the NWSRA Board on Wednesday, July 26, and all vendors will be notified of awards by Friday, July 28.

Thank you for your consideration.

Sincerely,

Brian Selders, CPRP Superintendent of Communications & IT

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format.		
	Hard copy roof provided by p	printer and approved by customer prio	r to printing.
Appx. Quantity:	7,200 Winter/Spring*	*Due to our large service area a	and our methods of
	7,000 Summer*	distribution of brochures, the to	otal number of
	7,000 Fall*	seasonal brochures ordered ma	· ·
Finished Size	8 1/2" x 11"	season. NWSRA reserves the right	
Pages	52 total - Summer	number of copies/pages desired	throughout the year.
	56 total - Winter & Fall		
Cover	4-page, 4-color process - 701	o. white glossy	
Inside Paper	4-color process - 50lb. recycle	ed white uncoated	
Binding/Finishing	Saddle stitch		
Timeframes	Printer creates and delivers proof to NWSRA		3-4 work days after upload
	NWSRA makes changes and r	eturns to printer	1 day
	Printer prints, binds, processe	es bulk mail, packages and delivers	5 - 6 work days
Upload/Delivery	dates are approximate and wi	ll vary slightly from year to year	
		Upload to Printer Del	iver to NWSRA
Anticipated Timelines	Winter/Spring 2018	Wednesday, November 8	Monday, November 27
	Summer	Monday, March 19	Monday, April 2
	Fall	Monday, July 3	Tuesday, July 17
Packaging	All materials delivered to NW Banding will not be accepted	/SRA must be packaged in cartons.	
Companies must provide and deadlines.	e all drop off and/or pick up servi	ces to our office for proofing/delivery,	and must adhere to production dates
Mail Services		(list provided by customer's .xls file)	
	NCOA processing		
	Customer's Non-profit permit		
		1 1 5656	

Postage

Sort, bundle and deliver to Palatine P&DC

Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. **No sub**stitutions will be accepted without NWSRA approval prior to printing. All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

TBD by printer - must notify NWSRA 5 days prior to delivery for funds deposit

NWSRA SEASONAL BROCHURE PROPOSAL FORM

The undersigned printer declares that he/she has carefully examined the documents including the specifications and all pertinent instructions and statements of requirements, and that he/she is thoroughly familiar therewith, and has made such investigations that are deemed necessary to determine the nature of the materials to be encountered therein, and he/she agrees that should this proposal be accepted he/she will execute and enter into a contract with the Board of Trustees of the Northwest Special Recreation Association for the amounts set forth as follows:

Quote proposal including (if applicable): pre-press, printing, collating, binding, finishing, bundling, delivery and all production services as outlined in the NWSRA specifications for this project.

Total cost per seasonal brochure including all services outlined throughout NWSRA brochure specifications:

Winter/Spring 2018	\$
Summer 2018	\$
Fall 2018	\$
Winter/Spring 2019	\$
Summer 2019	\$
Fall 2019	\$
Winter/Spring 2020	\$
Summer 2020	\$
Fall 2020	\$

Please indicate additional charges*:

Revisions/Alterations	@	\$ per	
Delivery Charges		\$ -	(page, hour, change)
Other:			

*Any additional charges/fees not listed in the proposal will not be accepted by NWSRA.

Do you have an FTP site for uploading fill	les?		
	yes	no	
Authorized By	Date	Phone	
Company Name	Company A	Address	

Please attach sheet of references.

NWSRA SEASONAL BROCHURE BULK MAIL Proposal

Please review the attached NWSRA brochure proposal and quote all-inclusive pricing for your bulk mailing services, including but not limited to: downloading label date, CASS certify, addressing, sorting, bundle and tray. Delivery will be to Palatine P & DC, 1300 E. Northwest Highway, Palatine, Illinois (3 miles from our office). Please specify how extras will be returned with cost (if applicable). Please also include the number of days it will take to process each mailing to delivery at the Palatine Post Office.

SPECIFICATIONS

Label data to be uploaded to printer. All mailings use our non-profit bulk mail permit.

