



# Village of Algonquin

The Gem of the Fox River Valley

To Whom It May Concern:

The Village of Algonquin, McHenry and Kane Counties, Illinois, would like to invite qualified contractors to submit a quotation for the purpose of Printing of the Recreation Brochures for Summer 2015, Fall 2015, Winter/Spring 2016 and the 2016 Calendar/Annual Report.

Quotes shall be submitted no later than 11:00 a.m., Tuesday, February 10, 2015. Firms must submit their quotation in a sealed envelope clearly marked, "2015/16 Brochure & Calendar Printing Quotation." Quotations shall be mailed or delivered to:

Village of Algonquin  
Attn: Deputy Clerk  
2200 Harnish Drive  
Algonquin, IL 60102

Or emailed with a subject line "2015/16 Brochure & Calendar Printing Quotation" to: [mweber@algonquin.org](mailto:mweber@algonquin.org)

Questions or clarifications regarding project specifications need to be submitted to the Village in writing via email to [mweber@algonquin.org](mailto:mweber@algonquin.org) by 4:00 p.m., Thursday, February 5, 2015.

The Village of Algonquin reserves the right to reject any or all quotes or parts thereof, or waive any irregularities of informalities, and to make the award in the best interest of the Village.

Upon receipt of your quotation Village staff will review and notify you once we have narrowed our selection.

Regards,  
Michelle Weber  
Deputy Village Clerk  
(847)658-5609

**VILLAGE OF ALGONQUIN**  
**RECREATION BROCHURE SUMMER 2015, FALL 2015, WINTER/SPRING 2016**  
**2016 CALENDAR/ANNUAL REPORT**

**BROCHURE AND CALENDAR SPECIFICATION**

1. **Paper:**  
**Brochure(s)**  
Cover: 60# white glossy  
Body: 50# offset stock white  
**Calendar** (Please quote each as a separate line item)  
Cover and Body: 80# offset stock white glossy
2. **Number of Pages:** (please quote each item separately)
  - a. Summer Brochure: 36 pages plus cover (Finish Size 8½x11)
  - b. Fall Brochure: 28 pages plus cover (Finish Size 8½x11)
  - c. Winter/Spring Brochure: 32 pages plus cover (Finish Size 8½x11)
  - d. Calendar: 28 pages plus cover (Finish Size 8½x11)
3. **Binding:**  
Fold, collate, saddle stitch, and face trim to fit to size.
4. **Print Quality:**  
Clan crisp printing of screens, solids, and gradients on both coated and offset papers.
5. **Cover:**  
To be printed in four color bleeds on cover and inside cover.
6. **Inside Pages/Body:**  
**Brochure:** 2 Color  
**Calendar:** 4 Color
7. **Format:**  
Product will be provided in Adobe InDesign format by the Village of Algonquin. This will include fonts, headers, borders, page numbers, photos, front cover layout and design.
8. **Quantity:**  
13,000 (under-runs are not acceptable and over –runs will not be paid for).
9. **Proof**  
An initial draft proof is to be delivered to the Ganek Municipal Center, 2200 Harnish Drive, Algonquin, IL 60102 hard copy with a round of corrections at no charge. A final proof must be delivered to the Ganek Municipal Center, 2200 Harnish Drive, Algonquin, IL 60102 to show text, color, bleeds, and photo clarity.
10. **Delivery:**  
Approximately 12,500 of the finished product must be carrier route sorted according to the current postal regulations and delivered to the Algonquin Post Office, 801 Algonquin Road, Algonquin, IL 60102. Additional brochures are to be delivered to the Ganek Municipal Center, 2200 Harnish Drive, Algonquin, IL 60102.
11. **Postage:**  
Postage rates will be calculated by the printer and relayed to the Village at the time of the delivery of the final proof.