

TO: PRINTERS
FROM: Chad Thompson – Procurement Manager
Town of Longmeadow
735 Longmeadow Street, Suite 101
Longmeadow, MA 01106
Phone: 413-565-4136
Fax: 413-565-4372
cthompson@longmeadow.org

DATE: November 15, 2011
RE: **REQUEST FOR QUOTE (RFQ):**
SEASONAL BROCHURE PRINTING FOR
LONGMEADOW PARKS AND RECREATION

Please provide a quote for the printing, delivery and mailing service for three seasonal issues of the Longmeadow Parks and Recreation Department (LPRD) brochure. **Quotes must be received by the Town of Longmeadow, Procurement Manager no later than Friday, November 18, 2011 by 12:00 noon.** All questions regarding the RFQ must be received no later than 24 hours before the quote deadline. Late questions will not be answered. Quotes must be submitted on the forms provided. Quotes may be submitted by fax, email or delivered. Quotes received by the Procurement Manager after the quote deadline will be rejected. The town reserves the right to request and check references and to check references that result in an unfavorable reference may be grounds at the sole discretion of the Town to reject a quote. The Town of Longmeadow, acting through the Town Manager the Awarding Authority reserves the right to reject any or all quotes, waive minor informalities, and to award a contract in the best interest of the Town. The specifications include:

SPECIFICATIONS:

JOB NAME- WINTER BROCHURE (late December, 1011)

Quantity: **6,400 brochures** (no unders).
For invoicing purposes, if there is an increase in the total number of brochures printed, the price per brochure for additional brochures will be determined by dividing quantity-6400 into Base Bid Quote, Winter Brochure Total submitted by the successful contractor. This formula will determine a unit price per brochure that the town will pay for each additional brochure printed beyond the quantity of 6,400.

Document Size: - 8.5” x 11 sized document.

Document Finish: - 11x17 sized paper with saddle stick with 2 staples on the center spine fold.

Cover Stock - Quantity=1 cover per document. 11x17, white 80lb Somerset gloss, FSC certified paper, or comparable Town approved cover stock per document. Print double sided in 5 color on both sides. The front cover side has a bleed edge.

Inner Paper Stock: -Quantity= 24 numbered pages per document (6 sheets of 11x17, 4 numbered pages per sheet). White gloss, 60 lb FSC certified paper or comparable Town approved inner paper stock. Print double sided, 2 color on both sides.

FSC Certified Paper: - All paper utilized for this print job must be FSC certified.

Finish: - Cut, score, fold, gather cover with inner paper stock and saddle stitch, trim, brochures are to be bound in quantities of 100.

- Copy:** -Copy to be supplied to the printer as a single delivery, complete clean, print ready, camera ready copy, with page numbers on pages. The document and artwork will be furnished in PDF or Quark.
- Proofs:** -Dylux and color proofs must be available within 72 hours after the supply of electronic files. The supply of multiple proofs to the town may be required of the printer. LPRD will review proofs and authorizations. All proofs and work associated with proof drafts will be inclusive in the price quote. No additional money will be paid by the Town for proof services.
- Delivery:** -The printer will deliver bundled copies of the brochure as instructed by LPRD. The deliveries will include delivery to the LPRD office (735 Longmeadow Street, Longmeadow, MA 01106), and delivery to a US mailing center offering bulk mailing services. All charges and fees associated with delivery, shipping and handling of bulk deliveries must be included in the quote.
- Mailing Service:** -The printer must have a registered Presorted Standard U.S. Postage Paid Permit Number. Through this permit, the brochure will be mailed to every residential address in Longmeadow. The mailing address on the brochure will be: Resident, Longmeadow, MA 01106. The printer must be able to provide delivery to an approved US mail center offering bulk mailing service. Do not include the bulk mailing meter rate charges in the Base Quote. The Town will only reimburse the printer for the actual bulk mailing meter rate charged by the postmaster based on the actual piece count of the brochures mailed. If the printer has other fees associated with providing a metered mail service (including outsourcing of services), other fees should be included in the Base Quote.
- Setup Charges:** The Town will not pay additional for setup charges. Include all setup charges and handling fees in the price quote.
- Printer Availability:** The printer must have the availability to schedule the print job so brochure delivery can be within two weeks (fourteen calendar days) of receiving notice from Longmeadow Parks and Recreation Department to schedule the print job.

Job Name- **SUMMER BROCHURE (mid-March, 2012)**

Quantity: **7,000 brochures** (no unders).

For invoicing purposes, if there is an increase in the total number of brochures printed, the price per brochure for additional brochures will be determined by dividing quantity-7000 into Base Bid Quote, Summer Brochure Total submitted by the successful contractor. This formula will determine a unit price per brochure that the town will pay for each additional brochure printed beyond the quantity of 7,000.

Document Size: - 8.5” x 11 sized document.

Document Finish: - 11x17 sized paper with saddle stick with 2 staples on the center spine fold.