Item	Size	Approx.	Cost	Process
		Quanity		Time
All books are 44 pages				
2018 Winter/Spring Brochure	Flat - 81/2" x 11"	1,650		days
2018 Summer Brochure	Flat - 81/2" x 11"	1,650		days
2018 Fall Brochure	Flat - 8 ¹ /2" x 11"	1,650		days
2019 Winter/Spring Brochure	Flat - 81/2" x 11"	1,650		days
2019 Summer Brochure	Flat - 81/2" x 11"	1,650		days
2019 Fall Brochure	Flat - 81/2" x 11"	1,650		days
2020 Winter/Spring Brochure	Flat - 81/2" x 11"	1,650		days
2020 Summer Brochure	Flat - 8 ¹ / ₂ " x 11"	1,650		days
2020 Fall Brochure	Flat - 81/2" x 11"	1,650		days

If we are required to deliver a check for the postage amount to the post office: Can you notify us of the amount within 24 hours of receiving the order?

Yes No How will you notify us of the postage amount?

Will you pay the postage to the post office and include the amount on our bill?

____Yes ____No How will extras be returned to our office?

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Hard copy roof provided by printer and approved by customer prior to printing.		
Appx. Quantity	1,600 each		
ltem:	Annual Report	8.5" high x 10" wide - with bl	eed
		24 pages including cover	
	Full color 4-page cover		
		4-color body	
		80# glossy cover throughout	
		saddle stitched	
	Donation Envelope	#6 1/4 (3.5 x 6") wallet flap, white	
		1 color (black)	
		Printed front and back sides, i	nside and outside flap
		Envelope to be saddle stitched	l into Annual Report
Timeframe	Printer creates and delivers proof to	NWSRA	3-4 work days after upload
	NWSRA makes changes and returns	to printer	1 day
	Printer prints, binds, processes bulk	mail, packages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer March	Deliver to NWS	RA - 2 weeks after upload
Packaging	All materials delivered to NWSRA m Banding will not be accepted.	nust be packaged in cartons.	
Companies must provide dates and deadlines.	e all drop off and/or pick up services to	our office for proofing/delivery,	and must adhere to production
Mail Services:	Bulk mail variable addressing (list p	rovided by customer's .xls file)	
	NCOA processing		
	Customer's Non-profit permit		
	Sort, bundle, deliver to Palatine P&DC		
	Extras to be delivered to NWSRA of	fice	
Postage:	TBD by printer - must notify NWSR	A 2 days prior to delivery for fu	nds deposit

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.		
Appx. Quantity	1,000*	*Due to our large se	<u> </u>
Finished Size	8.5" x 11"		ion of brochures, the total number
Pages	12	 of brochures ordered may vary from year to year. NWSRA reserves the right to adjust the number of copies desired. 	
Ink, Paper	1 color, 50# white uncoated		
Binding/Finishing	Saddle stitch		
Timeframe	Printer creates and delivers proof to NWSRA		3-4 work days after upload
	NWSRA makes changes and returns to printer		1 day
	Printer prints, binds, processes bulk mail, pac	kages and delivers	5 - 6 work days
Anticipated Timeline	Upload to printer January 30	Deliver to NWSRA b	y February 16
Packaging	All materials delivered to NWSRA must be pa Banding will not be accepted.	ckaged in cartons.	
Companies must provide dates and deadlines.	e all drop off and/or pick up services to our office	for proofing/delivery,	and must adhere to production
	Bulk mail variable addressing (list provided by customer's .xls file)		
Mail Services	Bulk mail variable addressing (list provided b	y customer's .xis me	
Mail Services	Bulk mail variable addressing (list provided by NCOA processing	y customer's .xis me)	
Mail Services			
Mail Services	NCOA processing		
Mail Services	NCOA processingCustomer's Non-profit permit	y customer s .xis me)	

