



BID NUMBER I065-2009

Annual Contract for the Document Layout for The Mainstream

DOCUMENTS ARE DUE PRIOR TO:

May 14, 2009 2:00:00 PM CDT

NO LATE BIDS WILL BE ACCEPTED

DOCUMENTS MAY BE SUBMITTED ELECTRONICALLY TO:

www.bidsync.com

DOCUMENTS MAY BE DELIVERED TO:

1515 N. GALLOWAY AVE.

PURCHASING DIVISION

MESQUITE, TX 75149

DOCUMENTS MAY BE MAILED TO:

CITY OF MESQUITE

PURCHASING DIVISION

P.O. BOX 850137

MESQUITE, TX 75185-0137

Bids will be publicly opened and read by the Purchasing Manager. If mailed or delivered in person, write the bid number on the envelope in the lower left corner. Time Critical Bid/Proposal Deliveries: The City of Mesquite can not guarantee, due to internal procedures, that any bids/proposals sent Priority Mail will be picked up and delivered by the closing date and time. It is recommended that critical bid/proposal deliveries be made either in person or via an alternate delivery method.

Bid I065-2009

Annual Contract for the Document Layout for The Mainstream

Bid Number I065-2009
Bid Title Annual Contract for the Document Layout for The Mainstream

Bid Start Date Apr 21, 2009 8:22:46 AM CDT
Bid End Date May 14, 2009 2:00:00 PM CDT

Bid Contact Rhonda Walker
Buyer
972-216-6391
rwalker@ci.mesquite.tx.us

Contract Duration 1 year
Contract Renewal 2 annual renewals
Prices Good for 45 days

Bid Comments See General Clauses and Conditions.
See Special Provisions.
Prices Quoted Must Be F.O.B. Mesquite.

Item Response Form

Item I065-2009-1-01 - Document Layout for The Mainstream
Quantity 12 month
Unit Price
Delivery Location City of Mesquite
Municipal Center
1515 N. Galloway Avenue
Mesquite TX 75149
Qty 12

Description
Annual Contract for Document Layout for The Mainstream (Monthly Resident Newsletter), per specifications.

INVITATION TO BID (ITB) NO. I065-2009**CLOSING DATE AND TIME: MAY 14, 2009 - 2:00 P.M.****ANNUAL CONTRACT FOR THE DOCUMENT LAYOUT FOR THE
MAINSTREAM (MONTHLY NEWSLETTER)****BIDS SHALL BE SUBMITTED ON THIS FORM**

The City of Mesquite, Texas, invites electronic bids, faxed bids or mailed bids from all qualified vendors desiring to bid on the Annual Contract for the Document Layout for the Mainstream (Monthly Newsletter) complying with the following specifications as listed herein.

The City of Mesquite strongly encourages all vendors to submit bids online through BidSync (www.bidsync.com) (formerly RFP Depot). If you are unable to submit your bid electronically, you may submit a paper copy to Michele Brand, Manager of Purchasing and Telecommunications, City of Mesquite, P.O. Box 850137, Mesquite, Texas 75185-0137. Mark envelope in lower left corner "ITB BID NO. I065-2009 Annual Contract for the Document Layout for the Mainstream (Monthly Newsletter), " so that the bids will not be opened until the appointed hour. Bids may also be faxed to 972-216-6397 or hand delivered before bid closing on Thursday, May 14, 2009 at 2:00 p.m. to the City of Mesquite, Purchasing Division, 1515 N. Galloway, Mesquite, Texas 75149.

GENERAL CLAUSES AND CONDITIONS

1. If you have questions regarding the preparation of your bid, you may contact Michele Brand, Manager of Purchasing and Telecommunications, City of Mesquite, telephone 972-216-6201. For technical questions, contact Greg Sowell, Communications Manager at 972-329-8319.
2. If you do not intend to bid on this project, please complete the bottom portion of the bid sheet, mark bid sheet "NO BID" and return form to the Purchasing Department. Your assistance in this matter is greatly appreciated.
3. Laws and Ordinances: The Contractor shall at all times observe and comply with all Federal, State and local laws, ordinances and regulations which in any manner affect the Contract or the work, and shall indemnify and save harmless the City against any claim arising from the violation of any such laws, ordinances and regulations whether by the Contractor or his employees.
4. Protection of Resident Workers: The City of Mesquite actively supports the Immigration and Nationality Act (INA), which includes provisions addressing employment eligibility, employment verification, and nondiscrimination. Under the INA, employers may hire only persons who may legally work in the United States (i.e., citizens and nationals of the U.S.) and aliens authorized to work in the U.S. The employer must verify the identity and employment eligibility of anyone to be hired, which includes completing the Employment Eligibility Verification Form (I-9). The Contractor shall establish appropriate procedures and controls so no services or products under the Contract Documents will be performed or manufactured by any worker who is not legally eligible to perform such services or employment.
5. Mailed bids must be **received in duplicate**, on this form, prior to the closing date and time to be considered. Faxed bids only require one copy faxed to the number indicated above. Mailed or faxed bids must be

