



AGREEMENT

This agreement made as of this 2nd day of January 2024 by and between the **City of Joliet, Illinois**, an Illinois Municipal Corporation, (hereinafter called the "CITY") and **Liberty Creative Solutions** (hereinafter called the "VENDOR"), is an AGREEMENT for the professional services to design, print, and delivery of the City of Joliet Newsletters for 2024 and 2025.

Now, therefore, the City and the Vendor in consideration of the mutual covenants hereinafter set forth agree as follows:

SECTION 1: SERVICES OF THE VENDOR

The VENDOR will:

- 1.1 The VENDOR agrees to perform professional services in connection with the PROJECT as hereinafter stated.
- 1.2 The PROJECT scope of work and schedule of delivery is defined in the attached **Appendix A**.
- 1.3 The process by which the VENDOR will perform the work to fulfill the obligation of the quarterly newsletter for the City of Joliet is attached as **Appendix B**.
- 1.4 The Vendor agrees to use the best professional judgement in the course of the work.

SECTION 2: THE CITY'S RESPONSIBILITIES

The CITY will:

- 2.1 Provide full information as to the City's requirements for the PROJECT.
- 2.2 Designate in writing a person to act as the City's representative with respect to the work to be performed under this Agreement; and such person shall have complete authority to transmit instructions, receive information, interpret, and define the City's policies and decision with respect to materials, equipment elements and system pertinent to the work covered by this Agreement.
- 2.3 Examine all draft, emails, and other documents presented by the VENDOR and shall render decisions pertaining thereto within a reasonable amount of time so as not to delay the work of the VENDOR as outlined in **Appendix C**. The CITY understands that delays will impact final delivery schedules.

SECTION 3: PAYMENTS TO THE VENDOR

- 3.1 The City will pay the Vendor for the professional services performed under SECTION 1. Costs are outlined in **Appendix D**.
- 3.2 Payment for services shall be made upon completion of the work and presentation of the Vendor's detailed invoices.

SECTION 4: SUCCESSORS AND ASSIGNS

- 4.1 The CITY and the VENDOR each binds himself and his partners, successors, executors, administrators and assigns to the other party of this Agreement and to the partners, successors, executors, administrators and assign of the such other party, in respect to all covenants of this Agreement; except

as above, neither the CITY nor the VENDOR shall assign, sublet or transfer his interested in this Agreement without the written consent of the other. Nothing herein shall be construed as created any personal liability on the part of the any officer or agent of any public body which be a party hereto, nor shall it be construed as giving any rights or benefits thereunder to anyone other than the CITY and the VENDOR.

4.2 Mayor and Council may vote to discontinue publication of these newsletters at any time. At which time this contract becomes null and void; the VENDOR will be informed of such action in writing and no additional fees will be paid to the VENDOR.

SECTION 5: NONDISCRIMINATION

In all hiring or employment made possible resulting from this Agreement, there shall be no discrimination against any employee or applicant for employment because of se, age, race, color, creed, national origin, marital status or the presence of any sensory, mental or physical handicap, unless based up on a bona fide occupational qualifications, and this requirement shall apply to, but not be limited to, the following employment, advertising, layoff or terminations, rates of pay or other forms of compensation, and selection for training including apprenticeship. No persona shall be denied or be subjected to discrimination in receipt of the benefit of any services of activities made possible by or resulting from this Agreement of on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or the presence of any sensory, mental, or physical handicap. Any violation of this provision shall be considered a violation of a material provision of this Agreement and shall be grounds for cancellation, termination, or suspension, in whole or in part, of the agreement by the City.

SECTION 6: MODIFICATION OR AMENDMENT

This Agreement constitutes the entire Agreement of the parties on the subject matter hereof and may not be changed, modified, discharge or extended except by written amendment duly executed by the parties. The VENDOR agrees that, nor representations or warranties shall be binding upon the City unless expressed in writing herein or in a duly executed amendment hereof, or Change Order as herein provided.

SECTION 7: APPLICABLE LAW

This Agreement shall be deemed to have been made in and shall be construed in accordance with the laws of the State of Illinois.

