



City of Madison, Wisconsin
Metro Transit System
1245 E. Washington Ave., Suite 201
Madison, WI 53703
Phone (608) 267-8768
Fax (608) 267-8778
Email - ndixon@cityofmadison.com

REQUEST FOR QUOTATION	
NO.	RFQ-MT50-12162011-0-2011/NLD
FOR	PRINT BUS FLYERS
DUE DATE	<i>FAX MUST BE RECEIVED BY:</i> WEDNESDAY, DECEMBER 28, 2011 AT 10:00 a.m., CT
FAX NO.	(608) 267-8778
BUYER/ TEL	Natalie L. Dixon (608) 267-8768
TECHNICAL CONTACT / TEL	Vicki France (608) 266-6506

GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS:

1. Refer to Metro Technical Specifications, for order information and technical support. Direct technical questions to Vicki France, Metro Transit, at 608-266-6506 or vfrance@cityofmadison.com.
2. Bus Flyers will be ordered "As Needed", by Metro Staff over the next 12 months (January 2012 – December 2012.) Each set of Bus Flyers may vary in color, artwork and text. Prior to printing, each set, the successful bidder should provide a proof to Vicki France, Metro Transit.
3. All quotations submitted must be in accordance with specifications, special conditions, if any, and City of Madison Standard Terms and Conditions (effective 01-16-09)
<http://www.cityofmadison.com/finance/documents/STC20090116.pdf>
4. Delivered Prices Only. Prices quoted must include shipping charges, FOB Metro Transit, Parts Room, 1101 E. Washington Ave., Madison, WI.
5. Prices quoted must remain firm and fixed for the full contract term. Any attempt by the successful bidder to change submitted pricing, prior to annual renewal, would VOID the bid award.
6. If offering a substitute item, include manufacturer, number, model, specifications and product literature.
7. Unless otherwise noted, it will be assumed that bidder will accept an order for all or part of the items priced.
8. Contract Term and Extension: If mutually agreeable to the contractor and the City, the contract may be extended for two (2) additional twelve (12) month periods. Rates and conditions must

remain unchanged during any extension period; unless a price adjustment is requested and then approved, in writing, by the City. Requests to change prices must be submitted at least 30-calendar days prior to contract renewal. Contract renewals are not automatic.

9. Evaluation Period: This contract is subject to an evaluation period equivalent to 90 days and/or 2 completed printing sets. If at the end of that time, the quality and/or responsiveness of the vendor are unacceptable according to the terms of this bid, the contract will be canceled and awarded to the next lowest responsible bidder or re-bid.
10. Order Acknowledgement: Vendors should acknowledge receipt of all orders. The vendor is required to acknowledge an order within 24 hours if vendor cannot make the production schedule set forth on the purchase order. Failure to do so binds the printer to the schedule.
11. Delivery Failures: Failure to deliver within the time period specified shall be considered a default. In case of default, the City may procure the required articles or equipment from other sources and hold the contractor responsible and liable for any excess costs occasioned thereby. The contractor shall also be responsible and liable for all costs incurred by the City as a result of late or non-delivery of items or services.
12. No Guarantee of Purchase: The City does not guarantee any minimum or maximum volume of purchase for this contract. The quantities shown on the price proposal are an estimate of annual usage. These quantities are subject to change based on our actual requirements during the year.
13. Invoices: Vendor shall send two (2) copies of the invoice to City of Madison, Metro Transit, Attn: Accounts Payable, 1245 E. Washington Avenue, Suite 201, Madison, WI 53703-3052. **Note: No unapproved charges will be paid. Any charges above and beyond the submitted bid price must be approved, in writing, prior to printing.**
14. Award: The City will award the bid to the lowest responsive and responsible bidder whose bid is most advantageous to the City. In determining the most advantageous bid, the City will consider criteria such as, but not limited to, cost, quality / workmanship, compatibility, standardization, major and minor exceptions to our specifications, superior design features, warranty, delivery, past experience, installation, equality, discount, customer satisfaction, bidder's past performance and/or service reputation, and service capability. The City may opt to establish alternate selection criteria to protect its best interest or meet performance or operational standards.



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BUS FLYER SPECIFICATION INFORMATION

WHAT IS A BUS FLYER?

BUS FLYERS ARE NOTICES THAT METRO TRANSIT POSTS TO ALERT OUR RIDERS TO SERVICE AND/OR PRICE CHANGES.

BUS FLYER PACKETS HAVE ONE (1) HOLE PUNCH IN THE UPPER LEFT CORNER. PACKETS ARE HELD TOGETHER BY LOOPING STRING THRU THE HOLE PUNCH AND THEN TYING A KNOT. THE REMAINING LENGTH OF STRING IS THEN TIED AROUND THE BUS RAIL SO THAT THE PACKET CAN HANG FREELY. WHEN RIDERS BOARD THE BUS, THEY SEE THE HANGING BUS FLYERS AND CAN TAKE A FLYER FROM THE PACKET.

PAPER STOCK?

PAPER STOCK FOR ALL SPECIFIED ITEMS CAN BE 20 LB, COPY PAPER

PRODUCTION SCHEDULE?