- submitted in sufficient time to be received and time-stamped at the above location on or before the published date and time shown on the ITB. The City of Mesquite will not be responsible for mail delivered from the post office. Bids received after the published time and date cannot be considered.
6. Disadvantaged business/HUB vendors listed with the Office of Small Business Assistance of the General Services Commission are requested to provide a copy of their current certificate.
 7. Bidders shall complete the non-collusion statement included in the bid.
 8. The prices quoted in this bid proposal shall be F.O.B. Mesquite and cover costs for packaging, delivery, and handling to the City of Mesquite Print Shop, 711 N. Galloway, Mesquite, Texas.
 9. The City of Mesquite reserves the right to reject all bids, waive formalities and to make award of bid as may be deemed to the best advantage of the City. No bid may be withdrawn within forty-five (45) days after date of opening.
 10. Either the City of Mesquite or successful bidder may terminate this Contract at any time with thirty - (30) days written notice.
 11. Any ambiguity in the bid as a result of omission, error, lack of clarity or non-compliance by the Bidder with specifications, instructions and all conditions shall be construed in favor of the City.
 12. The City is exempt from all sales and excise taxes.
 13. Quantities are estimated and based on projected usage. It is specifically understood and agreed that these quantities are approximate and any increased quantities will be paid at the regular quoted price. The vendor shall not have any claim against the City of Mesquite for any quantities ordered that is less than the estimated bid amount.
 14. Prices quoted shall prevail for the entire term of the contract; one (1) year starting after bid is awarded by City Council to the successful bidder. A renewal option is included as a part of this bid for an additional two (2) one-year periods, renewable on anniversary of the original date, provided bidder can maintain bid prices and both parties are in mutual agreement.
 15. Cooperative Purchasing: As permitted under the Texas Local Government Code, Chapter 791025, other government entities may wish to also participate under the same terms and conditions contained in this contract (piggyback). Each entity wishing to piggyback must have prior authorization from the City of Mesquite and vendor. If such participation is authorized, all purchase orders will be issued directly from and shipped directly to the entity requiring supplies/services. The City of Mesquite shall not be held responsible for any orders placed, deliveries made or payment for supplies/services ordered by these entities. Each entity reserves the right to determine their participation in this contract.
- Successful bidder agrees to extend prices to all entities that have entered into or will enter into joint purchasing interlocal cooperation agreements with the City of Mesquite € Yes € No.
16. Prices shall be filled in and extended on the bid sheet. In case of discrepancy between the unit price and the extension, the unit price will be taken.
 17. Award of bid shall be made on an "all or none" basis at the discretion of the City of Mesquite.
 18. Bidder shall complete all information requested and fill in the blanks provided on the item response form. The City of Mesquite reserves the right to evaluate variations from these specifications. If exceptions are made, bidder shall state wherein the merchandise fails to meet these specifications. Failure to completely describe the merchandise being bid may result in rejection of your bid.

19. Orders shall be placed on an "as-needed" basis. Bidder shall advise if there is a minimum dollar amount per order.

SPECIAL PROVISIONS

1. **Price escalation:** The City of Mesquite favors fixed pricing. However, due to escalating fuel prices, which may result in an increase in the costs of materials awarded by this contract during the contract term, the City may consider, at its option, a request by the successful bidder for a price escalation equivalent to the percentage increase of materials. Price escalation will be made under the following conditions: 1) no request for a price escalation will be considered for the first 90 days of the contract period; 2) Contractor will be required to provide written confirmation from his supplier indicating the exact percentage of increase as well as the effective date of the escalation; 3) The City reserves the right to accept or reject the price increase; and 4) If the price increase is rejected, the Contractor shall provide the materials at the contracted price or may cancel the contract for the remaining term.
2. The apparent low bidder will be required to submit a W-9 form within seven (7) days of the bid opening date.
3. Bidders shall fill out the following forms, as noted in the bid and either attach them electronically to their bid or mail. If bidder is not electronically attaching forms, they shall be mailed prior to the bid closing date and time to the City of Mesquite Purchasing Division, 1515 N. Galloway, Mesquite, Texas 75149.

Forms required:

- *Item Response Form
- *Disadvantaged Business Enterprises Only (DBE)
- *Non-collusion Statement
- *Special Conditions, Federal Tax ID Number, Terms, Delivery and Signature page

SPECIFICATIONS

1. The *Mainstream* is a monthly newsletter mailed to City of Mesquite residents. This bid is for the monthly production of the document layout (manipulation of text and pictures) on an existing Quark Express template. The existing newsletter is an 11-inch by 17-inch sheet of paper folded in half, resulting in four 8.5-inch by 11-inch sheets of copy (see example attached).
2. City will provide copy no later than the 15th of each month via e-mail in a Microsoft Word document.
3. Vendor must only use the following fonts in the layout: Fritz Quadrata, Frutiger and Caslon 224.
4. Vendor will provide the following:
 - a. four proofs each month, depending on the number of changes needed
 - b. the first proof shall be provided no later than three business days after copy is e-mailed to vendor
 - c. all graphics
 - d. document layout (manipulation of text and pictures)
 - e. this contract is for document layout only, the following PMS colors will need to be used: Mesquite Green – Spot Color – Pantone® PMS 3435 – Process Build – C/100 M/o Y/79 K/60 and Flame Orange - Spot Color – Pantone® PMS 180 Process Build – C/o M/76 Y/83 K/11.5
5. Proofs shall be delivered via e-mail as a PDF screen quality file.
6. The City of Mesquite intends for this contract to begin within two business days of the award. Vendor must be able to begin work July 1, 2009.



Dear Mesquite Resident,

The City of Mesquite is constantly looking for new ways to beautify our community and make it safer. With that stated, I'd like to update everyone on the City's endeavor to replace neighborhood street signs along major traffic corridors.

The new signs are more visible with larger font, making it safer and easier for people to find specific streets. The new design also helps promote the City by displaying our logo.



Installation of the signs began in January, and you should see one along every major thoroughfare in our community.

I would also like to mention that construction on I-635 should wrap up in July. I know many of you, myself included, have been anxious to see this project completed. I hope you find it was worth the wait.

I would also like to thank you for your letters of support for the Mayor's Corner. I'm happy to be able to reach out to you through this City publication.

Sincerely,

John Monaco
Mayor

MESQUITE ARTS CENTER

A R T I V I T I E S

The following activities are funded in part by the City of Mesquite hotel-motel occupancy tax revenues. The Mesquite Arts Center is located at 1527 N. Galloway. For updates, check www.mesquiteartscenter.org.

MAY

- 2 Mesquite Symphony Orchestra** is in concert with *Tour de Force*. MSO will feature Mr. John-Henry Crawford performing Dvorak's monumental Cello Concerto. The concert begins at 7:30 p. m. in the Mesquite Arts Center Concert Hall. 972-216-8127
- 8** Join us for **Art@Lunch** at the Dallas Arboretum for Dallas Blooms, 11:30 a.m. to 2 p.m. The cost is \$20 and includes: transportation, admission, docent-led tour and lunch. Reservations required! 972-216-6444
- 10-24 Mesquite Community Theatre** presents *To Gillian on Her 37th Birthday* by Michael Brady in the Black Box Theatre. Performances will be held Thursdays through Sundays and include matinees and evening shows. Tickets range from \$8 to \$12. 972-216-8126
- 18 REGISTRATION** for 7 to 10 year olds, for the annual *John and Alta Nichols Art Camp* begins. Art camp offers a week (June 15-19) of the visual arts taught by an experienced artist. Activities develop skills with drawing, painting, sculptural forms as well as mixed media. Camp is held each day from 1 to 4 p.m. and materials are included. Cost is \$40. 972-216-6444

FREQUENTLY CALLED CITY PHONE NUMBERS

Main Number	972-288-7711
Animal Services.....	972-216-6283
Building Inspection.....	972-216-6212
Environmental Code.....	972-216-6276
Parks and Recreation.....	972-216-6260
Planning and Zoning.....	972-216-6216
Trash Collection/Recycling	972-216-6284
Street/Alley Repair	972-216-6282
Water Billing	972-216-6208
Water Leaks/Sewer Back-ups	972-216-6278

Mainstream is an official publication of the City of Mesquite to inform and advise citizens of municipal activities.

MESQUITE
T E X A S

Real. Texas. Flavor.



Explore and Enjoy Our Heritage

MAINSTREAM

Volume 23, Number 4, April 2009
A City of Mesquite, Texas Publication

Municipal Election - May 9, 2009

The annual municipal election is scheduled for Saturday, May 9, 2009, to elect a Mayor and Council Members for Places 1, 2 and 6 (precinct information listed on next page).