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.			
Appx. Quantity	700 each			
ltem:	Invitation Card	10" x 7" with bleed, 2-sides, s to 5"x 7" finished size	cored, folded & cut	
		4-color process, printed both s	ides	
		92# white glossy cardstock or	equivalent	
	Invitation Card Envelope	#A7 (5.25" x 7.25") white, 2-	color, printed 1 side	
	Reply Card	5.5" x 4.25" with bleed, 2-sides		
		2-color printed both sides		
		92# smooth white cover or equivalent - uncoated		
	Reply Card Envelope	#A2 (4.375" x 5.75") white, 1	-color, printed 1 side	
Special Instructions	Stuff invitation envelope with re invitation. Sample will be provide	ply card tucked under reply card en ded.	velope flap and inserted into	
Timeframe	Printer creates and delivers proc	Printer creates and delivers proof to NWSRA		
	NWSRA makes changes and returns to printer		2 days	
	Printer prints, binds, processes b	oulk mail, packages and delivers	7 - 8 work days	
Anticipated Timeline	Upload to printer December - Ja	anuary Deliver to NWSR	A 2-3 weeks after upload	
Packaging	All materials delivered to NWSR Banding will not be accepted.	All materials delivered to NWSRA must be packaged in cartons.		
Companies must provio dates and deadlines.	de all drop off and/or pick up service	es to our office for proofing/delivery	, and must adhere to production	
Mail Services:	Seal invitation envelope			
	Bulk mail variable addressing (list provided by customer's .xls file)			
	NCOA processing			
	Customer's Non-profit permit			
	Sort, bundle, deliver to Palatine P&DC			
	Extras to be delivered to NWSR	A office		
Postage:	TBD by printer - must notify NV	VSRA 2 days prior to delivery for fur	nds deposit	

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format.		
	Hard copy roof provided by printer and approved by custome	er prior to printing.	
Appx. Quantity	700		
ltem:	8.5" high x 5.5" wide - with bleed		
	10 total pages - full color throughout		
	100# glossy cover - 70# smooth white text laser inside		
	saddle stitched		
Timeframe	Printer creates and delivers proof to NWSRA	3-4 work days after upload	
	NWSRA makes changes and returns to printer	1 day	
	Printer prints, binds, processes bulk mail, packages and delive	rs 5 - 6 work days	
Anticipated Timeline	Upload to printer March Deliver to	NWSRA - 2 weeks after upload	
Packaging	All materials delivered to NWSRA must be packaged in carton. Banding will not be accepted.	S.	
	e all drop off and/or pick up services to our office for proofing/del	ivery and must adhere to preduction	
Companies must provid dates and deadlines.	e all drop off and/of pick up services to our office for proofing/def	ivery, and must adhere to production	
dates and deadlines.			
dates and deadlines.	Bulk mail variable addressing (list provided by customer's .xls		
	Bulk mail variable addressing (list provided by customer's .xls		
dates and deadlines.	Bulk mail variable addressing (list provided by customer's .xls NCOA processing		
dates and deadlines.	Bulk mail variable addressing (list provided by customer's .xls NCOA processing Customer's Non-profit permit		
dates and deadlines.	Bulk mail variable addressing (list provided by customer's .xls NCOA processing Customer's Non-profit permit Sort, bundle, deliver to Palatine P&DC	file)	

Pre-Press:		Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.		
Quantity	appx. 2,000			
Finished Size	2.5" x 6.5" cut size with perforation			
Sides	2			
Ink	1-color, black with bleed, both sides			
Paper	80# cardstock, gloss finish on front only			
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload	
	NWSRA makes changes and returns to printe	r	1 day	
	Printer prints, binds, packages and delivers		5 - 6 work days	
Anticipated Timeline	Upload to printer October	Upload to printer October Delivery to NWSRA within 2 weeks of upload		
Packaging	All materials delivered to NWSRA must be pa Banding will not be accepted.	ackaged in carto	ns.	