IN WITNESS HEREOF, the undersigned have placed their hands and seals upon and executed this Agreement in triplicate as though each copy hereof were an original and that there are not other oral agreements that have not been reduced to writing in this statement.

LIBERTY CREATIVE SOLUTIONS

CITY OF JOLIET



Signature of Authorized Signer

City Manager

Aaron Wise

Helen Elizabeth Beatty

Print Name

Print Name

Business Development Manager

City Manager

Title

Title

12-22-23

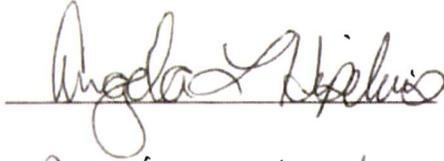
12/29/2023

Date

Date

ATTEST:

ATTEST:



Christa m Desiderio

Angela L Hipelius

Christa m Desiderio

Print Name

Print Name

CEO

City Clerk

Title

Title

12/26/23

1/2/2024

Date

Date

APPENDIX A

SCOPE OF WORK & SCHEDULE

SPECIFICATIONS FOR PROPOSALS

FOR CITY OF JOLIET QUARTERLY NEWSLETTER

The City of Joliet is soliciting proposals for the graphic design, layout, translation, printing, and mailing of its quarterly newsletter including custom artwork/graphics and/or use of agency stock photos or provided photography by the City. The newsletter a bi-fold, 8 ½" x 11", eight-page, four-color newsletter printed on 80-pound gloss enamel paper. The first four pages of content will be in English, the second four pages will be the same content translated to Mexican Spanish.

The contractor will be responsible for having the English version translated into Mexican Spanish. This must be done using a Certified Spanish translator and not Google translate or other similar product. If the City does not approve of the certified translator, it is the responsibility of the contractor to find someone that is able to do the work in a manner that the City of Joliet approves. Again, these fees are to be paid for by the contractor.

Examples of previous newsletters can be found at <https://www.joliet.gov/our-city/residents/city-communications>. This proposal is for eight (total) quarterly newsletters to be distributed to households within the City of Joliet, based on zip code, on approximately March 1, June 1, September 1, and December 1 in the year 2024; and March 1, June 1, September 1, and December 1 in the year 2025.

The contractor will print 56,500 newsletters with a minimum of 1,000 of those to be delivered to Joliet City Hall; 1,000 to the Spanish Community Center; 500 to the Joliet Public Library - Ottawa Street Branch; 500 to the Joliet Public Library - Black Road Branch; 100 to the Joliet Police Department West Sub Station. The contractor will be responsible for delivery of newsletters to the Post Office and the above-mentioned locations. The contractor will also provide a price per 1,000 newsletters in the event extra copies need to be ordered.

Photographs and newsletter copy will be provided electronically by the City of Joliet. The contractor will layout, edit, and proof the newsletter for spelling and grammatical errors and provide at least four (4) color proofs before issuing a final product approved by the City of Joliet.

Stock photos that the vendor has will be allowed but must be approved by the City of Joliet. The newsletter is expected to be in households no later than 35 days after photographs and copy are given to the contractor. Failure to meet deadlines is cause for termination of the contract. The contractor will also provide a final electronic version (both English and Mexican Spanish) to the City of Joliet for publication on the City's website.

The newsletters are 11" x 17" folded pages that are stapled in accordance with USPS mailability guidelines. The newsletter is a bi-fold, 8 ½" x 11", eight-page, four-color newsletter printed on 80-pound gloss enamel paper -- the final result is eight, 8 ½" x 11" pages.