Early voting will be conducted in Mesquite at Lakeside Activity Center, 101 Holley Park Drive, rather than Dunford Recreation Center as in previous years, as follows:

- | | |
|--------------------------------------|------------------|
| • Monday - Friday (April 27 - May 1) | 8 a.m. to 5 p.m. |
| • Saturday (May 2) | 8 a.m. to 5 p.m. |
| • Sunday (May 3) | 1 p.m. to 6 p.m. |
| • Monday & Tuesday (May 4 & 5) | 7 a.m. to 7 p.m. |

Early voting will also be held at the main early voting location at the Dallas County Records Building, 509 Main Street, Dallas, Texas, 75202, and at approximately 51 additional branch locations throughout the county. Qualified voters in Dallas County and the portion of Kaufman County located within the city of Mesquite may vote early at any one of these locations.

Applications for ballots by mail should be mailed to Bruce Sherbet, Dallas County Elections Administrator, 2377 N. Stemmons Freeway, Suite 820, Dallas, Texas, 75207, and must be received by Dallas County no later than May 1.

On election day, results can be accessed on Dallas County's Web site at www.dalcoelections.org and on the City's Web site at www.cityofmesquite.com.



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Television Recycling

Mayor's Corner

John Monaco.....	Mayor
Shirley Roberts.....	Mayor Pro Tem
Greg Noschese.....	Deputy Mayor Pro Tem
Stan Pickett.....	Councilmember
Dennis Tarpley.....	Councilmember
Al Forsythe.....	Councilmember
Ted Barron.....	City Manager

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Year-Round Water Conservation Measures

Year-round water restrictions are part of Mesquite’s amended Water Conservation and Drought Contingency Plan. It means you will want to pay more attention to the times you water your lawn, how you wash your car and, if you have an automated sprinkler system, you’ll want to make sure it’s working correctly.

The new conservation measures come at the request of the North Texas Municipal Water District, which asked its member cities to implement year-round restrictions. In response, the City of Mesquite has put some time limits during the day when irrigation is allowed and made some other revisions.

The changes include:

- 1) Car washing during any time of year is only allowed with use of a water control nozzle.
- 2) Use of a malfunctioning irrigation system is a violation during any time of year. A malfunctioning irrigation system includes, but is not limited to, a system where heads are broken, lines are broken or similar damage exists that results in the waste of water.
- 3) Lawn or landscaping irrigation is prohibited between 10 a.m. and 6 p.m. from April 1 to October 31 each year.

Mesquite’s water conservation ordinance falls in line with state legislation which



requires cities like Mesquite to submit a plan to the Texas Water Development Board. Additional new rules also require the City to regulate the design, installation and operation of irrigation systems to ensure they are designed correctly to reduce water waste.

May 9, 2009 Election Day Polling Places and Precints

DALLAS COUNTY PRECINCTS LOCATED WITHIN MESQUITE’S CITY LIMITS

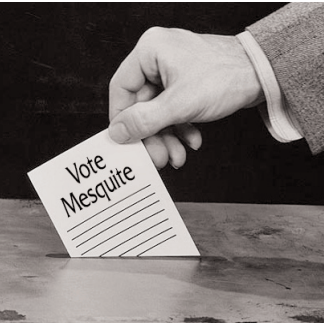
POLLING PLACE (open 7 a.m. to 7 p.m.)	PRECINCT NO.
Mesquite High School 300 East Davis	2323, 2324, 2325, 2326
Pirrung Elementary School 1500 Creek Valley	2327, 2328
Horn High School 3300 East Cartwright Road	2329, 2330, 3902
Galloway Elementary School 2329 Candleberry	2319, 2320, 2321, 2322
Wilkinson Middle School 2100 Crest Park	2315, 2316, 2317, 2318
Tosch Elementary School 2424 Larchmont	2303, 2307, 2309, 2310, 2312
Florence Park Community Center 2501 Whitson Way	2300, 2301, 2302, 2308, 2332, 2333
Scott Dunford Community Center 1015 Green Canyon	2304, 2305, 2306, 2313, 2314
Vial Elementary School 126 Creekview Drive, Garland	2141*, 2142*, 2147*

*Split precincts voting outside city limits.

KAUFMAN COUNTY PRECINCTS PARTIALLY LOCATED IN MESQUITE’S CITY LIMITS

POLLING PLACE (open 7 a.m. to 7 p.m.)
Horn High School
3300 East Cartwright Road

PRECINCT NO.
29, 37



Visit www.cityofmesquite.com

Lawn Maintenance

Spring is here, which means now is a good time to start thinking about property maintenance. Well-kept lawns help make neighborhoods look good and have a positive impact on property values.

The City’s Environmental Code division will be out as always, and is available if you have a complaint concerning a property in your neighborhood. The City has also made it a priority to have parks, municipal facilities and the City rights-of-way along the road mowed often to ensure those areas do not become unsightly.

If you have a concern about a property, you can register a complaint online at www.cityofmesquite.com or call 972-216-6276. For complaints concerning high grass or graffiti on TXU/ONCOR property, call 888-313-6862.



