

SPECIFICATIONS FOR PRINTING
OAK PARK ANNUAL REPORT AND 2010 CALENDAR

- GENERAL:** The Annual Report/Calendar is an informational publication provided by the City of Oak Park to its residents. Sealed bid proposals for the printing of (16,000) copies of the Annual Report/Calendar are requested according to the following specifications:
- SIZE:** 32 pages, plus cover – 8 1/2 x 11
- STOCK:** Text – Recycled, 70# gloss text enamel, or a City of Oak Park approved equal.

Cover -- Recycled, 80# gloss cover enamel, or a City of Oak Park approved equal.
- PRINT:** Text -- prints 4-color process, 2 sides
Cover -- prints 4-color process, 2 sides
- COLOR PROOFS:** High resolution and low resolution
- FINISH:** 8-1/2 x 11 saddle-stitch
One-hole drill
Carton pack
Deliver two locations: City of Oak Park and Stanley Adv. Distributors
- SAMPLE:** The Bidder is requested to submit, with their proposal, a sample (s) of the "**RECYCLED**" **PAPER STOCK** which they are offering for evaluation. **BIDDERS ARE ENCOURAGED TO SUBMIT ALTERNATE BID PROPOSALS, PAPER SAMPLES, AND PRICES, WHICH IF SELECTED MAY RESULT IN A MORE COST EFFECTIVE PURCHASE FOR THE CITY OF OAK PARK.**
- CAMERA-READY:** Copy will be provided to the printer on computer disk.

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TOTAL BID AMOUNT: The Bidder is to include the cost of all of graphic techniques in the **TOTAL BID AMOUNT.**

PREVIOUS
CALENDAR
SAMPLE:

A sample year 2009 calendar/annual report is available by phone or E-mail request or by walk-in pick up.

DELIVERY:

The Bidder is to indicate, on the attached "**BID PROPOSAL FORM**" the final deadline date needed by the printer for receiving the "**CAMERA-READY**" copy, in order to deliver the finished product, **F.O.B.**, by: **NOON on MONDAY, DECEMBER 21, 2009**

THE AMOUNT OF TIME REQUIRED BY THE PRINTER TO PRODUCE THE FINISHED PRODUCT AND DELIVER BY **NOON on MONDAY, DECEMBER 21, 2009** WILL BE A **MAJOR FACTOR** IN DETERMINING THE BID AWARD.

Delivery to be in the following manner:

(4,000) copies ***** **NOON on MONDAY, DECEMBER 21, 2009 TO:**
City of Oak Park (F.O.B.)
13600 Oak Park Boulevard
Oak Park, Michigan 48237

(12,000) copies ***** **MONDAY, DECEMBER 21, 2009 by 2 P.M. TO:**
Stanley Advertising Distributors (F.O.B.)
Detroit, Michigan 48201

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- LIQUIDATED DAMAGES: ****Bidder agrees to **LIQUIDATED DAMAGES** of **\$50 PER DAY** for delivery **AFTER MONDAY, DECEMBER 21, 2009*******
- PACKAGING: Packaging should not exceed (500) Calendars per carton. Please indicate, on the attached "**BID PROPOSAL FORM**", how the job will be packaged when delivered.
- EXCEPTIONS/
VARIATIONS: All exceptions or variations to the specifications are to be clearly noted on the attached "**BID PROPOSAL FORM**".
- REFERENCES: The Bidder is to indicate references, preferably of other municipalities, where you have provided similar printing services.
- BIDDING: Bids are to be submitted to the City Clerk's Office, 13600 Oak Park Boulevard, Oak Park, Michigan 48237, in accordance with the attached "**NOTICE TO BIDDERS**", on the attached "**BID PROPOSAL FORM**".
- TOTAL BID AMOUNT** is to include **ALL** freight, handling, shipping, labor, insurance, material and transportation costs for **DELIVERY, F.O.B.**, to the **CITY OF OAK PARK** and to **STANLEY ADVERTISING DISTRIBUTORS**

CITY OF OAK PARK, MICHIGAN

BID PROPOSAL FORM

The undersigned hereby proposes to deliver the following described service and certifies that this proposal is in accordance with the terms and specifications, as prepared by the City of Oak Park, subject only to those exceptions, as noted below. The City reserves the right to accept or reject any or all bids and to waive any formal defects in the bids, when deemed to be in the best interest of the City. The right is further reserved to accept a bid higher than the low bid, when in the opinion of the City Council, the public interest will be better served. The undersigned hereby declares that this proposal is made in good faith and without collusion or affiliation with any person or persons bidding on the same service.

BID PRICES ARE TO REMAIN FIRM FOR A PERIOD OF 40 DAYS.

Bid on the **TOTAL AMOUNT** for Printing **(16,000) 4-color** copies of the Oak Park Annual Report and 2010 Calendar.

ALL COPY WILL BE "CAMERA-READY" AND PROVIDED BY THE CITY TO THE PRINTER. DELIVERY IS TO BE **F.O.B.**, TO THE CITY OF OAK PARK AND STANLEY ADVERTISING DISTRIBUTORS.

_____ \$ _____
TOTAL AMOUNT expressed in words and numerals

- | | | |
|---|-----|----|
| SAMPLE(s) of ALTERNATE PAPER (Subject to City Approval) attached? | YES | NO |
| Sample for "RECYCLED" TEXT paper attached? | YES | NO |
| Sample for "RECYCLED" ENAMEL paper attached? | YES | NO |
| References attached? | YES | NO |

INDICATE THE FINAL DEADLINE DATE NEEDED BY THE PRINTER FOR RECEIVING THE "CAMERA-READY" COPY, TO DELIVER THE FINISHED PRODUCT TO THE CITY BY **NOON on MONDAY, DECEMBER 21, 2009** AND TO STANLEY ADVERTISING BY **2 P.M. on MONDAY, DECEMBER 21, 2009:**

_____ Date

Indicate how the job will be packaged/quantity when delivered: _____

EXCEPTIONS/VARIATIONS: _____

SIGNED: _____ NAME: _____

COMPANY: _____ ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ DATE: _____ FAX: _____