The newsletter is to be printed by a printer that pays prevailing wages. The print company will print and seal the newsletters to prepare them for distribution. The contractor will be responsible for delivering approximately 53,400 copies to the Joliet Post Office bulk mailroom located at 2000 McDonough Street,

Joliet 60436, and pay for the postage of this mailing. **The cost of postage is to be included in the proposal.**

The remaining copies will be hand delivered by the contractor to the following locations:

- Joliet City Hall – Information Desk
 - 150 W. Jefferson Street, Joliet 60432
 - QTY: 1,000

- Spanish Community Center
 - 309 N. Eastern Ave., Joliet 60432
 - QTY: 1,000

- Joliet Public Library - Ottawa Street Branch
 - 150 N Ottawa St, Joliet 60432
 - QTY: 500

- Joliet Public Library – Black Road Branch
 - 3395 Black Rd, Joliet 60431
 - QTY: 500

- Joliet Police Department West Sub Station
 - 7196 Caton Farm Rd, Plainfield 60586
 - QTY: 100

The cost of postage should be included in the proposal package. The newsletters are to be mailed out based on Joliet zip codes. The City of Joliet will not provide specific addresses. The contractor will be responsible for obtaining the required addresses based on zip codes and a map provided by the City of Joliet upon award to make sure that no residents are missed. Special care will be taken to ensure Joliet residents with Plainfield, Minooka, New Lenox, and other mailing addresses are to be included in the mailing. The contractor will coordinate that with the Post Office.

Upon award, the City can supply the contractor with a map showing the boundaries of the City of Joliet as some residents may have Plainfield, Minooka, New Lenox, and other mailing addresses.

APPENDIX B

VENDOR FULFILLMENT PROCESS

Liberty Creative Solutions

Included below is the process Liberty Creative Solutions will provide to fulfill the obligation of the quarterly newsletter for the City of Joliet for 2024 and 2025.

Quantity: 56, 500

Issues provided quarterly starting on March 1, 2024

The finished product will be:

8-page newsletter, 11 X 17 Flat, finished as a saddle stitch fold to 8.5. x 11" finished size.

The paper stock will be an 80# gloss text weight.

4 Color process throughout.

A representative(s) from City of Joliet will coordinate with Liberty Creative Solutions, providing content of material including articles, photos and general required layout, and Liberty Creative Solutions will provide comps of design and layout of the upcoming issue.

At least four rounds of proofing are to be included by Liberty Creative Solutions. The approved newsletter will then be sent to a Certified English to Spanish Translator to complete the second 4-page newsletter and final review and approval will be required from The City of Joliet. Complete Digital Proofs will be provided to the City of Joliet prior to Production.

Once approved, Liberty Creative Solutions will process, print, finish, and prepare the newsletter (quantity: 53,400) for mail delivery to the Joliet Post Office, as well, deliver 1,000 to Joliet City Hall; 1,000 to the Spanish Community Center; 500 to Joliet Public Library – Black Rd Branch; 500 to Joliet Public Library – Ottawa Street Branch; 100 to the Joliet Police Department – West Sub Station.

APPENDIX C

APPROVAL & COMPLETION TIMELINES

Estimated Timelines to Complete the Newsletter Mailing:

Graphic Design:	Est.	10 Business Days
Translation from English to Spanish:		5 Business Days
After Final Proof Approval from The City of Joliet: Prepress, Printing, Finishing:		10 Business Days
Mail Prep, Delivery to the Post Office:		3 Business Days

APPENDIX D

COSTS PER ISSUE

Quarterly Cost Per Issue in 2024

8 Page Newsletter per RFP specs:	\$ 10,735.00
Design and Layout per Issue:	\$ 546.00
Bulk Mailing, based on 53,400 Newsletters Mailed Postage Estimate based on current rates:	\$ 12,958.00
All Other Items (Mexican Spanish translation, delivery to select locations, etc.)	\$ 952.00
Total Price Per Newsletter in 2024:	<u>\$ 25,191.00</u>

Quarterly Costs Per Issue in 2025

8 Page Newsletter per RFP specs:	\$ 10,735.00
Design and Layout per Issue:	\$ 546.00
Bulk Mailing, based on 53,400 Newsletters Mailed Postage Estimate based on current rates:	\$ 12,958.00
All Other Items (Mexican Spanish translation, delivery to select locations, etc.)	\$ 952.00
Total Price Per Newsletter in 2025:	<u>\$ 25,191.00</u>