Award Winning Turf

As you visit Mesquite's athletic facilities this spring, it may be interesting for you to know you are playing on award-winning turf!

Bruton Soccer Complex was recognized as the "2008 Soccer Field of the Year" by the Texas Turfgrass Association (TTA). This award honors the best athletic field in Texas based on turf quality. This is the fourth "Field of the Year" award for Mesquite in the past seven years.

- Other awards include:
- 2001 Soccer Field of the Year for the Bruton Soccer Complex
 - 2002 Softball Field of the Year for the Girls Softball Complex
 - 2005 Soccer Field of the Year for the Eastfield Soccer Complex

Travis Sales, Park Services Superintendent / Municipal Arborist, was also recognized as the TTA's "2008 Green Thumb of the Year". This honor was given to Mr. Sales for his water conservation efforts in Mesquite.



Mesquite Offers Television Recyling

The City of Mesquite is offering electronics recycling for anyone who plans to replace their outdated televisions due to the digital transition.

The service is located at the Mesquite Convenience



Center at 3550 Lawson Road. The cost is \$10 per set, and the television screens and cases must be intact.

The TV set does not have to work in order to drop it off for recycling.

Severe Weather Preparedness

Spring is here, and this time of year can be dangerous, bringing tornadoes, heavy winds, thunderstorms, large hail, flash flooding and other threatening conditions. To help you plan and prepare, Mesquite’s Office of Emergency Management has put together a variety of resources at its Web site located at www.cityofmesquite.com/oem.

Mesquite Citizen Notification

Service (CNS) is also available, allowing messages to be sent via e-mail or text message to alert you of the possibility of severe weather. You can register to receive these messages at www.mesquitecns.com.

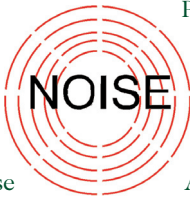


Neighborhood Noise

Did you know one of the most common problems in the city deals with noise?

Many people have heard the loud boom from radios or other devices and have been bothered by them at all hours of the day. The City does have an ordinance designed to combat this problem, and it says any noise plainly audible at a distance of 50 feet from the source between 10 p.m. and 7 a.m. is in clear violation. The ordinance also addresses

barking dogs or other animals which, by noise making, disturb or interfere with the peace of neighboring residents.



Please remember, we all want to keep our community and neighborhoods peaceful. If you have a noise complaint, call the Mesquite Police Department at 972-285-6336. An officer will be dispatched to investigate, and you may be asked to serve as a witness if the noise stops before the police arrive.

Parks and Recreation Corner

Mother-Son Dance
Friday, May 1
7 - 9 p.m.
Evans Recreation Center

Boys ages 4 to 12 will enjoy this fun-filled night with their mothers. An evening filled with games, fabulous music, light refreshments, fun and dancing awaits. A limited number of tickets will be available. Buy yours at any recreation center, the Parks and Recreation administrative offices or online at www.cityofmesquite.com. 972-216-6260



KidFish
Saturday, May 16
9 a.m. - 12 p.m.
City Lake Park



KIDFISH is an outreach program designed to educate and provide a hands-on fishing experience. Prizes will be awarded. Poles and bait will be provided or bring your own. The event is

FREE and donations are accepted to support the community fishing outreach efforts of the KIDFISH Foundation. KidFish is sponsored by Old Town Mesquite.

Movies in the Park
Friday May, 15 at dusk
Bedtime Stories

Bring your blanket, lawn chairs and a picnic for some free family time at City Lake Park.

Drinks and snacks will be for sale. Show times begin at dusk, weather permitting. 972-216-6260



SPECIAL CONDITIONS

The undersigned hereby certifies that he understands all the above specifications, has read them carefully and will deliver and furnish all merchandise and services as specified above in this bid.

FEDERAL TAX ID NUMBER

Bidder shall provide their Federal Tax ID Number .

DELIVERY

The specified delivery date shall be a firm date as specified in the bid. The delivery date shall be one of the determining factors in selecting the best bid for the City. calendar days/complete work in full, after receipt of order.

Minimum dollar amount per order \$.

Contact information for checking status of orders and delivery:

Contact Name: Telephone:

Title: Fax:

TERMS

Payment terms are NET 30 unless otherwise specified. Prompt payment discounts will be used by the City in determining the lowest responsible bidder.

% discount if paid within days from delivery and acceptance of goods or completion of service.

Firm Name Submitting Bid

Print/Type Name of Authorized Representative

Title of Authorized Representative

Signature of Authorized Representative

Date

Address

City, State, Zip

Telephone Number

Telefax Number

e-mail address

FOR DISADVANTAGED BUSINESS ENTERPRISES ONLY

Disadvantaged Business Enterprises (DBEs) are encouraged to participate in City of Mesquite's bid process. The Purchasing Office will provide additional clarification on specifications, assistance with Bid Proposal Forms and further explanation of bidding procedures to those DBEs who request it.

