

Dear Prospective Bidders:

**Re: The Enclosed Request for Bids**

The City of Southfield is now accepting bids as described in the enclosed request. Please place your response to these specifications in a sealed envelope and mark the name of the bid and the name of your company on the outside

When mailing bids, address them to: **Purchasing Agent, c/o City Clerk's Office, City of Southfield, P.O. Box 2055, Southfield, MI 48037**. When delivering bids, the street address is: **26000 Evergreen Road, Southfield, MI 48076**.

Please call the Purchasing Department at (248) 796-5250 if you need additional information.

We look forward to receiving your response.

Sincerely,

*Rae L. Townsel*

Rae L. Townsel, CPPB  
Purchasing Agent

26000 EVERGREEN ROAD  
Rae L. Townsel, CPPB, Purchasing Agent  
Telephone: (248) 796-5250  
Fax: (248) 796-5256

**CITY OF SOUTHFIELD**

P.O. BOX 2055

SOUTHFIELD, MI 48037

**FORMAL BID**

We \_\_\_\_\_,  
(Insert Name of Bidder)

The undersigned submit this bid for

**Bid Name:**  
**Printing of the 2010 Southfield Living City Newsletter/  
Parks & Recreation Activities Booklet**

**File No. 10-00003**

Which is to be opened and publicity read on:  
**Friday, February 5, 2010 at 10:00 am Local Time**

**PLEASE SEE ATTACHED SHEETS**

**Delivery Will Be Made Within \_\_\_\_\_ Days After Receipt of Order**

**CASH DISCOUNT WILL BE ALLOWED FOR PROMPT PAYMENT AS FOLLOWS:**

20 CALENDAR DAYS \_\_\_\_\_ PER CENT    30 CALENDAR DAYS \_\_\_\_\_ PER CENT

SIGNED AND SEALED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State and Zip Code: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ Fax Number: (    ) \_\_\_\_\_

Email Address: \_\_\_\_\_

**PLEASE SIGN**

Authorized Signature: \_\_\_\_\_

Typed or Printed Name and Title of Signer: \_\_\_\_\_

## SUPPLEMENTAL INSTRUCTIONS TO ALL BIDDERS

1. **BID DEADLINE:** In order for a bid to receive consideration, it must be received prior to the specified time of opening as indicated on the bid form. No bid will be accepted after the time specified for the bid opening. The City reserves the right to postpone the bid opening for its own convenience. Bidders should use the bid documents furnished; failure to do so will be considered as an alternate offer and may be cause for rejection. Bids are considered received when in possession of the City Clerk's office. It is the bidder's responsibility to ensure that documents are received in the proper location.
2. **WITHDRAWAL:** No bid will be withdrawn for 60 days from its opening date. Bidders may reduce this period if he states so in his bid; however, he runs the risk of being declared non-responsive to the specifications.
3. **RIGHT TO REJECT:** The City reserves the right to waive any irregularity in any bid, to split awards by items or lots (unless otherwise stipulated either in the specifications or by the bidder) or to award to other than the low bidder, should any of the foregoing be deemed in its best interests.
4. **CHANGE OF SPECIFICATION:** If for sufficient reason you wish to revise the specifications or get an interpretation, your request will receive consideration if presented to us as much in advance of the bid opening date as possible. If a change in specifications is found desirable, the City will notify all proposers and postpone the opening date, if necessary.
5. **FAILURE TO ENTER INTO CONTRACT:** If a bidder fails to formally acknowledge and accept purchase order or to execute the contract within ten (10) working days after notification, the deposit, if any, may be forfeited as liquidated damages.
6. **TO COMPLY:** For failure to deliver or perform in accord with the accepted bid, the City may consider the contractor in default and take steps to protect the City's interest. The City may, without impairing its other rights and benefits, purchase all or part of the contract goods or services on the open market and charge any additional costs to the contractor or his surety.
7. **PATENTS:** Contractors will protect and indemnify against expense of any nature, will bear cost of any suits which may arise and will pay all damages which may be awarded against the City for the use, under this specification, of any patented device, process, apparatus, material or invention.
8. **ERRORS OR OMISSIONS:** Bidders are not permitted to take advantage of any errors or omissions in specifications since full instructions will be given should they be called to our attention in a reasonable amount of time before the bids are due.
9. **LOWEST RESPONSIBLE BIDDER IS ONE WHO:**
  - a. Submits no restrictions or qualifications beyond those permitted in the proposal request.
  - b. Have the skill, quality and ability to conscientiously, faithfully and promptly fulfill the contract to its letter and spirit.
  - c. Have integrity, judgment, reputation and experience.
  - d. Has sound financial resources as well as the ability to furnish any and all bonding and insurance documents required.
  - e. Is able to comply with all terms and conditions stipulated in the proposal requests.
  - f. Can show the intent and ability to cooperate efficiently and effectively with all Government departments involved in the contractual purchase or service.
  - g. Has the knowledge of applicable existing laws and ordinances of the City of Southfield necessary to provide smooth and efficient relations.
  - h. Has unquestionable ability to provide maintenance and service on the contractual items purchased.
10. **NON-COLLUSION CLAUSE:** By signing and submitting this proposal, bidder states that his proposal is genuine and not collusive or sham; such proposer has not colluded, conspired, connived, or agreed, directly or indirectly, with any proposer or person, to put in a sham bid, or that such other person will refrain from proposing and has not in any manner, directly or indirectly, colluded, conspired, connived, or agreed, with any person, to fix the price of affiant or any other proposer, or to fix any overhead, profit or cost element of said proposal price.
11. **NON-DISCRIMINATION CLAUSE:** By signing and submitting this bid for consideration of an award by the City of Southfield, the contractor and any subcontractor covenants not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, conditions, or privileges of employment or a matter directly or indirectly related to employment, because of race, color, religion, national origin, age, sex, height, weight, marital status or a disability that is unrelated to the individual's ability to perform the duties of a particular job or position. Breach of this covenant may be regarded as a material breach of the contract.
12. **DOCUMENT DISTRIBUTION:** The City of Southfield, Michigan officially distributes bid documents from the Purchasing Department or through the **Michigan Intergovernmental Trade Network (MITN) at [www.mitn.info](http://www.mitn.info)**. The City of Southfield cannot guarantee the accuracy and is not responsible for any errors contained in any information received from alternate sources.