Total Cost for All Issues from 2024-2025 **\$201,528.00**

Additional price per 1,000 newsletters \$350.00



CITY OF JOLIET, IL

**REQUEST FOR PROPOSAL (RFP)
RFP 2784-1223**

**2024-2025 NEWSLETTER DESIGN,
PRINT, AND DELIVERY**

SEALED PROPOSALS ARE TO BE SUBMITTED TO:

**CITY OF JOLIET – SEALED PROPOSAL ENCLOSED
OFFICE OF THE CITY CLERK
150 W. JEFFERSON ST.
JOLIET, IL 60432**

DEADLINE 10:00 AM LOCAL TIME, WEDNESDAY, NOVEMBER 8, 2023.

All communications related to this RFP must be in writing and directed to the following contact: purchasing@joliet.gov. All questions must be submitted in writing and will then be answered in the form of an addendum. **All questions are to be submitted by 4:30 p.m. local time on Wednesday, November 1, 2023.** Questions arriving after that date and time will not be answered or acknowledged.

**LEGAL NOTICE
CITY OF JOLIET
ADVERTISEMENT FOR REQUEST FOR PROPOSALS**

RFP NO. 2784-1223

2024-2025 NEWSLETTER DESIGN, PRINT, AND DELIVERY

The City of Joliet, Illinois, does hereby invite sealed proposals for the **City of Joliet Newsletter Design, Layout, Printing, and Mailing for 2024 and 2025**.

Proposals will be received at the Office of the City Clerk, City of Joliet Municipal Building, 150 West Jefferson Street, Joliet, Illinois, 60432, until **10:00 a.m.** local time on **Wednesday, November 8, 2023**. **RFPs will be opened and publicly read aloud in Conference Room 1, City of Joliet Municipal Building.**

It is highly recommended that all proposals be tabbed to mark the Proposal Form. An electronic copy of the entire submission on a USB flash drive is also requested to be included in the proposal packet. Proposal results will be posted on the City's website and emails sent out to email addresses subscribed to the related RSS feed. It is preferred that you mail your proposal. It should be addressed as follows:

**CITY OF JOLIET – SEALED PROPOSAL ENCLOSED
OFFICE OF THE CITY CLERK
150 W. JEFFERSON ST.
JOLIET, IL 60432**

If you do choose to hand deliver your proposal, it must be delivered to the Office of the City Clerk – located at the above address, between business hours of 8:00 a.m.- 4:30 p.m. and marked clearly on the outside of the SEALED package with the RFP NUMBER AND NAME OF THE PROJECT, DATE AND TIME OF THE RFP OPENING, NAME AND ADDRESS AND PHONE NUMBER OF YOUR COMPANY and RECEIPT OF ALL ADDENDA (if applicable).

Receipt of your submittal in any location other than the Office of the City Clerk at City Hall does not constitute receipt. If you are using a delivery service, the fact that it was signed for by someone at City of Joliet does not constitute receipt. To ensure that your package was received prior to the opening, you can email cityclerk@joliet.gov or call 815-724-3780 to verify receipt of document.

Electronic copies can be downloaded free of charge at <https://www.joliet.gov/bids>. No hard copies will be available for purchase.

All proposal document holders should sign up for RSS feeds at <https://www.joliet.gov/government/departments/finance/purchasing/bids-proposals/printing>. Addenda will be posted on the City of Joliet's website at <https://www.joliet.gov/bids>. The potential vendor/ contractor remains responsible for obtaining all addenda to the original specification so they should check the specific page for this RFP before submitting a proposal to make sure they have received all addenda to this specific contract.

The City of Joliet has a local qualified bidder ordinance that would not apply to this contract. The City of Joliet reserves the right to reject any and all proposals, parts of any and all proposals or to waive technical errors or omissions in submitted proposals.

The contract shall be subject to the provisions of the *Prevailing Wage Act* (820 ILCS 130/1 et seq.) to the extent required by law and the *City of Joliet Procurement Code* (Section 2-430 – 2-453 of the Code of Ordinances).