Representatives from DBE companies should identify themselves as such and submit a copy of the Certification.

The City of Mesquite recognizes the certifications of both the State of Texas General Services Commission HUB Program and the North Central Texas Regional Certification Agency. All companies seeking information concerning DBE certification are urged to contact

State of Texas HUB Program
General Services Commission
PO Box 13047
Austin, TX 78711-3047
(512) 463-5872

OR

North Central Texas
Regional Certification Agency
624 Six Flags Drive, Suite 216
Arlington, TX 76011
(817) 640-0606

If your company is already certified, attach a copy of your certification to this form and return with your bid.

Firm Name Submitting Bid

Representative

Title of Authorized Representative

Address

City, State, Zip

Telephone Number

Telefax Number

Indicate all that apply:

- ☐ Minority-Owned Business Enterprise
- ☐ Women-Owned Business Enterprise
- ☐ Disadvantaged Business Enterprise

Non-collusion Statement

The undersigned affirms that they are duly authorized to execute this contract, that this company, corporation, firm, partnership or individual has not prepared this bid in collusion with any other bidder and that the contents of this bid as to prices, terms or conditions of said bid have not been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this bid.

Name of Company

Address

Phone

Fax

Bidder (Signature)

Bidder (Print Name)

Position with Company

Signature of
Company Official

Authorizing This Bid

Company Official
(Printed Name)

Official Position

Standards of Conduct

The City of Mesquite conducts business with the public, business partners, vendors and contractors under a set of rules to ensure that all City officials and employees discharge their duties in a manner designed to promote public trust and confidence in our city. This code of ethics, titled Standards of Conduct, is taken from the Mesquite City Code, Chapter 2, Art. IV, Sec 2-123.

The City wants you to be aware of the rules that its employees are required to follow while performing their services to you. A violation of state or federal statutes may occur if these rules are broken. It is hoped that by outlining these rules for you, your experience in dealing with the City of Mesquite will be both rewarding and satisfactory.

Acceptance of Gifts or Gratuities

Accepting gifts or gratuities by employees in consideration for the performance of their duties, or as an appreciation for their performance, is strictly prohibited.

- Please do not offer employees any gift, loans or any other thing of value.
- Employees may not receive any fee or compensation for their services from any source other than the City, so please don't offer.
- Please do not offer to buy meals for employees.
- Employees may accept coffee, tea, soft drinks, snacks, etc. when attending meetings in your office.
- Letters to supervisors for exceptional service by employees are always welcome.

Conflicts of Interest

Employees are prohibited from engaging in any outside activities that conflict with, or have the appearance of conflicting with, the duties assigned to them in the employment of the City.

- Please do not ask employees for any special favor or consideration that is not available to every other citizen.
- Please do not ask an employee to disclose any information that is not available to every other citizen through normal public information channels.
- Please do not offer to compensate the employee by offering to hire, or do business with any business entity of the employee or family member
- Do not ask employees to represent you or your company or make any recommendations on your behalf other than those that are a part of their official duties with the City.
- Please do not ask employees to endorse the products or services of your company.
- Please do not ask employees to hand out or post advertising materials.

Solicitation by City Employees

Employees may not solicit gifts, loans, or any other items of value from people doing City business that will be used by them personally.

- If you are asked to pay a fee for services that you believe is improper or illegal, please contact the City's ethic's officer at **972-329-8723**. (payments should only be made to designated cashiers or clerks)
- Employees are prohibited from taking retaliatory action against you for failing to comply with any request unless the request is within the scope of the employee's official duties for the City.

Use of City Equipment, Facilities and Resources

Use of City equipment, facilities and resources is authorized only for City purposes and for those activities permitted by City ordinance and policy.

- Please do not ask employees to use City equipment to run errands or perform tasks for your benefit.
- Employees may not perform tasks, nor conduct any business not related to their official duties while on City time.

Your Rights and Expectations

When dealing with employees of the City of Mesquite you have the right to honest, fair and impartial treatment. You may expect prompt, courteous and professional service from our employees who are expected to understand and practice good customer service skills. Employees are tasked to uphold the public trust through the ethical performance of their duties. We understand that the enforcement of regulatory guidelines and codes may sometimes be a cause for concern; however, you may rest assured that we are responsible to all of the citizens of Mesquite and our goal is to serve them to the best of our ability.

Should you have any concerns or questions concerning this information or the conduct of any of our employees please contact the City's ethics officer at 972-329-8723. All calls to the City's ethics officer are confidential and your name (or any other identifying information) will not be disclosed.