No mail services

Pre-Press:	Customer provided electronic InDesign CS6 fi Proof provided by printer and approved by cu		
Quantity	appx. 800		
Finished Size	2.5" x 6.5" cut size with perforation		
Sides	2		
Ink	1-color, black with bleed, both sides		
Paper	100# uncoated smooth white cover extra smooth		
Binding/Finishing	Tear off perforation at 3.125" mark		
Timeframe	Printer creates and delivers proof to NWSRA	3 work days after upload	
	NWSRA makes changes and returns to printer	· 1 day	
	Printer prints, binds, packages and delivers	5 - 6 work days	
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload	
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.		
Companies must provic dates and deadlines.		for proofing/delivery, and must adhere to production	
	No mail services		
Mail Services	No mail services		
Mail Services Postage:	No mail services		

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.				
Appx. Quantity	700 each				
ltem:	Invitation Card	10" x 7" wi to 5"x 7" fi		scored, folded & cut	
		4-color process, inside - black, front and back		, front and back	
		12pt C2S white gloss cardstock or equivalent			
	Invitation Card Envelope	#A7 (5.25"	#A7 (5.25" x 7.25") 1- color, printed 1 side		
	Reply Card	6.25" x 4.6	25" with bleed, 2-	sides	
		1-color prin	ted both sides		
		100# uncoa	ted smooth white	cover or equivalent	
	Reply Card Envelope	#A6 (4.75"	x 6.5") 1-color, pr	inted 1 side	
	Donation Insert	4" x 5.25"	no bleed, 1 color, j	printed both sides	
		100# uncoa	ted smooth white	cover or equivalent	
Special Instructions	Stuff invitation envelope with reply card tucked under reply card envelope flap and inserted into invitation with donation insert on top. Sample will be provided.				
Timeframe	Printer creates and delivers proof to NWSRA		4-5 work days after upload		
	NWSRA makes changes and returns to printer		2 days		
	Printer prints, binds, processes	bulk mail, packag	es and delivers	7 - 8 work days	
Anticipated Timeline	Upload to printer late August		Deliver/mail 21/2	2 - 3 weeks after upload	
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.				
Companies must provide dates and deadlines.	e all drop off and/or pick up servic	es to our office for	proofing/delivery,	and must adhere to production	
Mail Services:	Seal invitation envelope				
	Bulk mail variable addressing ((list provided by cu	stomer's .xls file)		
	NCOA processing				
	Customer's Non-profit permit				
	Sort, bundle, deliver to Palatin	e P&DC			
	Extras to be delivered to NWS	RA office			
Postage:	TBD by printer - must notify N	WSRA 2 days prio	to delivery for fu	nds deposit	

	Customer provided electronic InDesign CS6 files in print ready format.			
	Hard copy roof provided by printer and approved by	customer prior	to printing.	
ppx. Quantity	325 each			
tem:	8.5" high x 10" wide - with bleed			
	8 total pages - full color throughout			
	100# glossy cover - 70# smooth white text laser insid	le		
	saddle stitched			
Timeframe	Printer creates and delivers proof to NWSRA		3-4 work days after upload	
	NWSRA makes changes and returns to printer		1 day	
	Printer prints, binds, processes bulk mail, packages ar	nd delivers	5 - 6 work days	
nticipated Timeline	Upload to printer March C	Deliver to NWSR	A - 2 weeks after upload	
ackaging	All materials delivered to NWSRA must be packaged Banding will not be accepted.	in cartons.		
companies must provid lates and deadlines.	e all drop off and/or pick up services to our office for pro	ofing/delivery, a	nd must adhere to production	
Nail Services:	Bulk mail variable addressing (list provided by custon	ner's .xls file)		
	NCOA processing			
	Customer's Non-profit permit			
	Sort, bundle, deliver to Palatine P&DC			
	Extras to be delivered to NWSRA office			
ostage:	TBD by printer - must notify NWSRA 2 days prior to a	delivery for fund	ds deposit	

