



40555 Utica Road • P.O. Box 8009
Sterling Heights, MI 48311-8009
TEL 586.446.CITY(2489)
WEBSITE www.sterling-heights.net
EMAIL cityhall@sterling-heights.net

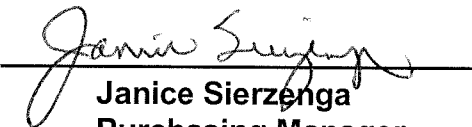
CITY COUNCIL
Mayor Richard J. Notte
Mayor Pro Tem Deanna Koski
Councilman Richard L. Bracci
Councilwoman Yvonne D. Kniaz
Councilman Joseph V. Romano
Councilwoman Maria G. Schmidt
Councilwoman Barbara A. Ziarko

CITY MANAGER
Mark D. Vanderpool

INVITATION TO BID

ITB-SH09-019

The City of Sterling Heights, Michigan is accepting sealed bids for **PRINTING OF THE CITY OF STERLING HEIGHTS MAGAZINE** until **TUESDAY, JUNE 23, 2009 AT 2:30 P.M.** in the Office of the City Clerk, 40555 Utica Road, Sterling Heights, Michigan 48313. Specifications are attached.


Janice Sierzenga
Purchasing Manager

Office of Purchasing
586-446-2740

GENERAL CONDITIONS

All information requested of the vendor shall be entered in the appropriate space on the form. Failure to do so may disqualify your offer.

All information shall be entered in ink or typewritten. Mistakes may be crossed out and corrections inserted before submission of your bid. Corrections shall be initialed in ink by the person signing the bid.

Corrections and/or modifications received after the closing time specified will not be accepted.

Time of delivery shall be stated as the number of calendar days following receipt of the order by the vendor to receipt of the goods or services by the City. Time of delivery may be a consideration in the award.

Prices shall be stated in units of quantity specified in the bid document. In case of a discrepancy in computing the amount of the bid, the unit price shall govern. All quantities stated, unless indicated otherwise, are estimates and the City reserves the right to increase or decrease the quantity at the unit price bid as best fits its needs.

All prices will be bid F.O.B. Destination and remain in effect for at least 90 days to allow for approval by City Council. The successful bidder's prices will remain firm through the length of the contract as designated within these bid specifications.

Bids shall include all charges for delivery, packing, crating, etc. unless otherwise stated in the bid document. General delivery hours are 8:30 a.m. to noon and 1:00 p.m. to 5:00 p.m. Monday – Friday. No deliveries are to be made between noon and 1:00 p.m.

Prices will be considered net if no cash discount is shown.

All bids shall be signed by an authorized officer or employee of the bidder.

Bids must be submitted by the date and at or prior to the time specified to be considered. No late bids, telegraphic, faxed bids or telephone bids will be accepted.

Submit bids in a sealed envelope, stating item being bid, closing date and time on outside of envelope.
Please submit three (3) copies of your bid.

Bids may be withdrawn in person by a bidder, or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the stated bid deadline.

The City of Sterling Heights reserves the right to postpone the bid opening for its own convenience.

Brand names and numbers, when used, are for reference to indicate the character or quality desired, unless specifically stated as "No Substitutes."

Equal items will be considered, provided your offer clearly describes the article. Offers for equal items shall state the brand and number, or level of quality. When brand, or level of quality is not stated by the bidder, it is understood the offer is exactly as specified.

Samples of articles, when required, shall be furnished free of cost, of any sort, to the City of Sterling Heights.

Samples of articles selected may be retained for future comparison.

Samples which are not destroyed by testing, or which are not retained for future comparison will be returned upon request at your expense.

The City of Sterling Heights is tax exempt. Do not include taxes in your bid.

The City's normal payment terms are 30 days in connection with any cash discounts specified on this bid. Time will be computed from the date of complete delivery of supplies or equipment as specified, or from the date correct invoices are received in the City's Finance Department, if the latter date is later than the date of delivery.

The City reserves the right: (1) To award bids received on the basis of individual items, or groups of items, or on the entire list of items, (2) To reject any or all bids, or any part thereof, (3) To waive any irregularity in the bids, (4) To accept the bid that is in the best interest of the City.

Bid prices submitted by the successful bidder should remain firm for the length of the contract from date of award by City Council.