Ted Barron
City Manager

TO THE VENDOR**DID YOU REMEMBER TO:**

- *ABIDE BY THE GENERAL AND SPECIAL CONDITIONS AND MAKE NOTE OF THE OPENING DATE AND TIME. ALL BIDS MUST BE TURNED IN BY 2:00 P.M. - BIDS RECEIVED AFTER 2:00 P.M. WILL NOT BE ACCEPTED.*
- *FILL IN THE UNIT AND EXTENDED PRICE ON YOUR BID PROPOSAL.*
- *FILL IN THE TOTAL AMOUNT.*
- *FILL IN THE TERMS, IF REQUESTED.*
- *ACKNOWLEDGE RECEIPT OF ALL ADDENDUMS.*
- *FILL IN THE DELIVERY TIME OR THE CALENDAR DAYS.*
- *FILL IN THE COMPANY NAME, ADDRESS AND PHONE NUMBER.*
- *SIGN BID PROPOSAL. (IF SUBMITTING A HARD COPY OF THE BID)*
- *BEFORE SUBMITTING BID TO THE PURCHASING DIVISION, INCLUDE ON THE FRONT OF THE SEALED ENVELOPE THE FOLLOWING INFORMATION: COMPANY NAME, ADDRESS, BID NUMBER, OPENING DATE AND TIME. (THIS DOES NOT APPLY TO BIDS SUBMITTED ELECTRONICALLY VIA BIDSYNC)*

NOTE:

THE CITY OF MESQUITE STRONGLY ENCOURAGES ALL VENDORS TO SUBMIT BIDS ONLINE THROUGH BIDSYNC (WWW.BIDSYNC.COM). IF YOU ARE UNABLE TO SUBMIT YOUR BID ELECTRONICALLY, YOU MAY SUBMIT A HARD COPY TO EITHER OF THE LOCATIONS LISTED BELOW.

MAILING ADDRESS:

CITY OF MESQUITE
P.O. BOX 850137
MESQUITE, TX 75185-0137

PHYSICAL ADDRESS:

CITY OF MESQUITE
1515 N. GALLOWAY
MESQUITE, TX 75149

972-216-6201 PURCHASING DIVISION
972-216-6397 FAX

IF THE PROCEDURES ARE NOT FOLLOWED WHEN SUBMITTING YOUR BID BY HARD COPY, IT COULD RESULT IN YOUR BID NOT BEING ACCEPTED.

THANK YOU

MICHELE BRAND
MANAGER OF PURCHASING AND
TELECOMMUNICATIONS

Question and Answers for Bid #I065-2009 - Annual Contract for the Document Layout for The Mainstream

OVERALL BID QUESTIONS

Question 1

General Clause and Conditions -how many copies are required for electronic bids? (Submitted: Apr 21, 2009 11:50:09 AM CDT)

Answer

- One (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 2

Specifications - This bid is for the monthly production of the document layout. Why does it say #8 (Genl Clause and Conditions) The prices quotes in this bid proposal shall be F.O.B.....are we also quoting for printing? (Submitted: Apr 21, 2009 11:52:14 AM CDT)

Answer

- This is standard wording for our bids. We are saying that if delivery and freight charges are applicable, you need to add the cost in to your unit pricing. The city does not pay for delivery or freight on bids. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 3

Genl Clause and Conditions #13 Quantities are estimated and based on projected usage.....
Clarity needed. Is this in regards to printing again - vendor or Bidder responsibility? (Submitted: Apr 21, 2009 11:53:40 AM CDT)

Answer

- Standard language of our bid packets.

No printing is required as part of the bid packet. The specifications on page 6 indicate this request is for the document layout only. Printing will be done in-house. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 4

Genl Clause and Conditions - For electronic submittals #14 where would we cite the renewal/price escalation costs? (Submitted: Apr 21, 2009 11:54:59 AM CDT)

Answer

- The escalation clause is put in our annual bids in case the awarded vendor needs to go up in pricing due to cost increases. This clause allows the city to consider the vendor's request for a price increase. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 5

Genl Clause and Conditions - #15 Cooperative Purchasing more clarity needed.