Pre-Press:		Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.			
Appx. Quantity	3,725 each				
ltem:	Card 10" x 7" scored and folded to 5			" x 7" finished size	
	4/4 Process with UV Coating and bleed			d bleed	
		Printed 2 sides			
		14pt glossy ca	ardstock with UV fi	inish	
	Card Envelope	A7, 24# white	A7, 24# white - 5.25" x 7.25"		
		1 color, black	1 color, black - printed 1 side		
	Remittance Envelope	#6 1/4 remitta	ance (3.5 x 6") wa	llet flap, 24# white	
		1 color (black))		
		Printed front a	and back sides, ins	ide and outside flap	
Special Instructions	Place remittance envelope into card before inserting into mailing envelope. Sample will be provided.				
Timeframe	Printer creates and delivers proof to NWSRA			3-4 work days after upload	
	NWSRA makes changes and returns to printer			1 day	
	Printer prints, binds, processes bulk mail, packages and delivers		and delivers	5 - 6 work days	
Anticipated Timeline	Upload to printer late October Deliver/mail 2 1/		2 weeks after upload		
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.				
Companies must provided dates and deadlines.	e all drop off and/or pick up serv	ices to our office for p	roofing/delivery, a	nd must adhere to production	
Mail Services	Insert remittance envelope in	to card. Seal stuffed ca	ard envelope.		
	Bulk mail variable addressing	; (list provided by cust	omer's .xls file)		
	NCOA processing				
	Customer's Non-profit permi	t			
	Sort, bundle, deliver to Palati	ine P&DC			
	Extras to be delivered to NW	SRA office			
Postage	TBD by printer - must notify	NWSRA 2 davs prior to	o delivery for fund	ds deposit	

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.				
Appx. Quantity	500				
Finished Size	8.5" x. 5.5" folded to 4.25" x 5.5"				
Sides	1	1			
Ink	Full color with bleed	Full color with bleed			
Paper	White 12pt C1S gloss on printed side only (outside of folded, finished card). Inside of folded, finished card to be matte for hand written notes.				
Binding/Finishing	Scored and folded	Scored and folded			
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload		
	NWSRA makes changes and returns to printe	r	1 day		
	Printer prints, binds, packages and delivers		5 - 6 work days		
Anticipated Timeline	Upload to printer October	Delivery to NWSR	A within 2 weeks of upload		
Packaging	All materials delivered to NWSRA must be pa Banding will not be accepted.	ackaged in cartons.			

Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.

Please include 3 references with your bid, including company name, contact name, phone/email.

No Mail Services

NWSRA Thank You					
Pre-Press:		Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.			
Appx. Quantity	500				
Finished Size	8.5" x. 5.5" folded to 4.25" x 5.5"				
Sides	1				
Ink	Full color with bleed				
Paper		White 12pt C1S gloss on printed side only (outside of folded, finished card). Inside of folded, finished card to be matte for hand written notes.			
Binding/Finishing	Scored and folded	Scored and folded			
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload		
	NWSRA makes changes and returns to printe	ſ	1 day		
	Printer prints, binds, packages and delivers		5 - 6 work days		
Anticipated Timeline	Upload to printer October	Delivery to NWSRA	A within 2 weeks of upload		
Packaging	All materials delivered to NWSRA must be pa Banding will not be accepted.	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.			
Companies must provide dates and deadlines.	e all drop off and/or pick up services to our office	for proofing/deliver	y, and must adhere to production		
No Mail Services					

NWSRA/SLSF Thank	You Card Envelopes					
Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format.					
	Proof provided by printer and approved by c	ustomer prior to prir	iting.			
Appx. Quantity	500					
Size	A2 Announcement, 24# white to fit 4.25" x	5.5" folded card				
Printed sides	1					
Ink	Black					
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload			
	NWSRA makes changes and returns to printer		1 day			
	Printer prints, binds, packages and delivers		5 - 6 work days			
Anticipated Timeline	Upload to printer October	Delivery to NWSRA	within 2 weeks of upload			
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.					
Companies must provide al dates and deadlines.	I drop off and/or pick up services to our office	for proofing/delivery	y, and must adhere to production			
No Mail Services						
	-					
Please include 3 references	with your bid, including company name, cont	act name, phone/em	ail.			
	all work including pre-flight, printing, collating pted without NWSRA approval prior to pri					

charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

NWSRA Stationary					
Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.				
Quantity	3,000				
Finished Size	8.5" x 11"				
Pages	1				
Ink	1-color, PMS 267				
	printed 1 side				
P aper	70# white				
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload		
	NWSRA makes changes and returns to printer		1 day		
	Printer prints, packages and delivers		5 - 6 work days		
Anticipated Timeline	Upload to printer October	Delivery to NWSRA	within 2 weeks of upload		
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.				
This item may be re-ordere	d throughout the year.				
Companies must provide al dates and deadlines.	l drop off and/or pick up services to our office	for proofing/delivery	<i>ı</i> , and must adhere to production		
No mail services					
Please include 3 references	with your bid, including company name, cont	act name, phone/em	ail.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. No substitutions will be accepted without NWSRA approval prior to printing. All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our					

specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

NWSRA Envelope					
Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.				
Quantity	3,000				
Size	#10				
	24# white				
Ink	1-color, PMS 267				
	printed 1 side				
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload		
	NWSRA makes changes and returns to printer		1 day		
	Printer prints, packages and delivers		5 - 6 work days		
Anticipated Timeline	Upload to printer October	Delivery to NWSRA	within 2 weeks of upload		
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.				
This item may be re-ordere	d throughout the year.				
Companies must provide al dates and deadlines.	Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.				
No Mail Services					
Please include 3 references with your bid, including company name, contact name, phone/email.					
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. No substitutions will be accepted without NWSRA approval prior to printing . All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.					

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.			
Quantity	3,000			
Finished Size	8.5" x 11"			
Pages	1			
nk	2 color			
	printed 1 side			
Paper	70# white			
Timeframe	Printer creates and delivers proof to NWSRA	A Contraction of the second se	3 work days after upload	
	NWSRA makes changes and returns to printe	er	1 day	
	Printer prints, packages and delivers		5 - 6 work days	
Anticipated Timeline	Upload to printer October	Delivery to NWSRA	within 2 weeks of upload	
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.			
his item may be re-ord	ered throughout the year.			
Companies must provide lates and deadlines.	e all drop off and/or pick up services to our offic	e for proofing/delivery,	and must adhere to production	
Io Mail Services				
Please include 3 reference	es with your bid, including company name, co	ntact name, phone/ema	ail.	
	de all work including pre-flight, printing, collati			

specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

SLSF Envelope					
Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.				
Quantity	3,000				
Size	#10				
	24# white				
Ink	2-color				
	printed 1 side				
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload		
	NWSRA makes changes and returns to printer		1 day		
	Printer prints, packages and delivers		5 - 6 work days		
Anticipated Timeline	Upload to printer October Delivery to NWSRA within 2 weeks of upload				
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.				
This item may be re-ordere	ed throughout the year.				
Companies must provide al dates and deadlines.	Il drop off and/or pick up services to our office	for proofing/delivery	, and must adhere to production		
No Mail Services					
Please include 3 references	with your bid, including company name, cont	act name, phone/em	ail.		
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. No substitutions will be accepted without NWSRA approval prior to printing . All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NW/SRA will deduct \$100 per 24 hours or					

charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet ou specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours of portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.			
Quantity	1,000			
Finished Size	8.5" x 11"			
Pages	1			
Ink	Full Color			
	printed 1 side			
Paper	70# white			
Timeframe	Printer creates and delivers proof to NWSR/	4	3 work days after upload	
	NWSRA makes changes and returns to print	er	1 day	
	Printer prints, packages and delivers		5 - 6 work days	
Anticipated Timeline	Upload to printer October	Delivery to NWS	SRA within 2 weeks of upload	
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.			
This item may be re-orde	ered throughout the year.			
Companies must provide dates and deadlines.	e all drop off and/or pick up services to our offic	ce for proofing/deliv	very, and must adhere to production	
No Mail Services				
			ti	
Please include 3 reference	es with your bid, including company name, co	ntact name nhone/	emali	

specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

PURSUIT Envelope						
Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.					
Quantity	1,000					
Size	#10					
	24# white					
Ink	Full color					
	printed 1 side					
Timeframe	Printer creates and delivers proof to NWSRA		3 work days after upload			
	NWSRA makes changes and returns to printer		1 day			
	Printer prints, packages and delivers		5 - 6 work days			
Anticipated Timeline	Upload to printer October Delivery to NWSRA within 2 weeks of upload					
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.					
This item may be re-ordere	This item may be re-ordered throughout the year.					
Companies must provide al dates and deadlines.	l drop off and/or pick up services to our office	for proofing/delivery	<i>ı</i> , and must adhere to production			
No Mail Services						
Please include 3 references	with your bid, including company name, com	act name, phone/em	ail.			
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. No substitutions will be accepted without NWSRA approval prior to printing . All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our						

specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee will not apply if delays are caused by NWSRA.