The City of Sterling Heights is now part of an organization called the Michigan Inter-governmental Trade Network (MITN), a group of agencies that joined forces to create a Regional Bid Notification System to notify companies of new bid opportunities. All bids, quotations and proposals are now being posted online. All vendors are encouraged to visit <http://www.mitn.info> in order to register their company and gain access to new bids and proposals. If you do not have internet access, please call 1-800-677-1997, extension 214 to speak to a representative at BidNet®, the technical support group that handles the MITN system.

CHECK LIST FOR BIDDERS

All information required by the terms of the bid documents must be furnished.

MISTAKES OR OMISSIONS CAN RESULT IN THE REJECTION OF YOUR BID.

Important items for you to check are included in, but not limited to, those listed below. This checklist is furnished only to assist you in submitting a proper bid. Check as you read.

- _____ Is your bid properly signed? (refer to bid documents)
- _____ If required, have you entered a unit price for each bid item?
- _____ If required, have you entered the unit price or lump sum price in both words and figures? (unit price or lump sum price in words governs)
- _____ Are decimals in unit price in the proper places? Are your figures legible?
- _____ Is the envelope containing your bid properly identified that it is a sealed bid and does it contain the correct project name and bid opening date?
- _____ Will your bid arrive on time? Late bids will ***not*** be considered. Bids must be received by the ***Office of the City Clerk before 2:30 p.m.*** on the date specified.
- _____ Are any bid bonds or bid deposits, if required, included in your bid package?
- _____ Did you include the Hold Harmless form and References?
- _____ Did you include one (1) **original** plus two (2) copies of your bid?
- _____ **Did you check the MITN website for any addendums which may have been posted?** Addendums may be posted at any time.

BID SUBMISSION INSTRUCTIONS

Please read these instructions carefully. ***Your bid may be disqualified if it is not submitted as detailed below.***

Your bid must be submitted in a sealed envelope (**NO** fax submissions will be accepted) or other form of sealed packaging and labeled with the following information:

Vendor Name

ITB-SH09-019: Printing of the City of Sterling Heights Magazine

Date Due: Tuesday, June 23, 2009 at 2:30 p.m.

If the bid is to be express mailed, "**Bid Documents Enclosed**" must be conspicuously marked on the package. All bids, regardless of method used for delivery, are to be delivered to the following address:

City of Sterling Heights
Office of the City Clerk
Attn: Walter Blessed, City Clerk
40555 Utica Road
Sterling Heights, MI 48313

*Please keep in mind that due to current events, if your envelope/package is not labeled as directed, **it will not be opened and will be disposed of**, following the City's mail safety regulations.*

DO NOT deliver your bid to the requesting department or to the Office of Purchasing. All bids **must** be delivered to the Office of the City Clerk before the due date and time so they can be stamped received and filed appropriately. Bids are considered received when in the possession of the City Clerk. If your bid is not received before the due date and time, it will be disqualified and will not be opened or considered.

The City of Sterling Heights officially distributes bid documents from the Office of Purchasing or through the Michigan Governmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Bids or notification of bids issued by members of MITN are to be posted, in whole or in part, **ONLY** on the MITN system. Any other use is prohibited. Only those vendors who obtain bid documents from either the Office of Purchasing or the MITN system are guaranteed access to receive addendum information, if such information is issued. The City of Sterling Heights cannot guarantee the accuracy of any information not obtained from the MITN website and is not responsible for any errors contained by information received from alternate sources. If you received this document from a source other than the sources indicated, please notify us. It is recommended that all vendors register on the MITN website at www.mitn.info to obtain an official copy. All future bids, proposals, quotes and any addenda and tabulations will be posted on the MITN website.

PRINTING OF CITY MAGAZINE INSTRUCTIONS

The City of Sterling Heights is seeking sealed bids for the production/printing of its quarterly publication entitled the "Sterling Heights Magazine." Included in this bid are two (2) paper choices: one (1) specified and one (1) alternate

The City of Sterling Heights is seeking two (2) bid options: 1 year and an optional 2nd year. Four magazines to be published in each year.

Specifications also include the insertion of "We Want To Know" Post Cards.

All printing and finishing shall be done at vendor's place of business. Any deviations to this requirement **must** be clearly noted and included with your bid.

Any exceptions or deviations from **any** specifications **must** be noted and included with your bid.

Include with your bid a complete mock-up of the magazine based on samples of each paper on which you are bidding. Each mock-up shall be labeled with the option letter, weight, type of paper, and company name.

Please include a complete equipment list with your bid.