Electronic Download Free
Published in the Labor Record
October 19, 2023

Rodney Tonelli
Interim City Manager

Melissa L. Lopez
Purchasing/Contracts Administrator



Prospective Proposer,

Enclosed are proposal documents which may be of interest to your company. Please note the date and time as to when these proposals will be opened. The proposal documents **must** be returned intact - the same order as received.

All proposals must be submitted in an opaque sealed envelope **prior** to the date and time set forth for the proposal opening in the Legal Notice. Each proposal must be addressed to:

City of Joliet – Sealed Proposal Enclosed
Office of the City Clerk
150 W. Jefferson St.
Joliet, IL 60432

The outside of the sealed envelope – face of the envelope, **must** include the following:

- RFP Number and Name of Project
- Date and Time of RFP Opening
- Name, Address, and Phone Number of Company
- Acknowledgement of Addendum(s)

Failure to do any of the above may invalidate your proposal.

Any questions or clarifications concerning these specifications should be in writing and directed to the Purchasing Division at purchasing@joliet.gov.

Any oral or written comments received from any other person other than the Purchasing/Contracts Administrator will not be considered and may invalidate your proposal.

Respectfully,

City of Joliet

SPECIFICATIONS FOR PROPOSALS FOR CITY OF JOLIET QUARTERLY NEWSLETTER

The City of Joliet is soliciting proposals for the graphic design, layout, translation, printing, and mailing of its quarterly newsletter including custom artwork/graphics and/or use of agency stock photos or provided photography by the City. The newsletter a bi-fold, 8 ½" x 11", eight-page, four-color newsletter printed on 80-pound gloss enamel paper. The first four pages of content will be in English, the second four pages will be the same content translated to Mexican Spanish.

The contractor will be responsible for having the English version translated into Mexican Spanish. This must be done using a Certified Spanish translator and not Google translate. If the City does not approve of the certified translator, it is the responsibility of the contractor to find someone that is able to do the work in a manner that the City of Joliet approves. Again, these fees are to be paid for by the contractor.

Examples of previous newsletters can be found at <https://www.joliet.gov/our-city/residents/city-communications>. This proposal is for eight (total) quarterly newsletters to be distributed to households within the City of Joliet, based on zip code, on approximately March 1, June 1, September 1, and December 1 in the year 2024; and March 1, June 1, September 1, and December 1 in the year 2025.

The contractor will print 56,500 newsletters with a minimum of 1,000 of those to be delivered to Joliet City Hall; 1,000 to the Spanish Community Center; 500 to the Joliet Public Library - Ottawa Street Branch; 500 to the Joliet Public Library - Black Road Branch; 100 to the Joliet Police Department West Sub Station. The contractor will be responsible for delivery of newsletters to the Post Office and the above-mentioned locations. The contractor will also provide a price per 1,000 newsletters in the event extra copies need to be ordered.

Photographs and newsletter copy will be provided electronically by the City of Joliet. The contractor will layout, edit, and proof the newsletter for spelling and grammatical errors and provide at least four (4) color proofs before issuing a final product approved by the City of Joliet.

Stock photos that the vendor has will be allowed but must be approved by the City of Joliet. The newsletter is expected to be in households no later than 35 days after photographs and copy are given to the contractor. Failure to meet deadlines is cause for termination of the contract. The contractor will also provide a final electronic version (both English and Mexican Spanish) to the City of Joliet for publication on the City's website.

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The newsletter is to be printed by a printer that pays prevailing wages. The print company will print and seal the newsletters to prepare them for distribution. The contractor will be responsible for delivering approximately 53,400 copies to the Joliet

Post Office bulk mailroom located at 2000 McDonough Street, Joliet 60436, and pay for the postage of this mailing. **The cost of postage is to be included in the proposal.**

The remaining copies will be hand delivered by the contractor to the following locations:

