

Invitation to Bid

City of Milwaukee

200 E WELLS STREET
MILWAUKEE WI 53202
United States

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002446	12/14/2010	Angelique Pettigrew	1
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	12/14/2010 02:00 PM	03/10/2011 02:00 PM	

Ship To: See Detail Below

Bill To: COMMON COUNCIL CITY CLERK 131
200 E. Wells St. Rm 205
Milwaukee WI 53202-3560
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
1		VSC FOR PRINTING ALDERMANIC NEWSLETTERS			1.0000	VEN	

Freight Terms: DEST **Ship Via:** NOT APPL

VENDOR SERVICE CONTRACT TO PROVIDE LABOR AND MATERIALS FOR THE PRINTING AND FOLDING OF ALDERMANIC NEWSLETTERS FOR A THREE (3) YEAR TERM TO COMMENCE FROM THE DATE OF AWARD WITH THE OPTION TO RENEW THE CONTRACT FOR TWO (2) ADDITIONAL ONE (1) YEAR TERMS UPON MUTUAL CONSENT.

TO BE IN ACCORDANCE WITH REQUIREMENTS STATED IN "ATTACHMENT A" DATED JUNE 9, 2010. PLEASE COMPLETE AND RETURN "ATTACHMENT A" WITH THIS INVITATION TO BID FORM. ELABORATE INCLUSIONS WITH YOUR BID DOCUMENT (E.G., ARTWORK, BINDERS, SPECIAL FASTENERS) ARE DISCOURAGED.

ESTIMATED AVERAGE NUMBER OF TWENTY-FOUR (24) NEWSLETTERS TO BE PRINTED ANNUALLY
ESTIMATED AVERAGE NUMBER OF (17,000) COPIES OF EACH NEWSLETTER TO RUN

THESE ARE ONLY ESTIMATES AND THE CITY DOES NOT GUARANTEE THE NUMBER OF NEWSLETTER ISSUES OR COPIES TO RUN OF EACH NEWSLETTER. THE CITY CLERK'S OFFICE WILL PLACE ORDERS WITH THE AWARDED BIDDER(S) FOR THE STYLE, QUANTITIES AND TYPE OF PAPER TO BE USED FOR EACH ALDERMANIC NEWSLETTER AS NEEDED THROUGHOUT THE THREE-YEAR TERM OF THE CONTRACT.

THE CITY RESERVES THE RIGHT TO REJECT A BID IF THERE IS A MINIMUM RUN QUANTITY QUOTED.
OVERRUNS MUST BE LIMITED TO 3% OF THE QUANTITY ORDERED. NO UNDER-RUNS WILL BE ALLOWED.

FOR PRICING COMPARISON PURPOSES, BIDDERS SHALL PROVIDE THE COST TO PRINT THE VARIOUS STYLES OF ALDERMANIC NEWSLETTERS FOR THE TYPE OF PAPER LISTED (OR EQUAL) ON THE PRICING SCHEDULE INCLUDED WITH "ATTACHMENT A".

SAMPLES OF THE VARIOUS NEWSLETTERS ARE POSTED WITH THIS BID AND "ATTACHMENT A" IN PDF FORMAT (ADOBE) AND CAN BE VIEWED AT THE "BIDS PENDING" WEBSITE.

LIST THE NAME, LOCATION, DAYS AND HOURS OF OPERATION OF THE PRINTING FACILITY WHERE THE NEWSLETTERS WILL BE PRINTED.

NOTE: THE RESULTING CONTRACT FROM THIS BID MAY NOT BE ASSIGNED, "JOBBED-OUT" OR SUBCONTRACTED BY THE SUCCESSFUL BIDDER(S) WITHOUT THE WRITTEN CONSENT OF THE CITY PURCHASING DIRECTOR.
ALL SUBCONTRACTORS MUST BE APPROVED BY THE CITY PURCHASING DIRECTOR.

NAME: _____

ADDRESS OF PRINTING FACILITY: _____

CITY/STATE: _____

DAYS/HOURS OF OPERATION: _____

CONTACT INFORMATION

CONTACT PERSON FOR ORDER PLACEMENT: _____

CONTACT PERSON'S TELEPHONE NUMBER: _____

CONTACT PERSON'S E-MAIL ADDRESS: _____

DO YOU HAVE A WEBSITE WITH THE FOLLOWING:

ON-LINE CATALOG: _____ YES _____ NO

ON-LINE ORDERING: _____ YES _____ NO

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Authorized Signature

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WEB PAGE ADDRESS: _____.

COPY PICKUP AND DELIVERY REQUIREMENTS

-- IF FTP UPLOAD OF PDF FILE IS UNAVAILABLE, A CD MUST BE PICKED UP WITHIN EIGHT (8) WORKING HOURS OF RECEIVING NOTIFICATION FROM THE CITY CLERKS OFFICE - PUBLIC INFORMATION DIVISION.