PRINTING OF THE CITY MAGAZINE SPECIFICATIONS

- Quantity: 52,500 magazines per printing
- Format: Booklet
- Page Size: 8.5" x 11" (17" x 11" full sheet size, 1/2 folded)
Stitched and trimmed to a finish size of at least 8.125" x 10.375" (or larger)
for full bleed purposes
- Pages: 76 total pages: Four (4) cover pages and seventy-two (72) text pages
Please provide cost of additional text pages in eight (8) page increments
- Paper:
- Option A) 70# Gloss Text #3 enamel/gloss (4 pages) for magazine
cover
35# Offset Newsprint (72 internal pages)
- Option B) Alternate Stocks (Please keep alternate quality similar to
specified papers in regards to weight and brightness of stock)
- Ink: All pages: Four (4) color (CMYK)
- PrePress: Camera-ready copy via CD-R, DVD-R or FTP. Vendor must produce silver
print and colorkey.

Magazine to be supplied to printer in InDesign CS3 for Macintosh, Quark
XPress 6.5, or PDF files.
- PostPress: Vendor MUST supply a low-resolution PDF copy of assembled proofed
magazine (with cover) suitable for Web viewing/downloading on the city's
Web site.
- Over/Underruns:
There shall be zero (0) overruns, and zero (0) underruns. Overruns will not
be approved for payment unless the overruns were requested by the City
prior to printing. Costs for unrequested overruns will be the obligation of the
Vendor. The Vendor shall be responsible for underruns and shall forfeit an
amount equivalent to the percentage of cost for "additional publication
copies," plus 1% of the total newsletter bid price for the term of the approved
bid.

Post Office Mailing/Bundling:

Newsletters are to be bundled according to the U.S. Post Office specifications for routes within the City of Sterling Heights Post Office (Residential Customers Only).

NOTE: It is the obligation of the Vendor to acquire the route quantities including carrier route box section from the Sterling Heights Post Office for each mailing period.

Delivery: The printed newsletter in quantities required by the Sterling Heights Post Office delivery routes, is to be delivered to the Sterling Heights Post Office, no later than ten days after art has been submitted to the Vendor by the designee of the City. The remaining copies are to be delivered to the Community Relations Department. The Vendor shall forfeit \$200.00 per day for each calendar day past the date the printed newsletter is due to the Post Office. The amount shall be reduced at a comparable rate if a delay is the direct result of action(s) of the City, i.e. copy submitted later than specified.

Please indicate your estimated turn-around time from the date art is received for pre-press to delivery to the Post Office on the Bid Form.

Schedule: To be determined based on pre-press production schedules

We Want To Know Cards:

Insertion only of 4.25" x 5.5" postcards (flat with 5" perforated extra fold), to be stitched securely between the cover and the text pages of each printed magazine but **not fastened** to the magazine. Size of this care can vary based upon the capability of the vendor assembly needs.

Postcards to be supplied by the City.

BOND REQUIREMENTS

BID BOND

Bids must be accompanied by a Bid Bond, Bank Issued Money Order, or Cashier's Check in the amount of five (5%) percent of the amount of total bid which will be returned to the unsuccessful bidders after the award of Contract. Corporate checks will not be accepted as bid security.

PERFORMANCE BOND

The Contractor whose bid proposal is accepted will furnish, at his own expense, a performance bond for 25% of the full amount of Contract made in favor of the Treasurer of the City of Sterling Heights, release of which is conditioned upon the faithful performance of the bonding company under the term of this Contract and shall in no event exceed twelve (12) months from the date of default of the Contractor.

Should the Contractor fail, neglect or refuse to perform his duties under the Contract, the City shall have the right to terminate the Contract upon seven days written notice given to the Contractor and his surety and to proceed to complete the work. Any additional costs incurred by the City shall be paid by the Contractor. The performance bond must be presented to and accepted by the City before contract negotiations can be considered as complete. The performance bond must be received by the City no later than two (2) weeks from the date of award of bid by City Council.

The Contractor may not commence work and bid bonds or checks will not be returned until the performance bond has been received and approved by the City.

BID FORM

The undersigned hereby declares that he has carefully examined the instructions and specifications and will print the **City of Sterling Heights Magazine** for the price set forth in this bid. It is understood and agreed that all bids are **F.O.B. Destination**, that all prices shall remain in effect for at least ninety (90) days from the date of the opening to allow for the award of the bid and that the successful Vendor's bid pricing shall remain firm through completion.