**Printing of the 2010 *Southfield Living City* Newsletter/Parks & Recreation  
Activities Booklet**

**SUMMARY SHEET**

**1. Size:**

- 1.1 Inside text pages 8 ½" x 11" (final fold size)
- 1.2 Cover 8 ½" x 11" (final fold size)

**2. Ink:**

- 2.1. Four-color cover with no bleeds.
- 2.2 Black text plus one PMS color on interior pages (no bleeds).

**3. Bindery:**

- 3.1 Collated
- 3.2 Saddle stitched

**4. Cover Pages (front and back):**

- 4.1 Paper: 60 lb. white recycled offset
- 4.2 Outside cover front and back with no bleeds and four-color coverage.

**5. Text Pages:**

- 5.1 Paper: 60 lb. white recycled offset
- 5.2 56 Pages (total pages including cover), black and white text plus one PMS color throughout (two-sided, 28 sheets).

**6. Requirements for Bidding:**

- 6.1 Printer must have both Macintosh and PC/Windows capability utilizing Adobe InDesign. Final layout may be provided to printer on two (2) separate CD's: fifteen (15) pages created in Mac and forty-one (41) pages created in Windows platforms.
- 6.2 All bidders must be able to accept files created in both applications and platforms.
  - 6.2.1 **Please check:** We can ( ) cannot ( ) accept files created in both applications and platforms.

**7. General Conditions for Bidding**

- 7.1 Bidder must provide a list of all in-house equipment.

---

NAME OF BIDDER

---

AUTHORIZED SIGNATURE

## Printing of the 2010 *Southfield Living City* Newsletter/Parks & Recreation Activities Booklet

- 7.2 Bids shall be submitted as specified on the appropriate form and accompanied by: A dummy of the Southfield Living Newsletter/Parks & Recreation Activities Booklet incorporating the exact paper described in the bid. (Failure to submit dummy may be cause for rejection of bid.)
- 7.3 The bidder shall include in the bid a statement giving complete description of all points wherein the bid does not comply with the specifications. Failure to do so will be interpreted as the bidder agrees to meet all requirements of the specifications. The City will consider all statements submitted.
- 7.4 The bidder will be considered the prime manufacturing facility. **All printing and bindery must be completed entirely in-house – NO SUB-CONTRACTORS ALLOWED.**
- 7.5 *A maximum of three (3) samples* of similar publications printed by bidding party must be submitted with the bid. Each sample submitted shall be properly labeled, displaying the name of the bidder and the bid file number, 10-00003.

### 8. Requirements of the City

- 8.1 The City will provide concept/design, electronic layout, graphics/mechanicals, and all final camera-ready artwork which remains City property.
- 8.2 Printer must have both Macintosh and PC/Windows capability utilizing Adobe InDesign. **Final layout may be provided to printer on two (2) separate CD's: fifteen (15) pages created in Mac and forty-one (41) pages created in Windows platforms. ALL BIDDERS MUST BE ABLE TO ACCEPT FILES CREATED IN BOTH APPLICATIONS AND PLATFORMS.**
- 8.3 The City reserves the right to a final press run approval. Press checks shall be scheduled during normal business hours (Monday - Friday, 8 a.m. to 4 p.m., local time).
- 8.4 Any changes to the bid specifications following award must be approved in writing by the Community Relations, Parks & Recreation and Purchasing Department(s).
- 8.5 The City will require a minimum of twenty-four (24) hours to inspect, proofread and return proof provided by the printer.

