

**CITY OF PALM DESERT
NOTICE INVITING BIDS**

Notice is hereby given that the City of Palm Desert is seeking bids for the printing of "The BrightSide," the City's monthly newsletter for fiscal years 2014/2015 and 2015/2016. Following are the specifications:

Scheduled Issues (6): July/August, September/October, November/December, January/February, March/April, May/June

Size: (8 pages) 11 x 17 spreads – folds to 8 ½ x 11 insert,
Final fold to 8 ½ x 5 ½

Quantity: 40,000/ Every two months

Stock: 70 lb. Endeavour Velvet text

Color: 4/4; Heavy Coverage Bleeds

Files: Provided electronically by graphic artist

Proof: Color proof delivered to City Hall for final review

*Post Office Requirements: Place folded completed newsletters in post office flats labeled with the specific quantity for each carrier route (as provided by the City). Pick up postage check from City Hall. Deliver completed newsletters and postage check to main U.S. Post Office (on Portola Avenue) within five days from the end of the month. Wait at post office for newsletters to be weighed, reload truck, drive to Hovely Post Office and unload for distribution. **This is a required process for each delivery.*

Delivery of 500 to Palm Desert City Hall, 73510 Fred Waring Drive
Additional 150 to Palm Desert Visitor Center, 73470 El Paseo, Suite F-7
Unfolded Copies 150 to Palm Desert Library, 73300 Fred Waring Drive
(Per Issue):

Contract Period

The contract is for a one-year period, with the option for a one-year renewal based on performance. Please provide a separate quote for each of the two years.

Submission

Bids must be submitted no later than **Tuesday, March 18, 2014, by 4:00 p.m.** at which time they will be publicly opened.

Please mail or deliver sealed, written bids, plainly marked on the outside of the envelope: "Sealed Bid for BrightSide Printing Services – Do not open with regular mail" to: The City of Palm Desert, Attn: City Clerk, 73510 Fred Waring Drive, Palm Desert, CA 92260

City Rights and Options

All submissions become a matter of public record.

The City reserves the right to award a contract or reject any and all bids for printing services. Bids will be rejected for one or more reasons including, but not limited to 1) Failure of the vendor to submit their bid on or before the deadline established by the issuing office; 2) Failure of the vendor to properly perform, or complete on time, contracts of a similar nature; 3) Any bidder who is not in a position to perform such a contract satisfactorily; 4) Any bidder, who is in default of the payment of taxes, licenses, or other monies due to the City of Palm Desert.

For more information, please call 760-346-0611 ext. 380.

DATE: February 24, 2014