-- A COLOR PROOF MUST BE DELIVERED FOR REVIEW AND APPROVAL TO THE DESIGNATED PERSONNEL (CITY HALL - PUBLIC INFORMATION DIVISION, ROOM 301-K) WITHIN THREE (3) WORKING DAYS OF RECEIPT OF THE PDF FILE OR CD.

-- COMPLETE DELIVERY OF THE FINISHED NEWSLETTERS MUST BE MADE TO THE CITYS MAILING SERVICE (CURRENTLY LOCATED IN PEWAUKEE, WI) WITHIN THREE (3) WORKING DAYS AFTER RECEIPT OF APPROVED PROOFS. AWARDED BIDDER MUST DELIVER PRINTED SAMPLES TO THE DESIGNATED PERSONNEL (CITY HALL - PUBLIC INFORMATION DIVISION, ROOM 301-K) PRIOR TO DELIVERING THE FINISHED NEWSLETTERS TO THE CITYS MAILING SERVICE.

-- ON OCCASION, TWO (2) OR MORE DIFFERENT NEWSLETTERS, WITH DIFFERENT FORMATS WILL REQUIRE OVERLAPPING PROOFING, PRODUCTION AND DELIVERY TO THE MAILING SERVICE.

WILL YOU COMPLY WITH THIS REQUIREMENT? ☐ YES ☐ NO

NOTE: IF YOU CANNOT MEET THE ABOVE PICKUP AND DELIVERY REQUIREMENTS, YOUR BID WILL BE CONSIDERED NON-RESPONSIVE!

FUEL AND/OR SHIPPING SURCHARGES ARE NOT ALLOWED AND WILL NOT BE PAID BY THE CITY OF MILWAUKEE.

FREIGHT INCREASE: IF THERE IS A FREIGHT INCREASE PRIOR TO DELIVERY OF THE PRODUCT, THE ADDITIONAL INCREASE MUST BE AT THE EXPENSE OF THE BIDDER/CONTRACTOR.

2	VSC FOR ADDRESSING & MAILING ALDERMANIC NEWSLETTERS	1.0000 VEN
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Freight Terms: DEST

Ship Via: NOT APPL

VENDOR SERVICE CONTRACT TO PROVIDE LABOR AND MATERIALS FOR THE ADDRESSING AND MAILING OF ALDERMANIC NEWSLETTERS FOR A THREE (3) YEAR TERM TO COMMENCE FROM THE DATE OF AWARD WITH THE OPTION TO RENEW THE CONTRACT FOR TWO (2) ADDITIONAL ONE (1) YEAR TERMS UPON MUTUAL CONSENT.

TO BE IN ACCORDANCE WITH REQUIREMENTS STATED IN "ATTACHMENT A" DATED JUNE 9, 2010. PLEASE COMPLETE AND RETURN "ATTACHMENT A" WITH THIS INVITATION TO BID FORM. ELABORATE INCLUSIONS WITH YOUR BID DOCUMENT (E.G., ARTWORK, BINDERS, SPECIAL FASTENERS) ARE DISCOURAGED.

AWARDED BIDDER WILL BE RESPONSIBLE TO:

-- ACCEPT EXCEL ADDRESS FILE FROM CITY CLERKS OFFICE PERSONNEL BY EMAIL.

-- PROVIDE CLEANUP OF ADDRESS FILE (REMOVE DUPLICATE ADDRESSES, CASS CERTIFY, DELIVERY POINT VALIDATION) AND PROVIDE CC STAFF WITH FINAL EXCEL ADDRESS FILE, AS WELL AS PROVIDE THE SUSPECT OR BAD ADDRESSES TO STAFF FOR CLEANUP AND POSSIBLE RE-INSERTION BACK INTO THE FINAL MAILING LIST.

-- INKJET FINAL ADDRESSES PROVIDED ONTO THE NEWSLETTERS FOR MAILING.

-- TAB NEWSLETTERS ACCORDING TO USPS REGULATIONS AND NOTIFY STAFF OF ANY POSTAL UPDATES AND/OR COST INCREASES ASSOCIATED WITH TABBING.

-- SORT THE ADDRESSED NEWSLETTERS BY U.S. POSTAL CARRIER ROUTES IN ORDER TO ACHIEVE THE LOWEST PRESORT AND

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AUTOMATION RATES.

-- TRANSPORT AND DELIVER THE PRINTED/ADDRESSED NEWSLETTERS IN A TIMELY MANNER TO THE MILWAUKEE DOWNTOWN USPS BUSINESS MAIL ENTRY UNIT CENTER LOCATED AT 350 W. SAINT PAUL AVE., MILWAUKEE, WI 53203.

-- NOTIFY STAFF OF CHANGES IN USPS POSTAL REGULATIONS AND KEEP STAFF ABREAST OF OTHER CHANGES AND COST-SAVING MEASURES THAT MAY COME UP IN THE FUTURE WHEN MAILING NEWSLETTERS.