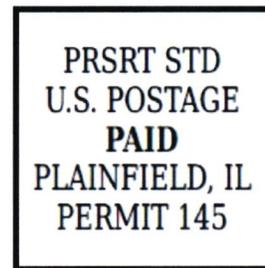
- Joliet City Hall – Information Desk
 - 150 W. Jefferson Street, Joliet 60432
 - QTY: 1,000
- Spanish Community Center
 - 309 N. Eastern Ave., Joliet 60432
 - QTY: 1,000
- Joliet Public Library - Ottawa Street Branch
 - 150 N Ottawa St, Joliet 60432
 - QTY: 500
- Joliet Public Library – Black Road Branch
 - 3395 Black Rd, Joliet 60431
 - QTY: 500
- Joliet Police Department West Sub Station
 - 7196 Caton Farm Rd, Plainfield 60586
 - QTY: 100

The cost of postage should be included in the proposal package. The newsletters are to be mailed out based on Joliet zip codes. The City of Joliet will not provide specific addresses. The contractor will be responsible for obtaining the required addresses based on zip codes and a map provided by the City of Joliet upon award to make sure that no residents are missed. Special care will be taken to ensure Joliet residents with Plainfield, Minooka, New Lenox, and other mailing addresses are to be included in the mailing. The contractor will coordinate that with the Post Office.

Upon award, the City can supply the contractor with a map showing the boundaries of the City of Joliet as some residents may have Plainfield, Minooka, New Lenox, and other mailing addresses.

Below is a copy of the indicia used on the mailed newsletter:

POSTAL CUSTOMER



**ECRWSS
POSTAL CUSTOMER**

A list of references and five recent samples of work that are similar to what is requested in this RFP are to be included with the proposal. All vendors, including those that have been previously awarded this contract, are asked to submit this work and it should be within the past 12 months.

Failure to meet deadlines and/or delivery issues are grounds for termination of this contract.

All questions must be submitted in writing by 4:30 p.m. local time on Wednesday, November 1, 2023, to purchasing@joliet.gov.

The City of Joliet reserves the right to reject any and all proposals, parts of any and all proposals or to waive technical errors or omissions in submitted proposals. The Contract shall be subject to the provisions of the *Prevailing Wage Act* (820 ILCS 130/1 et seq.) to the extent required by law and the City of Joliet Procurement Code (Section 2-430 - 2-453 of the Code of Ordinances).

If your company will not be doing in-house printing, please provide us the name of the printer that will be doing the printing for you.

Additionally, should the Mayor and City Council vote to discontinue the publication of the resident newsletter, this contract would be null and void, and no additional fees will be paid to the contractor. If this should happen, contractor will be notified immediately.

Proposals will be accepted on the attached proposal sheet only. Additional items (portfolio showing other print jobs your company has completed within the past 12 months) must be enclosed in the proposal package, but the price must be on the proposal page that follows.

City of Joliet Proposal Form

The proposer **must** include this original proposal form with their submission as well as a copy of the entire submission on a USB flash drive. It is highly recommended that this proposal page be tabbed to mark the Proposal Form.

A list of references should also be provided along with a minimum of five samples, from the past 12 months of work, similar to what the City of Joliet has requested. The undersigned proposer, having examined the specifications, hereby agrees to supply services as per the attached specifications.

Total RFP for the City of Joliet quarterly resident newsletter as per the attached specifications. Pricing is for eight (8) quarterly newsletters which includes the design, layout, printing, and delivery of 56,500 copies around approximately March 1, June 1, September 1, December 1 for 2024; AND March 1, June 1, September 1, December 1 for 2025. This also includes the delivery of copies by the contractor to: Joliet City Hall, Spanish Community Center, Joliet Public Library (Ottawa St and Black Rd Branch locations), and Joliet Police Department West Sub Station.

