

CITY OF SAN LEANDRO

Notice To Bidders

SUBMIT BID TO: City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	FOR FURTHER INFORMATION CALL: Darryl Sweet Purchasing Supervisor (510) 577-3377
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BID NO: 01-02.035	DATE MAILED: January 24, 2002	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 P.M. , Thursday, February 7 th , 2002
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
As specified	<p>ACTIVITIES GUIDES Summer 2002 Fall/Winter 2002 Spring 2003</p> <p>Notice to Bidders</p> <p>DESIGN, LAYOUT, PRODUCTION AND DELIVERY specified number of copies of each activities guide for Summer & Fall/Winter 2002 and Spring 2003 as required by the Recreation and Human Services Department in accordance with the attached specifications.</p> <p>All bidders must submit their proposal in a sealed envelope marked with the bidder's company name and the bid number. Any deviations from specifications must be clearly indicated in writing at the time the proposal is submitted. The City reserves the right to waive minor variations in specifications bid.</p> <p>Do not include sales tax in your bid. Sales tax will be added to the purchase order and remitted with invoice payment.</p> <p>Delivery dates as specified are an important factor in this project. Bids deviating from specified dates may be considered non-responsive and rejected as such.</p> <p>Invoices shall be sent to Accounts Payable, 835 E. 14th Street, San Leandro, California 94577. Purchase order number must be on invoice.</p> <p>Sealed bids shall be received at the Purchasing Office, City Hall, 835 E. 14th Street, San Leandro, CA up to 3:00 p.m., on Thursday, February 7th, 2002 at which time they will be publicly opened and read.</p> <p>Bid shall be a lump sum for design, layout, production and delivery of each guide. This price shall be inclusive of all time and materials necessary to produce this guide on time as specified. Award is based on Total Bid Amount.</p> <p>Bid shall contain an hourly rate amount. This is the rate the city will pay should <i>additional</i> work be requested by the City which is not part of what is originally supplied to the successful bidder. The hourly rate is not part of the lump sum bid amount.</p>		SEE BID FORM

Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City. The request shall be executed by the bidder or bidder's duly authorized representative. The withdrawal of a bid does not prejudice the right of the bidder to file a new bid. Whether or not bids are opened exactly at the time fixed in the public notice for opening bids, a bid will not be received after that time nor may any bid be withdrawn after the time fixed in the public notice for opening of bids.

As stated in Public Contract Code Section 5100 to 5108, inclusive (State Contract Act) concerning relief of bidders and in particular to the requirement therein, that if the bidder claims a mistake was made in his bid, the bidder shall give the City written notice within five (5) days after the opening of the bids of the alleged mistake, specifying in the notice, in detail how the mistake occurred.

All bidders shall verify if any addendum for this project has been issued by the City. It is the bidder's responsibility to ensure that all requirements of contract addendum are included in the bidder's submittal.

The award will be made to the lowest responsible bidder whose bid complies with the specifications in a manner satisfactory to the City's best interests as determined by the City. The right is reserved, as the interest of the City may require, to reject any or all bids, or to waive any informality or minor irregularity in the bids.

This project is for three issues (one fiscal year). City reserves the right to extend contract for three subsequent issues (additional fiscal year) if agreed to in writing by vendor and the City. At any stage of production of any of the specified guides, should the final product be deemed to have not satisfactorily met the specifications as bid, the City may cancel any remaining work to be done and re-bid this project. Compensation shall be only for guides that are complete.

Bid prices are valid for the duration of the bid project time period.

Payment shall be within 30 days following acceptance of bid items.

- Delivery shall be F.O.B. destination
- Complete delivery as specified.
- There shall be no charge(s) for delivery of bid items.

To bid, complete and return a copy of the Request and the other required forms, in a sealed envelope. The envelope shall be marked with the project name and bid number. The bid must be received by the date and time shown in order to be considered. Please note that there is a one-day delay in mail delivery to City Hall by the U.S. Postal Service.

Firm _____

Date: _____

Address _____

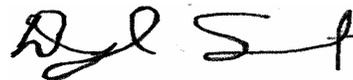
Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____

Title: _____



Darryl Sweet, Purchasing Supervisor

Activities Guides Quotation Form

Upon receipt of the information from the City related to class names, times, locations, instructors, fees and other information and special instructions:

1. DESIGN, LAYOUT, PRODUCTION AND DELIVERY of three activities guides.
 - Summer 2002 - 38,500
 - Fall 2002 – 36,500
 - Spring 2003 – 36,500

Conceptual design of the guide while working with City Staff to produce a fun, exciting, colorful and easy-to-read guide for the community (Labor and materials to design front and rear inside covers, and text with graphics, colors and shading, for example).

Layout of conceptual design into an easy-to-read guide (Labor and materials to perform necessary work to layout the guide. City staff will meet and confer as needed with ideas and to proof as required throughout the process).

Production of approved pages (Labor and materials (i.e., film, printing, coloring, and binding) to produce final product from proofed layout).

Delivery to two (2) specified locations:

ABC Home Delivery, 804 Kennedy St. (Oakland)
 Marina Community Center, 15301 Wicks Bl. (San Leandro) (or alternate San Leandro location)

<u>Guide</u>	<u>Bid Amount</u>
Summer 2002	\$
Fall/Winter 2002	\$
Summer 2003	\$
TOTAL BID	\$

Your quotation includes **all** labor and materials etc. required by your professional estimation to complete this work. Do not include sales tax.

2. Price for additional pages in groups of four (4) \$ _____

3. Should ADDITIONAL WORK BE REQUIRED BY SPECIAL REQUEST OF THE CITY related to class information not originally supplied to the vendor, which may include (but is not limited to) class additions/deletions, location changes, time changes, or other information not originally supplied by the City, your **hourly rate*** to revise the guide shall be billed at:

\$ _____
(____ hour minimum, if any)

*This price includes any per page, additional film, etc. No additional charges to be billed beyond this hourly rate

No charge for overage allowed on this project. Standard City terms and conditions of purchase order in effect upon issuance of purchase order.

Failure to deliver acceptable final product shall be cause for cancellation of the official purchase order.

Successful vendor is required to meet with project manager prior to start of project.

Specifications for Activities Guides

Quantity: Summer – 38,500
 Fall/Winter –36,500
 Spring - 36,500

Pages: Summer (2002) Cover-4 pages Text-52 pages
 Fall/Winter (2002) Cover-4 pages Text-48 pages
 Spring (2003) Cover-4 pages Text-48 pages

Color: Cover--4-color process over black + one 3 digit PMS custom
 Text--Black + one standard in house spot color throughout

Final Trim size: 8.25” x 10.75” with bleeds
 Live Image area: 7.5” x 10.0”

Stock: Covers--70# gloss text
 Text--30# Newsprint

Text Data: Supplied by City
 Cover Art: Supplied by City (Outside cover only)

Binding: Stitch and trim to final size

Delivery: String tie and palletize, Split Delivery to:
 ABC Home Delivery (Oakland) 31,600
 Marina Community Center or South Offices Bldg 4,900

Project Manager: Dee Lyons 510-577-6046

Tentative Start Dates: Information supplied to successful vendor on or about

	Printer	ABC Distributors and San Leandro location
Summer 2002	March 8, 2002	March 25, 2002
Fall 2002	June 3, 2002	June 28, 2002
Spring 2003	November 29, 2002	December 23, 2002

PDF Conversion: Provide disk to project manager with Guide in PDF by Delivery date

Should you require an example guide, contact purchasing office at: 510-577-3376 fax 510-577-3312
 Or dsweet@ci.san-leandro.ca.us or sperez@ci.san-leandro.ca.us