-- PROMPTLY RETURN NEWSLETTER REMNANTS TO OUR OFFICE.

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LIST THE NAME, LOCATION, DAYS AND HOURS OF OPERATION OF THE FACILITY WHERE THE ADDRESSING AND MAIL SORTING OF THE NEWSLETTERS WILL BE PERFORMED.

NOTE: THE RESULTING CONTRACT FROM THIS BID MAY NOT BE ASSIGNED, "JOBBER-OUT" OR SUBCONTRACTED BY THE SUCCESSFUL BIDDER(S) WITHOUT THE WRITTEN CONSENT OF THE CITY PURCHASING DIRECTOR.
ALL SUBCONTRACTORS MUST BE APPROVED BY THE CITY PURCHASING DIRECTOR.

NAME: _____

ADDRESS OF PRINTING FACILITY: _____

CITY/STATE: _____

DAYS/HOURS OF OPERATION: _____

CONTACT INFORMATION

CONTACT PERSON FOR ORDER PLACEMENT: _____

CONTACT PERSON'S TELEPHONE NUMBER: _____

CONTACT PERSON'S E-MAIL ADDRESS: _____

DO YOU HAVE A WEBSITE WITH THE FOLLOWING:

ON-LINE CATALOG: _____ YES _____ NO

ON-LINE ORDERING: _____ YES _____ NO

WEB PAGE ADDRESS: _____

AWARD OF BID

THIS BID WILL BE AWARDED BY LINE ITEM 1-PRINTING SERVICES AND LINE ITEM 2-ADDRESSING AND MAILING SERVICES TO THE LOWEST RESPONSIVE AND RESPONSIBLE BIDDER(S) COMPLYING WITH THE BID SPECIFICATIONS, THE SPECIFIED DELIVERY REQUIREMENTS AND COMPLETION OF ATTACHMENT A.-REQUIREMENTS FOR ALDERMANIC NEWSLETTERS THAT IS DEEMED IN THE BEST INTEREST OF THE CITY.

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***AWARD OF LINE ITEM 1-PRINTING SERVICES -- WILL BE AWARDED IN TOTAL TO ONE BIDDER AND BIDDER MUST QUOTE ALL ITEMS (1-6) TO BE ELIGIBLE FOR AN AWARD. LOW BIDDER WILL BE DETERMINED FROM THE LOW AGGREGATE TOTAL OF THE PRICES QUOTED FROM ITEMS 1 THROUGH 6, PLUS AUTHORIZED ADDITIONAL ALTERATIONS COSTS.

***AWARD OF LINE ITEM 2-ADDRESSING AND MAILING SERVICES -- WILL BE AWARDED IN TOTAL TO ONE BIDDER AND BIDDER MUST QUOTE ALL ITEMS (A-C) TO BE ELIGIBLE FOR AN AWARD. LOW BIDDER WILL BE DETERMINED FROM THE LOW AGGREGATE TOTAL OF THE PRICES QUOTED FROM ITEMS A THROUGH C.

THE CITY RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS SUBMITTED FOR LINE ITEM 1 AND/OR LINE ITEM 2.

INSURANCE REQUIREMENTS

THE SUCCESSFUL BIDDER MUST FURNISH EVIDENCE OF INSURANCE COVERAGE IN ACCORDANCE WITH THE CITY OF MILWAUKEE INSURANCE REQUIREMENTS. THE INSURANCE CERTIFICATE MUST BE ACCOMPANIED BY AN "AFFIDAVIT OF NO INTEREST". THE ORIGINAL INSURANCE CERTIFICATE AND AFFIDAVIT OF NO INTEREST MUST BE APPROVED BY THE PROCUREMENT SERVICES SECTION PRIOR TO THE COMMENCEMENT OF ANY WORK.

CONTRACT TERM

THIS WILL BE A THREE (3) YEAR CONTRACT TERM FROM DATE OF AWARD WITH THE OPTION TO EXTEND FOR TWO (2) ADDITIONAL ONE-YEAR TERMS UPON MUTUAL CONSENT, SUBJECT TO ANNUAL REVIEW BY THE CITY WITHIN SIXTY (60) DAYS OF THE ANNIVERSARY DATE. THE VOLUME LISTED IS AN ESTIMATE AND IS NO GUARANTEE AS TO THE AMOUNT THAT WILL BE PURCHASED DURING THE TERM OF THE CONTRACT. CONTRACT CONTINUANCE BEYOND DECEMBER 31ST OF ANY YEAR IS CONTINGENT UPON THE AVAILABILITY OF FUNDING FOR THE MATERIALS OR SERVICES TO BE PROVIDED DURING THE TERM OF THE CONTRACT.

ESCALATOR CLAUSE

PRICES QUOTED MUST BE FIRM FOR ONE YEAR AFTER WHICH AN ESCALATOR MAY BE INVOKED UPON REQUEST AND VERIFICATION OF A LETTER FROM THE SUPPLIER AND/OR PUBLISHED PRICE SHEETS. SUCH REQUEST MUST BE MADE TO THE PURCHASING AGENT LISTED ON THE CONTRACT AT LEAST SIXTY (60) DAYS IN ADVANCE OF THE EFFECTIVE DATE OF THE INCREASE. PRICE SHALL BE BASED ON PRODUCT COST ONLY AND NOT TO EXCEED 10% OF THE FIRM BID PRICE DURING THE CONTRACT PERIOD. THE INCREASE MUST BE APPROVED BY THE BUSINESS OPERATIONS DIVISION, PROCUREMENT SERVICES SECTION PRIOR TO ITS EFFECTIVE DATE.

LIKEWISE, ANY DE-ESCALATION IN PRICE SHALL BE PASSED ON TO THE CITY. VENDORS ARE OBLIGATED TO TREAT PRICE DECREASES AS EQUALLY AS PRICE INCREASES DURING THE TENURE OF THE CONTRACT.

*** PAYMENT TERMS ***

THE CITY STRIVES TO MAKE TIMELY PAYMENT ON ALL INVOICES. PAYMENT TO THE VENDOR WILL BE DEEMED TIMELY IF THE PAYMENT IS MAILED, DELIVERED OR TRANSFERRED WITHIN 60 CALENDAR DAYS AFTER RECEIPT OF A PROPERLY COMPLETED INVOICE OR RECEIPT AND ACCEPTANCE OF THE PROPERTY OR SERVICE UNDER THE ORDER OR CONTRACT, WHICHEVER IS LATER. IF THE CITY DOES NOT MAKE PAYMENT BY THE 60TH CALENDAR DAY, THE CITY SHALL PAY SIMPLE INTEREST BEGINNING WITH THE 31ST CALENDAR DAY OF THE RATE OF ONE PERCENT PER MONTH (UNLESS THE CITY DISPUTES THE AMOUNT OF THE INVOICE). REFERENCE COMMON COUNCIL FILE NO. 900859 ADOPTED OCTOBER 16, 1990, PROVISIONS OF STATE STATUTE 66.285 AND 66.286

IF THIS BID HAS SUBCONTRACTOR REQUIREMENTS, THE PRIME CONTRACTOR MUST PAY SUBCONTRACTOR(S) WITHIN TEN WORKING DAYS OF THE RECEIPT OF PAYMENT FROM THE CITY OF MILWAUKEE, OR TEN DAYS FROM RECEIPT OF A PROPERLY SUBMITTED AND APPROVED INVOICE FROM THE SUBCONTRACTOR, WHICHEVER IS LATER. IF THE CONTRACTOR FAILS TO MAKE TIMELY PAYMENT TO A SUBCONTRACTOR, THE CONTRACTOR SHALL PAY SIMPLE INTEREST AT THE RATE OF ONE PERCENT PER MONTH, BEGINNING WITH THE 11TH CALENDAR DAY.

IF YOU WOULD LIKE TO OFFER A PAYMENT DISCOUNT TO THE CITY, PLEASE STATE BELOW:

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	%,	DAYS
1	100	1
2	100	2
3	100	3
4	100	4
5	100	5
6	100	6
7	100	7
8	100	8
9	100	9
10	100	10
11	100	11
12	100	12
13	100	13
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97	100	97
98	100	98
99	100	99
100	100	100

THE CITY WILL DETERMINE THE LOW BIDDER BY TAKING INTO CONSIDERATION CASH DISCOUNTS OFFERED BY THE BIDDERS ONLY IF THE PAYMENT TERMS ARE 30 DAYS OR MORE. HOWEVER, IF THE LOW BIDDER WHO IS AWARDED THIS CONTRACT HAS QUOTED A MORE FAVORABLE DISCOUNT FOR EARLIER PAYMENT, AND THE CITY PAYS WITHIN THAT EARLIER TIMEFRAME, THE BIDDER WILL BE HELD TO THAT QUOTED DISCOUNT.

*** LOCAL BUSINESS ENTERPRISE CONTRACTING STANDARDS ***

NOTE: BIDS THAT ARE ISSUED ON OR AFTER AUGUST 10, 2009 INCLUDE A LOCAL BUSINESS ENTERPRISE (LBE) BID INCENTIVE IN ACCORDANCE WITH CHAPTER 365 OF THE MILWAUKEE CODE OF ORDINANCES. PLEASE NOTE THAT THE LBE CRITERIA HAS BEEN REVISED, EFFECTIVE DECEMBER 18, 2009. INFORMATION REGARDING THE LBE INCENTIVE AND REVISED CRITERIA CAN BE FOUND BY CLICKING ON THE LINK BELOW.

<http://www.city.milwaukee.gov/ImportantInformation359.htm>

IT IS YOUR RESPONSIBILITY AS A BIDDER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR BID.