Page Size: 8.5" x 11" (17" x 11" full sheet size, 1/2 folded) Stitched and trimmed to a finish size of at least 8.125" x 10.375" (or larger) for full bleed purposes. Camera-ready copy via CD-R. Vendor must produce silver print and colorkey.

Year 1	<u>Unit (per 52,500)</u>	<u>Yearly (unit x 4)</u>	<u>Add'l lots of 1,000</u>	<u>Add'l text pages*</u>
A: 70# Gloss Text #3 enamel/gloss (4 pages for magazine cover) 35# Offset Newsprint (72 internal pages)	\$_____	\$_____	\$_____	\$_____
B: Alternate Stocks	\$_____	\$_____	\$_____	\$_____
 Optional - Year 2	 <u>Unit (per 52,500)</u>	 <u>Yearly (unit x 4)</u>	 <u>Add'l lots of 1,000</u>	 <u>Add'l text pages*</u>
A: 70# Gloss Text #3 enamel/gloss (4 pages for magazine cover) 35# Offset Newsprint (72 internal pages)	\$_____	\$_____	\$_____	\$_____
B: Alternate Stocks	\$_____	\$_____	\$_____	\$_____

*Unit cost for each additional eight (8) page internal page increase, per unit run of 52,500 pieces. A pro-rated cost would be added to the unit price for any additional lots of 1,000 pieces requested by the City.

BID FORM

COMPANY/REPRESENTATIVE_____

	<u>Unit (per 52,500)</u>	<u>Yearly (unit x 4)</u>	<u>Add'l lots of 1,000</u>
Insertion into magazine of 52,500 Post Cards provided by the City	\$ _____	\$ _____	\$ _____
Post Office Mailing/Bundling	\$ _____	\$ _____	\$ _____

Indicate any additional charges: _____

Indicate your turn-around time after receipt of art: _____

How did you receive notification of this bid? _____

How did you obtain the bid specifications? If bid documents were downloaded from a website, please list: _____

Bidder acknowledges receipt of the following addenda: _____

COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

REPRESENTATIVE/TITLE _____

TELEPHONE/FAX _____

TERMS _____

EMAIL/WEBSITE _____

SIGNATURE/DATE _____

EQUIPMENT LIST

LIST ALL EQUIPMENT AVAILABLE TO BE UTILIZED FOR THIS BID BELOW:

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

COMPANY/REPRESENTATIVE_____

HOLD HARMLESS AND INDEMNITY

To the fullest extent permitted by law, the contractor expressly agrees to indemnify and hold the City of Sterling Heights (City), its elected and appointed officials, employees and volunteer and others working on behalf of the City, harmless from and against all loss, cost, expense, damage, liability or claims, whether groundless or not, arising out of the bodily injury, sickness or disease (including death resulting at any time therefrom) which may be sustained or claimed by any person or persons, or the damage or destruction of any property, including the loss of use thereof, based on any act or omission, negligent or otherwise, of contractor or anyone acting in its behalf in connection with or incident to this contract or the work to be performed hereunder, except that the contractor shall not be responsible to the City on indemnity for damages caused by or resulting from the City's sole negligence; and the Contractor shall, at its own cost and expense, defend any such claim and any suit, action, or proceeding which may be commenced hereunder, and the Contractor shall pay any and all judgments which may be recovered in any such suit, action or proceeding, and any and all expense, including, but not limited to, costs, attorneys' fees and settlement expenses which may be incurred therein.

PLEASE PRINT:

VENDOR NAME_____

AUTHORIZED REPRESENTATIVE_____

SIGNATURE_____

VENDOR ADDRESS_____

PHONE_____

E-MAIL_____

WITNESS_____

DATE_____

This form **must** be completed and returned with your bid.

REFERENCES

BIDDER TO COMPLETE ALL BLANKS IN THIS DOCUMENT

LIST AT LEAST **THREE** REFERENCES WITH WHOM YOU HAVE HAD SIMILAR CONTRACTS DURING THE PAST THREE YEARS. THESE REFERENCES **MUST** BE INCLUDED WITH YOUR BID.

1. Company or City_____
- Contact Name_____
- Telephone Number_____
- E-mail_____

2. Company or City_____
- Contact Name_____
- Telephone Number_____
- E-mail_____

3. Company or City_____
- Contact Name_____
- Telephone Number_____
- E-mail_____

Bidder's Signature_____Date_____

Company_____

This form **must** be completed and returned with your bid.