

**ADDENDUM NO 02
CITY OF FAIRHOPE**

BID NO. 023-17 Printing of Calendar 2017

The following questions have been submitted by potential bidders and answers have been provided by the City's Representative, Gayle Fogarty, and Dan Ames, Purchasing Manager.

The bid documents for this Bid shall be amended, revised and changed in the following particulars:

Question #1-- Number of Copies: do you want us to break pricing down based on several quantities? The bid is for 2000 copies. Can you clarify how you would like the box filled in?

Answer #1-- