



Pittsfield Charter Township

6201 West Michigan Avenue, Ann Arbor, MI 48108
Phone: (734) 822-3135 • Fax: (734) 944-6103
Website: www.pittsfield-mi.gov

Office of the Supervisor

Mandy Grewal
Township Supervisor
grewalm@pittsfield-mi.gov

Barbara Ryan Fuller
Deputy Supervisor
fullerb@pittsfield-mi.gov

Pittsfield Post Official Newsletter of Pittsfield Charter Township

REQUEST FOR PROPOSALS Printing and Mailing

PROJECT DESCRIPTION

Print approximately 11,000 copies of a semi-annual (April/May and Sept/Oct) newsletter

- Coordinate with and receive final artwork from graphic designer and print according to schedule
- Revise to client's satisfaction
- Review pre-press proof with graphic designer
- Review and adjust final-press proof with Supervisor or her designee
- Coordinate bulk-mail preparation and delivery to post office

PROJECT SPECIFICATIONS

- Coordinate with and receive graphic file from designer
 - Print approximately 11,000 copies
 - Deliver folded and tabbed newsletters to mail house
 - Return extra newsletters to Township
 - 4-color process with multiple photos and bleeds
 - Soy ink - optional
 - 80# Finch opaque text
 - Prints 2-sided
 - 15" x 22" oversized flat
 - Fold three times
 - o Fold to 15" x 11" flat tabloid (first fold)
 - o Fold to 5" x 11" to mail (second and third folds)
 - Process and mail at bulk rate
 - o Apply printer's indicia
 - o Coordinate with mail house
 - Prepare list for bulk mailing (list provided as an Excel spreadsheet)
 - NCOA certification
 - Address pieces
 - Arrange for postage payment
 - Deliver to USPO
-

SUBMITTAL REQUIREMENTS

The following information shall be provided for any primary consultant submitting a proposal as well as any collaborating consultant or contractor who will be executing any tasks outlined in this RFP:

1. Provide a company profile and proof of license to practice in Michigan.
2. Provide the company's Allied Printing Trades Council union label number to certify existence of a collective bargaining agreement between the workers and management regarding wages, hours and working conditions.
3. Provide the Allied Printing Trades Council union label number secured by subcontractors who will be carrying out any part of your proposal.
4. Provide a least three (3) samples of work your firm has completed for communities you consider to face similar challenges and opportunities as Pittsfield Township.
5. Provide a list of client references you have contracted with for similar projects. Include the project title, date, name, address, phone number, email address, and a contact person, as well as a brief description of the scope of work.
6. Describe your understanding of this project and any challenges you foresee.
7. Describe any resources, or significant skills or talents that your firm can bring to the process that distinguishes your firm from other similar consultants.
8. Include a schedule of fees outlined by task, in addition to an overall not-to-exceed lump sum cost.

Submittals shall be no more than 3 sheets double sided, not including resumes and sample documents.

Applicants must submit two (2) paper copies and (1) digital copy in a sealed envelope.

Clearly mark the outside of the envelope "PPost Proposal".

Submittals must be received by the Township Clerk's Office no later than 3:00 pm on July 20, 2012.

Township Clerk's Office – Pittsfield Charter Township
Attention: Pittsfield Post – Pittsfield Post Printing & Mailing
6201 W Michigan Avenue
Ann Arbor, MI 48108

Proposals will be reviewed the week of July 23, 2012.

The consultant will be selected on or before August 31, 2012.

The Township reserves the right to accept or reject all or any part of any and all proposals. The Township will award the contract based on the total quality of the proposal.

Please direct all questions to Mandy Grewal, Supervisor.

Phone (734) 822-3135 or email: grewalm@pittsfield-mi.gov