LOCAL BUSINESS ENTERPRISE MEANS A BUSINESS WHICH SATISFIES ALL OF THE FOLLOWING CRITERIA:

A. OWNS OR LEASES PROPERTY WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE. POST OFFICE BOXES SHALL NOT SUFFICE TO ESTABLISH COMPLIANCE AS A LOCAL BUSINESS ENTERPRISE. A RESIDENTIAL ADDRESS MAY SUFFICE TO ESTABLISH COMPLIANCE AS A LOCAL BUSINESS ENTERPRISE, BUT ONLY IF THE BUSINESS DOES NOT OWN OR LEASE OTHER REAL PROPERTY, EITHER WITHIN OR OUTSIDE THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE. LEASED PROPERTY SHALL NOT SUFFICE TO ESTABLISH COMPLIANCE AS A LOCAL BUSINESS ENTERPRISE UNLESS AT LEAST HALF OF THE ACREAGE OF ALL THE REAL PROPERTY OWNED OR LEASED BY THE BUSINESS IS LOCATED WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE.

B. HAS OWNED OR LEASED REAL PROPERTY AND HAS BEEN DOING BUSINESS WITHIN THE GEOGRAPHICAL BOUNDARIES OF THE CITY OF MILWAUKEE FOR AT LEAST ONE YEAR.

C. IS NOT DELINQUENT IN THE PAYMENT OF ANY LOCAL TAXES, CHARGES OR FEES, OR HAS ENTERED INTO AN AGREEMENT TO PAY ANY DELINQUENCY AND IS ABIDING BY THE TERMS OF THE AGREEMENT.

D. WILL PERFORM AT LEAST 10% OF THE MONETARY VALUE OF THE WORK REQUIRED UNDER THE CONTRACT.

THE NOTARIZED LOCAL BUSINESS ENTERPRISE PROGRAM AFFIDAVIT OF COMPLIANCE MUST BE SUBMITTED WITH YOUR BID IN ORDER TO BE CONSIDERED FOR LBE STATUS. THIS AFFIDAVIT CAN BE FOUND ON THE SAME PAGE WITH THE LBE ORDINANCE BY CLICKING ON THE LINK REFERENCED ABOVE.

*** ETHICAL PURCHASING REQUIREMENT ***

EFFECTIVE JANUARY 8, 2008, THE SUCCESSFUL BIDDER FOR ALL PROCUREMENTS MUST COMPLY WITH CITY OF MILWAUKEE ORDINANCE 310-17 WHICH CAN BE FOUND AT:

<http://cctv25.milwaukee.gov/code/volume3/ch310.pdf>

AND THE HOURLY NON-POVERTY WAGE TABLE WHICH CAN BE FOUND ON THE PROCUREMENT SERVICES WEB SITE AT:

<http://www.city.milwaukee.gov/display/router.asp?docid=327>

IT IS YOUR RESPONSIBILITY AS A BIDDER TO FAMILIARIZE YOURSELF WITH THIS ORDINANCE PRIOR TO SUBMITTING YOUR BID. BIDDERS ARE ALSO URGED TO MAKE ALL SUBCONTRACTORS AWARE OF THIS ORDINANCE AND ENCOURAGE ANY AND ALL SUBCONTRACTORS TO COMPLY WITH IT AS WELL.

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		WILL YOU COMPLY WITH THIS REQUIREMENT ? (CHECK BELOW)					

_____ YES _____ NO

NOTE: FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN BID REJECTION.

BID INFORMATION

A. INVITATION: Sealed bids for furnishing supplies, equipment, work, material, labor, services, or material and labor combined as specified below must be received in the Business Operations Division, Procurement Services Section, Room 601, City Hall, 200 East Wells Street, Milwaukee, WI 53202,

NO LATER THAN 2:00 PM-CST ON: THURSDAY, MARCH 10, 2011

ALL BIDS RECEIVED AFTER THE SPECIFIED CLOSING DATE AND TIME WILL BE REJECTED.

ALL BIDS WILL BE OPENED AND READ PUBLICLY ON THE SPECIFIED CLOSING DATE AT 2:30 PM-CST IN ROOM 301C OF CITY HALL (THIRD FLOOR), 200 EAST WELLS STREET, MILWAUKEE, WI.

B. FORM AND MANNER OF BID: Please note that bids must be SEALED, addressed to:

DOA-BOD-Procurement Services Section
City Hall-Room 601
200 E. Wells Street
Milwaukee, WI 53202.

Your bid envelope must be plainly marked in the lower left hand corner of the envelope as follows:

Bid Number: 2446-BID

Bid Closing Date: MARCH 10, 2011 @ 2:00 PM-CST

Commodity/Service: VSC-Aldermanic Newsletters

Any bid received in an envelope not properly and clearly marked as specified above may result in the bid being rejected.

C. DESCRIPTION: Vendor Service Contract for the Printing and Addressing/Mailing of Aldermanic Newsletters

D. PLANS AND/OR SPECIFICATIONS: As specified in the rebid of Bid 2446 and the requirements stated in Attachment A Dated June 9, 2010

E. SPECIAL CONDITIONS: The following special conditions apply to this Invitation to Bid and the award of the contract following the receipt of bids:

Time is of the essence for all terms of the contract. Copy Pickup and Delivery of the newsletters is required as per the schedule included in the rebid of Bid 2446 and Attachment A. All goods must be delivered FOB destination to:

City Hall -City Clerks Office
200 E. Wells Street - Room 301-K
Milwaukee, WI 53202
and to the
U.S. Postal Service Bulk Mailing Center
350 W. Saint Paul Ave.
Milwaukee, WI 53203

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***	EMERGING BUSINESS ENTERPRISE PROGRAM	***					

THE EMERGING BUSINESS ENTERPRISE (EBE) PROVISION FOR THIS BID WILL BE 0%. (If applicable, you must download the attachments for terms and conditions and required forms).

NOTE: IF THIS BID DOES NOT SPECIFY A PERCENTAGE OF MANDATORY EBE PARTICIPATION, THE CITY STRONGLY ENCOURAGES THE USE BY THE BIDDER OF CERTIFIED EMERGING BUSINESS ENTERPRISE FIRMS FOR ANY SUPPLEMENTARY SERVICES ATTENDANT TO THE GOODS OR SERVICES PROVIDED HEREUNDER. USE OF EMERGING BUSINESS ENTERPRISE FIRMS WHENEVER POSSIBLE THROUGHOUT THE COURSE OF THIS ENGAGEMENT FOR SUCH SUPPLEMENTARY SERVICES IS STRONGLY ENCOURAGED BY THE CITY, BUT IS NOT A REQUIREMENT FOR SUBMITTING A BID, UNLESS OTHERWISE SPECIFIED. FURTHER INFORMATION ABOUT THE EBE PROGRAM CAN BE OBTAINED FROM THE OFFICE OF THE EMERGING BUSINESS ENTERPRISE PROGRAM (EBEP), LOCATED IN ROOM 601, 200 EAST WELLS STREET, MILWAUKEE, WISCONSIN 53202, PHONE (414) 286-5552.

Has your business been certified as an Emerging Business for the City of Milwaukee by the Emerging Business Enterprise Program?

Yes _____ No _____

If you are interested in the certification process for your business, please contact the Emerging Business Enterprise Program Office for more information at (414) 286-8749 or (414) 286-8781,

NOTE: ANY SPECIAL CONDITIONS STATED ABOVE SHALL TAKE PRECEDENCE OVER ANY CONFLICTING PROVISIONS STATED ELSEWHERE IN THIS DOCUMENT OR ANY ATTACHED TERMS AND CONDITIONS.

F. BID DEPOSIT OR BID BOND REQUIRED (See attached Terms and Conditions for more details): NONE

G. PERFORMANCE BOND REQUIRED (See attached Terms and Conditions for more details): NONE

*** BID ADDENDUM ***

ANY CHANGES MADE AS A RESULT OF A WRITTEN REQUEST WILL BE ISSUED VIA A BID ADDENDUM, AND, IF NECESSARY, AN EXTENSION WILL BE MADE TO THE BID CLOSING DATE. ANY ADDENDA WILL BE POSTED TO THE CITY OF MILWAUKEE PROCUREMENT SERVICES WEBSITE: WWW.CITY.MILWAUKEE.GOV (BIDS PENDING PAGE). BIDDERS ARE RESPONSIBLE FOR CHECKING THIS WEBSITE FOR ANY FUTURE ADDENDA, ETC., PRIOR TO THE BID CLOSING DATE. ALL ADDENDA MUST BE SIGNED AND RETURNED BY THE BID CLOSING DATE AND TIME. BIDDERS WHO DO NOT RETURN THE ADDENDA MAY HAVE THEIR BID REJECTED. IF YOU ARE UNABLE TO ACCESS THE INTERNET, CONTACT DOA-PROCUREMENT SERVICES AT 414-286-3501 TO OBTAIN A HARD COPY.

*** BID AND/OR SPECIFICATION APPEAL PROCESS ***

BIDDERS SHOULD SUBMIT A WRITTEN REQUEST TO THE PURCHASING AGENT FOR INTERPRETATION OR CORRECTION OF ANY AMBIGUITY OR INCONSISTENCY DISCOVERED IN THE BID, SPECIFICATIONS OR ATTACHMENTS. ANY REQUESTS FOR CHANGES, CLARIFICATIONS, ETC., TO THE BID RELATED SPECIFICATIONS OR ATTACHMENTS MUST BE SUBMITTED TO THE PURCHASING AGENT REFERENCED ON THE BID IN WRITING AT LEAST FIVE (5) WORKING DAYS PRIOR TO THE BID CLOSING DATE NO LATER THAN THURSDAY, MARCH 3, 2011. REQUESTS RECEIVED AFTER THAT TIME WILL NOT BE CONSIDERED.

BIDDERS ARE CAUTIONED NOT TO CHANGE ANY OF THE TERMS OR CONDITIONS IN THE BID AND/OR SPECIFICATIONS WITHOUT THE WRITTEN APPROVAL OF THE DOA-PROCUREMENT SERVICES SECTION. ANY UNAUTHORIZED CHANGES WILL CONSTITUTE A COUNTEROFFER AND WILL SUBJECT THE BID TO REJECTION.

SLAVERY DISCLOSURE AFFIDAVIT

EFFECTIVE DECEMBER 28, 2005, THE CITY OF MILWAUKEE ADOPTED AN ORDINANCE RELATIVE TO THE DISCLOSURE OF PARTICIPATION IN OR PROFITS DERIVED FROM SLAVERY BY CONTRACTORS. ALL CONTRACTORS AWARDED A CONTRACT ON BEHALF OF THE CITY OF MILWAUKEE, WHETHER OR NOT SUBJECT TO COMPETITIVE BID, SHALL COMPLETE AN AFFIDAVIT PRIOR TO ENTERING INTO THE CONTRACT VERIFYING THAT THE CONTRACTOR HAS SEARCHED ANY AND ALL RECORDS OF THE COMPANY OR ANY PREDECESSOR COMPANY REGARDING RECORDS OF INVESTMENTS OR PROFITS FROM SLAVERY OR SLAVEHOLDER INSURANCE

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

Invitation to Bid

City of Milwaukee

200 E WELLS STREET
MILWAUKEE WI 53202
United States

Vendor: 0001030455
WEBPAGE DOWNLOAD
<http://www.milwaukee.gov/citygov/daa/sp/sp.shtml>
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002446	12/14/2010	Angelique Pettigrew	8
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	12/14/2010 02:00 PM	03/10/2011 02:00 PM	

Ship To: See Detail Below

Bill To: COMMON COUNCIL CITY CLERK 131
200 E. Wells St. Rm 205
Milwaukee WI 53202-3560
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
		POLICIES DURING THE SLAVERY ERA. THE NAMES OF ANY ENSLAVED PERSONS OR SLAVEHOLDERS DESCRIBED IN THOSE RECORDS MUST BE DISCLOSED IN THE AFFIDAVIT.					

THE CITY SHALL MAKE THE INFORMATION CONTAINED IN THE AFFIDAVIT AVAILABLE TO THE PUBLIC. ANY CONTRACT BETWEEN THE CITY AND A CONTRACTOR WHICH FAILS TO PROVIDE THE REQUISITE AFFIDAVIT OR WHICH INCLUDES MATERIAL FALSE INFORMATION ON SUCH AFFIDAVIT SHALL BE RENDERED NULL AND VOID. TO REFERENCE MILWAUKEE CODE OF ORDINANCES 310-14 PLEASE SEE:

<http://cc-codenew.milwaukee.gov/code/volume3/ch310.pdf>

*** CONTACT PERSON ***

ANY QUESTIONS, CLARIFICATIONS, ETC. MUST BE DIRECTED TO THE PURCHASING AGENT LISTED ON THIS BID VIA EMAIL PREFERRED TO apetti@milwaukee.gov or 414-286-2640 AT LEAST FIVE WORKING DAYS PRIOR TO THE BID CLOSING DATE NO LATER THAN THURSDAY, MARCH 3, 2011.

NOTE: INQUIRIES MUST REFERENCE THE DATE OF BID CLOSING DATE AND BID NUMBER. ANY INQUIRIES RECEIVED AFTER MARCH 3, 2011 WILL NOT BE CONSIDERED.

BIDDERS ARE SPECIFICALLY DIRECTED NOT TO CONTACT ANY CITY OF MILWAUKEE STAFF OTHER THAN THE PURCHASING AGENT FOR MEETINGS, CONFERENCES, OR TECHNICAL DISCUSSIONS THAT ARE RELATED TO THIS BID. UNAUTHORIZED CONTACT OF ANY CITY DEPARTMENT EMPLOYEE IS A CAUSE FOR REJECTION OF THE BID. ANY ADDITIONAL INFORMATION OR CLARIFICATIONS THAT ARE PROVIDED TO ONE BIDDER WILL BE PROVIDED TO ALL BIDDERS IN THE FORM OF AN ADDENDUM POSTED TO THE CITY'S WEB SITE (BIDS PENDING PAGE).

*** SIGNATURE REQUIRED ***

IT IS ONLY NECESSARY FOR YOU TO SIGN THE FIRST PAGE OF THE INVITATION TO BID. YOUR SIGNATURE WILL SIGNIFY YOUR AGREEMENT TO ALL PRICING, TERMS AND CONDITIONS STATED HEREIN. BIDDERS ARE REQUIRED TO COMPLETE AND RETURN ALL BID PAGES WITH THEIR BID SUBMITTAL.

