

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 dsweet@ci.san-leandro.ca.us
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BID NO: 04-05.020	DATE MAILED: November 30, 2004	THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE: 3:00 PM, Friday, January 7, 2005
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
See Specs.	<p>ACTIVITIES GUIDES 2005 - 2006</p> <p>Notice to Bidders</p> <p>DESIGN, LAYOUT, PRODUCTION AND DELIVERY of the activities guides for Summer & Fall 2005 and Spring 2006 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 paid at the time of invoice payment. Sales tax rate is 8.75%.</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 invoices.</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 Friday, January 7, 2005 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 the guides. This price shall be inclusive of all time and materials necessary to produce this guide on time as specified.</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. This includes last minute revisions as may be necessary. 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Any bid may be withdrawn at any time prior to the time fixed for the opening of bids only by written request for the withdrawal of the bid filed with the City.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.

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

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

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.

Delivery shall be to: The two locations as specified

Firm _____

Date: _____

Address _____

Phone: _____

FAX: _____

By (Signature) _____

Print Name: _____

Title: _____



Darryl Sweet, A.P.P., Purchasing Supervisor

Activities Guide 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 the activities guide.
Summer 2005- 38,500
Fall 2005 – 36,500
Spring 2006 – 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)

\$ _____

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

2. 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.

Specifications for Activities Guide

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

Pages: Cover--4 pages Text--40 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 (San Leandro) 4,900/ 6,900 (Summer)

Project Manager: Nicole L. Espinoza 510-577-3467

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

	Printer	ABC Distributors	Marina Comm. Ctr.
Summer 2005	March 8, 2005	March 24, 2005	March 24, 2005
Fall 2005	June 13, 2005	June 30, 2005	June 30, 2005
Spring 2006	December 7, 2005	December 23, 2005	December 23, 2005

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

Environmentally Preferable Purchasing Policy is applicable to this bid. Applicable portions of the City's policy are on the following page.

Should you require an example guide, contact purchasing office at:

Tel 510-577-3376 Fax 510-577-3312

Or

dsweet@ci.san-leandro.ca.us

ENVIRONMENTALLY PREFERABLE PURCHASING POLICY

This project requires:

- Soy-based inks.
- Paper (sealed bid AND the actual guides) which is Processed Chlorine Free (PCF)
- Paper (sealed bids AND the actual guides) to contain the maximum percentage of post-consumer recycled content paper available with a minimum standard of 30% post-consumer recycled content.

The following must be displayed on the guides:



Printed on 30% post-consumer recycled-content paper.