PLEASE PRINT LEGIBLY

FIRM NAME: _____

ITEMS IN PROPOSAL	TOTALS
4 each 2024 Newsletters (8 pages) = \$ <u>10,735</u> each =	\$ <u>42,940</u>
4 each 2025 Newsletters (8 pages) = \$ <u>10,735</u> each =	\$ <u>42,940</u>
Design and Layout Charges/ 8 newsletters = \$ <u>546</u> each =	\$ <u>4,368</u>
8 each bulk mailing fees (including delivery to Post office and cost of postage for 53,400 newsletters) = \$ <u>12,958</u> each =	\$ <u>103,664</u>
All other items (Mexican Spanish translation services; delivery of 1,000 newsletters to Joliet City Hall; 1,000 to Spanish Community Center; 500 to Joliet Public Library- Ottawa St; 500 to Joliet Public Library- Black Rd; 100 to Joliet Police Dept West Sub Station; final electronic version and any other misc. items or services mentioned in proposal / =8 newsletters = \$ <u>952</u> each =	\$ <u>7,616</u>
GRAND TOTAL	\$ <u>201,528</u>

PLEASE PRINT LEGIBLY

Additional price per 1,000 newsletters delivered to Joliet City Hall in the event extra copies are needed: \$ 350.⁰⁰

FIRM NAME: Liberty Creative Solutions

ADDRESS: 18625 West Creek Drive

CITY: Tinley Park STATE IL ZIP 60477

TELEPHONE NO: 708-633-7450 office 708-906-4724 cell

AUTHORIZED REPRESENTATIVE: Aaron Wise

SIGNATURE: 

DATE: 11-6-23

TITLE: Business Development Manager

EMAIL: aaronw@libertycreativesolutions.com

All communications related to this RFP must be in writing and directed to the following contact: purchasing@joliet.gov. All questions must be submitted in writing and will then be answered in the form of an addendum. **All questions are to be submitted by 4:30 p.m. local time on Wednesday, November 1, 2023.** Questions arriving after that date and time will not be answered or acknowledged.

Sign up to receive the latest RFP information (including addendums) directly to your email:

<https://www.joliet.gov/government/departments/finance/purchasing/bids-proposals/printing>

SEALED PROPOSALS ARE TO BE SUBMITTED TO:

CITY OF JOLIET – SEALED PROPOSAL ENCLOSED
OFFICE OF THE CITY CLERK
150 W. JEFFERSON ST.
JOLIET, IL 60432

CLEARLY MARK ON THE OUTSIDE OF THE SEALED PACKAGE: RFP NUMBER AND NAME OF THE PROJECT, DATE AND TIME OF THE RFP OPENING, NAME AND ADDRESS AND PHONE NUMBER OF YOUR COMPANY AND ACKNOWLEDGEMENT OF ADDENDUM(S).

DEADLINE → 10:00 AM LOCAL TIME, WEDNESDAY, NOVEMBER 8, 2023.

References:

Harrah's Casino Joliet

Kim Rudnicki

krudnicki@caesars.com

815-260-9476

15 year of design fabrications, marketing communications, and direct mail

Four Winds Casino

Elizabeth Warkentien

ewarkentien@fourwindscasino.com

269-926-5349

15 years of design, offset and digital print, wide-format, and direct mail

Hollywood Casino Joliet

Kristen Kronland

Kristen.kronland@pennentertainment.com

815-927-2018

10 years of design, offset and digital print, wide-format, and direct mail

University of St. Francis

Ed Soldan

815-740-3809

esoldan@stfrancis.edu

8 years of design, offset and digital print, inkjet, and direct mail

Diocese of Joliet

Jane Lagger

jlagger@dioceseofjoliet.org

815-928-5596

7 years of design, fundraising direct marketing campaigns, and direct mail

University of Illinois

Heidi Gnadt

hgnadt@illinois.edu

217-300-3855

1 years of design, offset and digital print, inkjet, and direct mail



150 WEST JEFFERSON STREET
JOLIET, ILLINOIS 60432-4158

November 3, 2023

CITY OF JOLIET
ADDENDUM NO. 1

TO: All Prospective Proposers
PROJECT: 2024-2025 Newsletter Design, Print, and Delivery
RFP NO: 2784-1223

The following is a list of questions and answers to the above-referenced project. Please indicate your acknowledgment of Addendum No. 1 by executing the attached acknowledgement form and submitting it with your RFP packet. The proposal shall also state on the outside of envelope of the proposal packet that he or she is in receipt of Addendum #1.

ADDENDUM NO. 1 CONSISTS OF THREE (3) PAGES IN TOTAL: addendum with acknowledgement page (3 pages).

QUESTIONS FROM PROSPECTIVE PROPOSER AND ANSWERS

- Q1. The RFP asks for the postage to be included. Could you please provide the zip codes to accurately estimate postage?
- A1. Your company will coordinate that with the local Joliet Post Office, located at 2000 McDonough St., Joliet, IL 60436, to ensure that all City of Joliet residents receive the mailer. The following map provides the boundaries of the City of Joliet: <https://www.joliet.gov/government/departments/information-technology/public-access-map>. Please be aware that some residents living within Joliet city-limits may have a Minooka, New Lenox, or Plainfield mailing address. Also, there are those that may have a Joliet mailing address but are not within Joliet city-limits.
- Q2. Regarding "Print & Seal" what kind of seal are you seeking (wafer clear or white, glue dot, postage gum, other another adhesive)

- A2. Previous contractors have delivered the newsletters directly to the Post Office, and a seal was not required.
- Q3. Spanish Translator – It says that the city must approve of the translator. Could you please let me know if you approve of <https://eworldtranslations.com/>? We use them for several of our clients that require translation.
- A3. Yes, but only if the company provides Mexican Spanish translation services. It is critical that the City's Spanish-speaking residents are provided this service with the distinction of Mexican-Spanish.
- Q4. Hand delivered locations – 3,100 total copies, are these to be delivered before the EDDM mails?
- A4. The 3,100 copies can be hand delivered to the additional locations (as indicated within the RFP) on the same day as they are delivered to the Joliet Post Office.
- Q5. Is each piece mailed individually addressed to resident? If so, how do you provide the data to vendor.
- A5. No, they are not individually addressed to the resident. Please refer to Q/A #1 for the City map and boundaries.
- Q6. Is USPS service either ECRWSS (Enhanced Carrier Route Walking Sequence Saturation) or EDDM (Every Door Direct Mail) expected to be used.
- A6. The City's past newsletter vendors have utilized ECRWSS service.

CITY OF JOLIET

PROJECT: 2024-2025 Newsletter Design, Print, and Delivery

CONTRACT NO: 2784-1223

RFP DUE: Wednesday, November 8, 2023, 10:00 AM Local Time

ADDENDUM NO. 1

Instructions: Please sign and date this receipt as acknowledgement of ADDENDUM NO.1 for the above-referenced project and submit it with your bid packet.

Failure to acknowledge receipt of ADDENDUM NO. 1 may result in contractor's RFP being considered non-compliant.

Proposer shall also state on the OUTSIDE of the proposal packet envelope that he or she is in receipt of addendum #1 or the RFP may not be opened.

Signature: 

Name: Aaron Wise

Company: Liberty Creative Solutions

Position: Business Development Manager

Date: 11-3-23

CITY OF JOLIET

RFP 2784-1223 RFP OPENING 11/08/2023 10:00 AM

2024-2025 NEWSLETTER DESIGN, PRINT, AND DELIVERY

	CONTRACTOR	PROPOSED AMOUNT	ADDENDUM #1	BID SECURITY
b0001	1 Enterprise Newspapers DBA Bugle Newspapers	276,026.72	✓	NA
WS	2 Liberty Creative Solutions	201,528.00	✓	NA
WS	3 One Step	241,068.63	✓	NA
WS	4 Perma Graphic Printers	139,100.00	✓	NA
WS	5 Schiele Group	200,520.00	✓	NA
	6			NA
	7			NA
	8			NA

RFP OPENING ATTENDEES

Name: M. Lopez	Name	Name	Name
Co. COJ	Co.	Co.	Co.
Name: C. Durdash	Name	Name	Name
Co. COJ	Co.	Co.	Co.
Name: P. Arnes	Name	Name	Name
Co. COJ	Co.	Co.	Co.
Name: B. Ludwig	Name	Name	Name
Co. One Step	Co.	Co.	Co.