

**INVITATION TO BID
OAK BROOK PARK DISTRICT
SEASONAL BROCHURE PRINTING
AND MAILING PREPARATION SERVICES**

The Oak Brook Park District (the “District”) is accepting bids for Seasonal Brochure Printing and Mailing Preparation Services.

Contract Documents, including Technical Specifications, may be obtained beginning Thursday, April 19, 2018 at the Administrative Office at the District’s Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523, Monday - Friday, 9:00 a.m. – 5:00 p.m. or by e-mail in PDF format by submitting a request to lkosey@obparks.org.

Bids shall be submitted in a sealed, opaque envelope marked "Bid Proposal – Seasonal Brochure Printing and Mailing Preparation Services Bid.” Proposals must be received on or before 1:00 p.m., Wednesday, May 9, 2018, in the Administrative Office at the District’s Family Recreation Center, 1450 Forest Gate Road, Oak Brook, IL 60523, and will be publicly opened and read aloud at that time.

The District reserves the right to waive all technicalities, to accept or reject any or all bids, to accept only portions of a proposal and reject the remainder without disclosure for any reason. Failure to make such a disclosure will not result in accrual of any right, claim or cause of action by any Bidder against the Oak Brook Park District.

Bids shall not include federal excise tax or state sales tax for materials and equipment to be incorporated in, or fully consumed in the performance of, the work. An Exemption Certificate will be furnished by the District on request of the Bidder, for use in connection with this project only.

The Vendor selected will also be required to comply with all applicable federal, state and local laws, rules, regulations and executive orders including but not limited to those pertaining to equal employment opportunity.

The District encourages women and minority business firms to submit bids and encourages Bidders to utilize minority businesses for supplies, equipment and services.

Laure Kosey, Executive Director
Oak Brook Park District