Cover Stock - Quantity=1 cover per document. 11x17, white 80lb Somerset gloss, FSC certified paper, or comparable Town approved cover stock per document. Print double sided in 5 color on both sides. The front cover side has a bleed edge.

Inner Paper Stock: -Quantity= 40 numbered pages per document (10 sheets of 11x17, 4 numbered pages per sheet). White gloss, 60 lb FSC certified paper or comparable Town approved inner paper stock. Print double sided, 2 color on both sides.

- FSC Certified Paper:** - All paper utilized for this print job must be FSC certified.
- Finish:** - Cut, score, fold, gather cover with inner paper stock and saddle stitch, trim, brochures are to be bound in quantities of 100.
- Copy:** -Copy to be supplied to the printer as a single delivery, complete clean, print ready, camera ready copy, with page numbers on pages. The document and artwork will be furnished in PDF or Quark.
- Proofs:** -Dylux and color proofs must be available within 72 hours after the supply of electronic files. The supply of multiple proofs to the town may be required of the printer. LPRD will review proofs and authorizations. All proofs and work associated with proof drafts will be inclusive in the price quote. No additional money will be paid by the Town for proof services.
- Delivery:** -The printer will deliver bundled copies of the brochure as instructed by LPRD. The deliveries will include delivery to the LPRD office (735 Longmeadow Street, Longmeadow, MA 01106), and delivery to a US mailing center offering bulk mailing services. All charges and fees associated with delivery, shipping and handling of bulk deliveries must be included in the quote.
- Mailing Service:** -The printer must have a registered Presorted Standard U.S. Postage Paid Permit Number. Through this permit, the brochure will be mailed to every residential address in Longmeadow. The mailing address on the brochure will be: Resident, Longmeadow, MA 01106. The printer must be able to provide delivery to an approved US mail center offering bulk mailing service. Do not include the bulk mailing meter rate charges in the Base Quote. The Town will only reimburse the printer for the actual bulk mailing meter rate charged by the postmaster based on the actual piece count of the brochures mailed. If the printer has other fees associated with providing a metered mail service (including outsourcing of services), other fees should be included in the Base Quote.
- Setup Charges:** The Town will not pay additional for setup charges. Include all setup charges and handling fees in the price quote.
- Printer Availability:** The printer must have the availability to schedule the print job so brochure delivery can be within two weeks (fourteen calendar days) of receiving notice from Longmeadow Parks and Recreation Department to schedule the print job.

JOB NAME- FALL BROCHURE (late August, 2012)

- Quantity:** **6,800 brochures** (no unders).
 For invoicing purposes, if there is an increase in the total number of brochures printed, the price per brochure for additional brochures will be determined by dividing quantity-6,800 into Base Bid Quote, Fummer Brochure Total submitted by the successful contractor. This formula will determine a unit price per brochure that the town will pay for each additional brochure printed beyond the quantity of 6,800.
- Document Size:** - 8.5” x 11 sized document.
- Document Finish:** - 11x17 sized paper with saddle stick with 2 staples on the center spine fold.
- Cover Stock** - Quantity=1 cover per document. 11x17, white 80lb Somerset gloss, FSC certified paper, or comparable Town approved cover stock per document. Print double sided in 5 color on both sides. The front cover side has a bleed edge.

- Inner Paper Stock:** -Quantity= 24 numbered pages per document (6 sheets of 11x17, 4 numbered pages per sheet). White gloss, 60 lb FSC certified paper or comparable Town approved inner paper stock. Print double sided, 2 color on both sides.
- FSC Certified Paper:** - All paper utilized for this print job must be FSC certified.
- Finish:** - Cut, score, fold, gather cover with inner paper stock and saddle stitch, trim, brochures are to be bound in quantities of 100.
- Copy:** -Copy to be supplied to the printer as a single delivery, complete clean, print ready, camera ready copy, with page numbers on pages. The document and artwork will be furnished in PDF or Quark.
- Proofs:** -Dylux and color proofs must be available within 72 hours after the supply of electronic files. The supply of multiple proofs to the town may be required of the printer. LPRD will review proofs and authorizations. All proofs and work associated with proof drafts will be inclusive in the price quote. No additional money will be paid by the Town for proof services.
- Delivery:** -The printer will deliver bundled copies of the brochure as instructed by LPRD. The deliveries will include delivery to the LPRD office (735 Longmeadow Street, Longmeadow, MA 01106), and delivery to a US mailing center offering bulk mailing services. All charges and fees associated with delivery, shipping and handling of bulk deliveries must be included in the quote.
- Mailing Service:** -The printer must have a registered Presorted Standard U.S. Postage Paid Permit Number. Through this permit, the brochure will be mailed to every residential address in Longmeadow. The mailing address on the brochure will be: Resident, Longmeadow, MA 01106. The printer must be able to provide delivery to an approved US mail center offering bulk mailing service. Do not include the bulk mailing meter rate charges in the Base Quote. The Town will only reimburse the printer for the actual bulk mailing meter rate charged by the postmaster based on the actual piece count of the brochures mailed. If the printer has other fees associated with providing a metered mail service (including outsourcing of services), other fees should be included in the Base Quote.
- Setup Charges:** The Town will not pay additional for setup charges. Include all setup charges and handling fees in the price quote.
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TOWN OF LONGMEADOW, MASSACHUSETTS

**REQUEST FOR QUOTE:
QUOTE SUBMISSION FORM
SEASONAL BROCHURE PRINTING
LONGMEADOW PARKS AND RECREATION**

Quotes must be submitted on the forms provided. All quotes must include amounts for the Base Quote and ALL Alternate options. A quote received that does not include amounts for the Base Quote and all Alternate options, or conditional pricing will be rejected.

BASE BID QUOTE:

Quote for printing, delivery, and services of the Seasonal Brochure per the specifications provided:

(In the event of an interpretation or discrepancy issue on the quote form the written words shall prevail in determining the pricing).

WINTER BROCHURE PER JOB SPECIFICATIONS: \$ _____ TOTAL

Amount written in words _____

SUMMER BROCHURE PER JOB SPECIFICATIONS: \$ _____ TOTAL

Amount written in words _____

FALL BROCHURE PER JOB SPECIFICATIONS: \$ _____ TOTAL

Amount written in words _____

GRAND TOTAL: \$ _____

(Sum of the Winter, Summer and Fall brochure per job specifications)
The award will be made to a responsive and responsible printer offering the lowest price per specifications for the Base Bid Quote Grand Total.

ALTERNATE A:

Change in the number of printed pages for each brochure printing:

Additional charge per page (11x17), for including an additional double side printed color page to the listed 'Inner Paper Stock' page quantity of a seasonal brochure printing.

Lot Charge per additional double sided page to be added to the Base Bid Quote Total for the addition of a double side printed page- \$ _____

Deduct charge per page (11x17), for deducting an additional double side printed color page from the listed 'Inner Paper Stock' page quantity of a seasonal brochure printing.

Lot Credit to be subtracted from the Base Bid Quote total for the reduction per double side printed page- \$ _____

COMPANY NAME: _____

TOWN OF LONGMEADOW, MASSACHUSETTS

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SEASONAL BROCHURE PRINTING
LONGMEADOW PARKS AND RECREATION**

ADDENDA: If issued, the bidder acknowledges the receipt of the following addenda: ____, ____, ____

PRINTER AVAILABILITY MINIMUM REQUIREMENT:

Requirement- The printer must have the availability to schedule the print job so brochure delivery can be within two weeks (fourteen calendar days) of receiving notice from Longmeadow Parks and Recreation Department to schedule the print job. **The Winter Brochure file will be available the week of November 18, 2011 and the printer will be required to deliver the brochure to Longmeadow Parks & Recreation before December 9, 2011.** The printer must be able to meet this deadline. Quotes received from printers that are not able to meet this minimum requirement will be rejected. Awarded contractors who do not meet these print deadline requirements will have their contract canceled.

Are you able to fulfill this minimum requirement?

YES _____, NO _____

COMPANY INFORMATION:

Company Name: _____

Contact: _____

Signature: _____

Address: _____

Phone #: _____

Fax #: _____

Email: _____

TOWN OF LONGMEADOW, MASSACHUSETTS

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SEASONAL BROCHURE PRINTING
LONGMEADOW PARKS AND RECREATION**

Certificate of Non-Collusion (Mandatory Form)

The undersigned certified under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization entity, or group of individuals.

Name and Title of Person Signing Proposal

Date

Name of Business

Statement of Tax Compliance

Date

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

Countersignature of Individual or
Corporate Name (mandatory)

By: Corporate Officer (mandatory)

Social Security No. or Federal Identification No.

Approval of a contract or other Agreement will not be granted unless this certification clause is signed by the applicant.

Your social security number will be furnished to the Massachusetts Department of Revenue to determine whether you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of M.G.L. Chapter 62C, Section 49A.

Quote Submission Directions:

FAX, EMAIL or deliver the complete quote submission forms (Pg. 5-7) to Chad Thompson no later than:

Friday, November 18, 2011 by 12:00 noon.

Incomplete and late quotes will be rejected.

Quotes may be submitted to Chad Thompson, for receipt prior to the deadline by one of the following method:

Fax: 413-565-4372

Email: cthompson@longmeadow.org

Delivery: Town of Longmeadow
Attn: Chad Thompson, Procurement Manager
735 Longmeadow Street, Suite 101
Longmeadow, MA 01106

If you have questions, contact Chad Thompson at 413-565-4100, X-343. **QUESTIONS MUST BE RECEIVED NO LATER THAN 12:00 noon ON THURSDAY, NOVEMBER 17, 2011.**