BUS FLYERS WILL BE ORDERED, "AS NEEDED", INDIVIDUALLY, ON A RANDOM SCHEDULE, THROUGHOUT THE NEXT 12 MONTHS. SINCE WE CANNOT ANTICIPATE DETOURS AND/OR SERVICE INTERRUPTIONS, WE CANNOT PROVIDE A PRINTING SCHEDULE IN ADVANCE.

FINAL DELIVERY?

THE SUCCESSFUL BIDDER WILL BE EXPECTED TO PRODUCE BUS FLYERS AS QUICKLY AS POSSIBLE. SOME PROJECTS WILL HAVE A TEN (10) CALENDAR DAY TURN-AROUND-TIME (FOR EXAMPLE: HOLIDAY SERVICE FLYERS.)

BUT THE MAJORITY OF BUS FLYERS WILL BE FOR UNEXPECTED SERVICE CHANGES, AND THOSE FLYERS MUST BE DELIVERED TO METRO WITHIN 48 HOURS (2 CALENDAR DAYS) ARO.

PRICE?

YOUR PROPOSAL PRICE MUST INCLUDE ALL COSTS (LABOR, PAPER, PRINTING, SHIPPING, ETC.)

PRICES ARE FOB: METRO TRANSIT, PARTS ROOM, 1101 E. WASHINGTON AVE., MADISON, WI.

METRO TRANSIT SPECIFICATIONS

Date:	Friday, December 16, 2011
Description:	Bus Flyers for Metro Transit
Quantity for 12 Months:	1.) 10 -printings 8.5 x 11 1-sided color paper 5000 sheets punch and tied with string in packs of 25 2.) 10- printings 8.5 x 11 2-sided color paper 5000 sheets punch and tied with string in packs of 25 3.) 10- printings 11 x 17 2-sided Folds 1x color paper 5000 sheets punch and tied with string in packs of 25 4.) Additional packs (all 3-sizes) quantities of 1000 sheets, no punch or tie. <u>And</u> 10,000 sheets punched in left corner, tied with 18" string, in packs of 50
String:	String to be: at least 18" long per pack; poly/cotton material; heavy; 16 ply, color: white
Size:	8.5"x11" and 11 "x 17" (see Quantity above)
Color:	Black ink
Paper Stock:	Various colors of laser quality paper (many will be bright hues)
Folds:	See number 3 above in Quantity section
Artwork:	PDF and Macintosh formats
Bleeds:	none
Technical/Spec Questions	Vicki France, 608-266-6506 or vfrance@cityofmadison.com
Delivery Date:	Time frames are project dependent and will be determined by Metro Staff: Final Delivery between 2 and 10 calendar days; FOB: Metro Transit, Parts Room, 1101 E. Washington Ave., Madison, WI 53703

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DUE WEDNESDAY, DECEMBER 28, 2011 AT 10:00 AM CT
PRINT BUS FLYERS
PRICE PROPOSAL PAGE

DESCRIPTION	QUANTITY	UNIT PRICE (Price per set)	EXTENDED PRICE (Total Price)
Metro Bus Flyers: per Metro specifications			
8.5x11" BUS FLYERS, 1-sided; (Item 1-SPEC SHEET)	10 SETS (5000 PER SET)	\$	\$
8.5x11" BUS FLYERS, 2-sided; (Item 2-SPEC SHEET)	10 SETS (5000 PER SET)	\$	\$
11X17" BUS FLYERS, 2-sided; (Item 3-SPEC SHEET)	10 SETS (5000 PER SET)	\$	\$
8.5x11" BUS FLYERS, 1-sided; 1000 COPIES; (ITEM 4-SPEC SHEET)	5 SETS (1000 PER SET)	\$	\$
8.5x11" BUS FLYERS, 2-sided; 1000 COPIES; (ITEM 4-SPEC SHEET)	5 SETS (1000 PER SET)	\$	\$
11X17" BUS FLYERS, 2-sided; 1000 COPIES; (Item 4-SPEC SHEET)	5 SETS (1000 PER SET)	\$	\$
8.5x11" BUS FLYERS, 1-sided; 10,000 COPIES; (ITEM 4-SPEC SHEET)	5 SETS (10,000 PER SET)	\$	\$
8.5x11" BUS FLYERS, 2-sided; 10,000 COPIES; (ITEM 4-SPEC SHEET)	5 SETS (10,000 PER SET)	\$	\$
11X17" BUS FLYERS, 2-sided; 10,000 COPIES; (Item 4-SPEC SHEET)	5 SETS (10,000 PER SET)	\$	\$
TOTAL COST FOR ALL SETS			\$ _____ /60-sets

BIDDER INFORMATION (PLEASE WRITE LEGIBLY)	
COMPANY NAME & ADDRESS	
BIDDER'S NAME & TITLE	
SIGNATURE	AREA CODE & TEL. NO.:
DATE:	AREA CODE & FAX NO.
YOUR EMAIL ADDRESS FOR BID RESULTS:	

RETURN COMPLETED PRICE PROPOSAL

TO NATALIE, METRO TRANSIT, FAX: (608) 267-8778

**-FAILURE TO RETURN PROPERLY COMPLETED PRICE PROPOSAL FORM, WILL RESULT IN
QUOTE BEING REJECTED -**