SLSF Donation Remittance Envelope					
Pre-Press:	Customer provided electronic InDesign CS6 files in print ready format. Proof provided by printer and approved by customer prior to printing.				
Quantity	500				
Size	#6 1/4 remittance (3.5" x 6") wallet flap				
	24# white				
Ink	1-color, black				
	printed front and back sides, inside and outsic	e flap			
Timeframe	Printer creates and delivers proof to NWSRA 3 work days after upload				
	NWSRA makes changes and returns to printer	1 day			
	Printer prints, packages and delivers	5 - 6 work days			
Anticipated Timeline	Upload to printer October	Delivery to NWSRA within 2 weeks of upload			
Packaging	All materials delivered to NWSRA must be packaged in cartons. Banding will not be accepted.				
This item may be re-ordere	d throughout the year.				
Companies must provide all drop off and/or pick up services to our office for proofing/delivery, and must adhere to production dates and deadlines.					
No Mail Services					
Please include 3 references with your bid, including company name, contact name, phone/email.					
Price quote should include all work including pre-flight, printing, collating, binding, finishing, bundling/packaging for delivery. No substitutions will be accepted without NWSRA approval prior to printing . All material to be boxed for delivery. No overrun charges will be accepted. NWSRA reserves the right to reject all proposals and cancel services and products which do not meet our specifications. If brochures are not delivered by specified dates, the printer understands NWSRA will deduct \$100 per 24 hours or portion thereof beginning at 4:00 p.m. on specified date until such time that all brochures are delivered to NWSRA. This late fee					

will not apply if delays are caused by NWSRA.

OPTIONAL PRINTING PROJECT PROPOSAL FORM

The undersigned printer declares that he/she has carefully examined the documents including the specifications and all pertinent instructions and statements of requirements, and that he/she is thoroughly familiar therewith, and has made such investigations that are deemed necessary to determine the nature of the materials to be encountered therein, and he/she agrees that should this proposal be accepted he/she will execute and enter into a contract with the Board of Trustees of the Northwest Special Recreation Association for the amounts set forth as follows:

Quote proposal including (if applicable): pre-press, printing, collating, binding, finishing, bundling, delivery and all production services as outlined in the NWSRA specifications for this project.

Project Name: _____

Total cost per year including all services outlined throughout NWSRA specifications:

Year	Cost
2015	\$
2016	\$
2017	\$
	Ŷ

Please indicate additional charges*:

Revisions/Alterations	@	\$		_ per
Delivery Charges		\$		(page, hour, change)
Other:				
*Any additional charge		_	roposal will not be acc	epted by NWSRA.
Do you have an FTP sit	e for up	bloading files?	yes	no
Authorized By			Date	Phone
Company Name			Company Ac	ldress

Please attach sheet of references.

Submit one copy of this form for each project proposed

OPTIONAL PRINTING PROJECT BULK MAIL QUOTE

Please review the attached NWSRA optional printing project and quote all inclusive pricing for your bulk mailing services, including but not limited to: downloading label date, CASS certify, addressing, sorting, bundle and tray. Delivery will be to Palatine P & DC, 1300 E. Northwest Highway, Palatine, Illinois (3 miles from our office). Please specify how extras will be returned with cost (if applicable). Please also include the number of days it will take to process each mailing to delivery at the Palatine Post Office.

SPECIFICATIONS

Label data to be uploaded/emailed to printer. All mailings use our non-profit bulk mail permit. Sizes and approximate quantities based on specifications set forth in the project description.`

Year	Cost	Process Time
2015		days
2016		days
2017		days

If we are required to deliver a check for the postage amount to the post office: Can you notify us of the amount within 24 hours of receiving the order?

____Yes ____No How will you notify us of the postage amount?

Will you pay the postage to the post office and include the amount on our bill?

____Yes ____No

How will extras be returned to our office?