### 9. Production Schedule, Delivery and Packaging Requirements

- 9.1. **Printing of Publication - Production Schedule: Maximum of ten (10) calendar days from delivery of final layout by City to delivery of completed job to mail handler.** Production schedule MUST BE adhered to or printer will be considered

---

NAME OF BIDDER

---

AUTHORIZED SIGNATURE

## **Printing of the 2010 *Southfield Living City* Newsletter/Parks & Recreation Activities Booklet**

non-responsive. This time frame also includes proof generation, review and approval. The City will review and sign-off on proofs within 24-hours (or less) of receiving them. ***City requires final proof approval prior to printing.*** Date(s) of final layout delivery will vary per issue according to the City's needs; however, approximate dates will be March and August.

- 9.2. Delivery of Printed Publications: To mail sorting company, as directed by the City. Deliver 2000 printed pieces to Southfield City Hall, Central Services Dept., 26000 Evergreen Rd. as soon as job is complete.
- 9.3. Packaging of Printed Publications: Skid Packed, cross-stacked in bundles of 50. No deviation allowed.

### **10. Quality and Deadline Requirements**

- 10.1. The City of Southfield expects high standards of quality in all printed material. Quality of product must be high and consistent on all pages in all issues as determined by the City. Deadlines must be adhered to on all issues or printer will be considered non-responsive.
- 10.2. Ink printing intensity must be of high quality and consistent on all pages in all issues. Grey or "washed out" halftones or artwork, improper registration, inconsistent ink coverage or paper folds will not be accepted.
- 10.3. Paper quality must be consistent in all issues; no change of paper or substitutions will be accepted.
- 10.4. Printer will notify the City of any file problems or recommended file alterations prior to making any changes to electronic files provided. The City will be a full partner in the pre-press process. Printer will not make any type changes without approval of the City.

### **11. Enforcement**

- 11.1 A high level of professional performance is expected and required by award of this bid. The selected printing source also can expect a level of performance by the City to meet its schedule. Should there be a failure to meet this level of performance or deadlines by the printing source, the City will be allowed the following enforcement options:
- 11.2 Failure of the printing source to notify the City of any delays in the above schedule as they occur (within 24 hours) may result in deduction of any monetary costs incurred by the City from the total printing cost.

---

NAME OF BIDDER

---

AUTHORIZED SIGNATURE

**Printing of the 2010 *Southfield Living City* Newsletter/Parks & Recreation  
Activities Booklet**

- 11.3 Repeated failure to meet deadline or quality requirements may result in additional monetary penalties or cancellation of the contract, at the discretion of the City.
- 11.4 However, should the printing source exceed quality requirements, prompt payment (within 7 days of job completion) will be initiated. Printing source also shall acquire a "preferred vendor" status for future printing work.

**12. Inspection**

- 12.1 The City reserves the right to inspect the bidder's printing facilities prior to making a recommendation for award. The purpose of this inspection will be to determine whether the facilities are adequate to produce the quality of product required in the necessary turn-around time. The printer is also required to furnish a list of all in-house equipment with the bid proposal.

**13. Miscellaneous**

- 13.1 The bidding printer shall provide a total cost, all-encompassing bid amount. The City shall incur no additional charges except for post-silver print alterations required by the City in writing. The press proofs required shall be delivered to the City on a normal weekday between the hours of 8 a.m. and 4 p.m., local time, with 24 hours advance notice.
- 13.2 The printer shall provide the name and telephone number of the sales representative or production manager who will be responsible for this publication from beginning to end.

Name \_\_\_\_\_

Position \_\_\_\_\_

Telephone \_\_\_\_\_

---

NAME OF BIDDER

---

AUTHORIZED SIGNATURE

**Printing of the 2010 *Southfield Living* City Newsletter/Parks & Recreation  
Activities Booklet**

**PRICING SHEET**

I. Produce forty thousand, minus zero, plus five percent (40,000-0+5%) copies of fifty-six-page (56-page) publication.

A Bid Amount at \$ \_\_\_\_\_ Per copy X 40,000 Copies      =\$ \_\_\_\_\_

B Plus 5% Overrun at \$ \_\_\_\_\_ Per copy x 2,000 Copies      =\$ \_\_\_\_\_

C. **TOTAL BID AMOUNT FOR MAXIMUM 42,000**      =\$ \_\_\_\_\_

II. **TOTAL BID AMOUNT FOR TWO (2) ISSUES**      =\$ \_\_\_\_\_

A. Cost per revision after silver print has been made:      =\$ \_\_\_\_\_

---

NAME OF BIDDER

---

AUTHORIZED SIGNATURE