TERMS AND CONDITIONS

BY SIGNING THIS BID, BIDDER HEREBY AGREES TO ALL THE TERMS AND CONDITIONS OF THE "CITY OF MILWAUKEE INVITATION, INSTRUCTIONS, TERMS AND CONDITIONS FOR FORMAL BID & CONTRACT" DOCUMENT, WHICH IS HEREBY REFERENCED AND INCORPORATED AS PART OF THE CONTRACT AWARDED FROM THIS BID. THIS DOCUMENT CAN BE FOUND BY ACCESSING THE CITY'S WEB SITE AT [HTTP://WWW.MILWAUKEE.GOV](http://www.milwaukee.gov), CLICK THE DEPARTMENTS LINK, CLICK THE PROCUREMENT SERVICES (PURCHASING) LINK UNDER BUSINESS AND DEVELOPMENT CATEGORY, CLICK THE BID INFORMATION LINK FOR THE DOCUMENT, OR YOU MAY OBTAIN A COPY BY CALLING OUR OFFICE AT (414)286-3501.

*** PERSONAL INTEREST ***

DOES ANY OFFICER, EMPLOYEE, AGENT, MEMBER OF A GOVERNING BODY, OR PUBLIC OFFICIAL OF THE CITY OF MILWAUKEE WHO EXERCISES ANY FUNCTIONS OR RESPONSIBILITIES IN CONNECTION WITH THE REVIEWING, APPROVING OR ADMINISTERING THE CARRYING OUT OF ANY SERVICES OR REQUIREMENTS TO WHICH THIS BID PERTAINS, HAVE ANY PERSONAL INTEREST, DIRECT OR INDIRECT, IN THIS BID AND ANY CONTRACT THAT MAY RESULT THEREOF?

Yes _____ No _____

*** COOPERATIVE PURCHASE ***

Would you be willing to extend the pricing from any contract that may result from this bid to other V.A.L.U.E. members of local government entities in the southeastern Wisconsin area including but not limited to the Milwaukee Metropolitan Sewerage District (MMSD) and/or Milwaukee Public Schools (MPS)?

Yes _____ No _____

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

Invitation to Bid

City of Milwaukee

200 E WELLS STREET
MILWAUKEE WI 53202
United States

Vendor: 0001030455
WEBPAGE DOWNLOAD
[http://www.milwaukee.gov/citygov/](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
[doa/sp/sp.shtml](http://www.milwaukee.gov/citygov/doa/sp/sp.shtml)
MILWAUKEE WI 53202

Bid ID	Date	Buyer	Page
CIMIL-0000002446	12/14/2010	Angelique Pettigrew	9
Payment Terms	DateTime Bid Open	Closing	
PROMPT PAY	12/14/2010 02:00 PM	03/10/2011 02:00 PM	

Ship To: See Detail Below

Bill To: COMMON COUNCIL CITY CLERK 131
200 E. Wells St. Rm 205
Milwaukee WI 53202-3560
United States

Line	Item	Description	Mfg ID	Mfg Item ID	Quantity	UOM	Need Date
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Please be advised that the award of this bid by the City of Milwaukee is NOT contingent upon your agreement to the above request. If, however, you agree to extend to any other agencies, each agency will be responsible for issuing and administering its own contract and resulting purchase order.

CONTACT PERSON FOR ORDER PLACEMENT:

NAME: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

This is NOT AN ORDER

All returned quotes and related documents must be identified with our request for quote Number.

Authorized Signature

CITY OF MILWAUKEE
Department of Administration
Business Operations Division
Procurement Services Section

BINDING SIGNATURES FOR BID AND CONTRACT

Upon award and acceptance of this bid by the City of Milwaukee, the undersigned bidder, by its authorized persons signing below, agrees that all provisions set forth herein will become binding as a formal contract upon the fulfillment of all conditions precedent set forth herein.

This agreement constitutes the entire agreement between the parties relating to the subject matter of this agreement. All prior understandings, agreements, correspondence and discussions of the parties are merged into and made a part of this agreement.

CONTRACTOR (To be signed by two persons authorized to legally bind your firm to this contract)

Bidder's Firm _____

Address _____

City/State _____ Zip _____

Telephone _____

Fax number _____

E-mail Address _____

Federal ID # _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

BY: _____
(manual signature required)

NAME _____
(typed or printed)

TITLE _____

DATE _____

Witnesses: Two Witnesses to Bidder's Authorized Signature

BY: _____
(manual signature required)

NAME _____
(typed or printed)

BY: _____
(manual signature required)

NAME _____
(typed or printed)

This section must be fully completed and witnessed in order to process your bid.

FOR OFFICIAL CITY USE ONLY

CITY OF MILWAUKEE, a municipal corporation

BY _____
City of Milwaukee Purchasing Director

DATE _____

Countersigned:

BY _____
City Comptroller

DATE _____