Successful bidder agrees to extend prices.....more clarity needed. (Submitted: Apr 21, 2009 11:56:13 AM CDT)

Answer

- The Cooperative Purchasing is to allow other entities to "piggyback" our bid and receive the same pricing from our awarded vendor. If the other entities have an "interlocal agreement" with the City of Mesquite, they can request the vendor to give them the same bid pricing as long as the vendor has agreed to do so. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 6

Genl Clause and Conditions - #16 Prices shall be filled in and extended on the bid sheet. Can't see where to put the additional information for electronic bids. (Submitted: Apr 21, 2009 11:57:28 AM CDT)

Answer

- This is standard language in our bids. BidSync automatically extends the unit price in the bid packet. The city awards by unit pricing. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 7

Genl Clause and Conditions - #19 Bidder shall advise if there is a minimum dollar amount per order. Clarity needed

Special Conditions - Delivery

Minimum delivery per order. Clarity needed (Submitted: Apr 21, 2009 11:59:24 AM CDT)

Answer

- This again is standard language, if there is a minimum charge from the vendor for delivery it should be noted here. Example \$1.00, \$5.00, \$10.00, etc. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 8

Special Provisions - #2 The apparent low bidder will be required to submit a W-(form within 7 days of the bid opening date. Does this mean after the bid award and the vendor will be emailing/faxing/mailling the form to the lowest bidder?

Clarity Needed (Submitted: Apr 21, 2009 12:00:51 PM CDT)

Answer

- The department that does the evaluation and award should get the W-9 Form sent to the vendor to fill out and return back to the city via mail, e-mail or fax. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 9

Non-Collusion Statement

If the authorized representative, company official and official position are all the same how should this handled?

Clarity needed (Submitted: Apr 21, 2009 12:02:19 PM CDT)

Answer

- If the same person is qualified for all the positions, then put their information in the appropriate spaces. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 10

Informal Bid Sheet - Fill in the total amount. How can this be done for electronic submittals?

Fill in the delivery date or the calendar days. Clarity Needed (Submitted: Apr 21, 2009 12:03:43 PM CDT)

Answer

- Not sure what you mean. The "Item Response Form" on page 2 is where you fill in the unit pricing. (Answered: Apr 22, 2009 9:55:55 AM CDT)

Question 11

Are the number of proofs required under the Specifications an indication of the minimum rounds of correction per month? (Submitted: Apr 22, 2009 12:59:26 PM CDT)

Answer

- We average three revisions per month. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 12

Are the number of proofs required under the Specifications an indication of the minimum rounds of correction per month? (Submitted: Apr 22, 2009 12:59:47 PM CDT)

Answer

- The answer is the same as stated on question 11. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 13

Are the number of proofs required under the Specifications an indication of the minimum rounds of correction per month? (Submitted: Apr 22, 2009 1:03:42 PM CDT)

Answer

- The answer is the same as stated on question 11. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 14

Under the Specification section, it refers to 4 proofs each month. Does that refer that will be a minimum of 4 rounds of revisions? (Submitted: Apr 22, 2009 1:13:09 PM CDT)

Answer

- We average three revisions per month, as state on question 11. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 15

Will it be required to send a physical proof in addition to a PDF? (Submitted: Apr 22, 2009 1:14:29 PM CDT)

Answer

- A "PDF" file is fine. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 16

Will the Design of the Mainstream newsletter change from month to month? (Submitted: Apr 22, 2009 1:15:27 PM CDT)

Answer

- Yes. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 17

Could you please verify the quantity to be printed each month? And these are to be delivered to the City of Mesquite Print Shop ... correct? (Submitted: Apr 23, 2009 4:17:21 PM CDT)

Answer

- No printed copies are required. Printing will be done in-house. (Answered: Apr 24, 2009 9:27:19 AM CDT)

Question 18

it says were are responsible for all "graphics". What if the required graphics are photographs of local people or streets signs (as in the sample) or whatever remote locations that we will not be able to get from our location. Will they supply such photographs? (Submitted: Apr 24, 2009 11:01:00 AM CDT)

Answer

- The department will provide any on-site photographs. The vendor would provide file or stored images of items which we may not have. (Answered: Apr 24, 2009 4:18:39 PM CDT)

Question 19

What version of Quark Express is being used? (Submitted: Apr 30, 2009 4:57:48 PM CDT)

Answer

- I don't know what version is being used by the current vendor. You don't have to specifically use Quark Express if you can produce a usable PDF for our printing purposes and the PMS colors are correct. (Answered: May 4, 2009 8:59:30 AM CDT)

Question 20

Could InDesign be used alternatively to Quark Express? (Submitted: Apr 30, 2009 4:58:37 PM CDT)

Answer

- If you are capable of creating the document utilizing the PMS colors as stated in the bid, InDesign will be fine.

After the document is designed in Quark or InDesign it will need to be saved as a pdf. (Answered: May 4, 2009 8:13:42 AM CDT)

Question 21

Is there a purchasing history available for this bid? (Submitted: May 4, 2009 7:06:55 PM CDT)

Answer

- The cost for the document layout was bid in 2006. The bid was for a one-year period with two one-year renewal options. The last option will expire on June 13. The montly cost for this bid was \$350 per month. (Answered: May 5, 2009 8:42:37 AM CDT)