

**CITY OF SAN LEANDRO**

**Notice To Bidders**

<b>SUBMIT BID TO:</b> City of San Leandro Purchasing Department 835 East 14th Street San Leandro, CA 94577	<b>FOR FURTHER INFORMATION CALL:</b> Sally Perez Acting Purchasing Agent (510) 577-3377
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<b>BID NO:</b> 06-07.026	<b>DATE MAILED:</b> October 30, 2006	<b>THIS QUOTATION MUST BE DELIVERED TO THE CITY BEFORE:</b> Monday, November 13, 2006
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QTY.	DESCRIPTION	UNIT PRICE	EXTENSION
36,500	<p align="center"><b>ACTIVITIES GUIDE 2006 - 2007</b></p> <p align="center"><b>Notice to Bidders</b></p> <p>DESIGN, LAYOUT, PRODUCTION AND DELIVERY 36,500 copies each of the activities guide for Summer &amp; Fall 2007 and Spring 2008 as required by the Recreation and Human Services Department in accordance with the attached specifications. City may renew agreement for an additional one if mutually agreed upon by the contractor and the City.</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.</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>Invoice shall be sent to Accounts Payable, 835 E. 14<sup>th</sup> 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. 14<sup>th</sup> Street, San Leandro, CA up to 3:00 p.m., on Monday, November 13, 2006 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 guide. 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 <b>not</b> 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
- 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.

**Delivery shall be to:      The two locations as specified**

Firm \_\_\_\_\_

Date: \_\_\_\_\_

Address \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_

FAX: \_\_\_\_\_

By (Signature) \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_



\_\_\_\_\_  
Sally Perez, Acting Purchasing Agent

## 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 2007 - 38,500  
Fall 2007 – 36,500  
Spring 2008 – 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 Street (Oakland)

Marina Community Center, 15301 Wicks Boulevard (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: Summer – Cover--4 pages Text—56 pages  
 Fall – Cover--4 pages Text—48 pages  
 Spring - 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 (San Leandro) 4,900/ 6,900 (Summer)

Project Manager: Nicole Espinoza Roa 510-577-3467

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

	<b>Printer</b>	<b>ABC Distributors</b>	<b>Marina Comm. Ctr.</b>
<b>Summer 2007</b>	March 16, 2007	March 30, 2007	March 30, 2007
<b>Fall 2007</b>	June 15, 2007	June 29, 2007	June 29, 2007
<b>Spring 2008</b>	November 30, 2007	December 14, 2007	December 14, 2007

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

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

510-577-3376  
 fax 510-577-3312  
 Or  
[sperez@ci.san-leandro.ca.us](mailto:sperez@ci.san-leandro.ca.us)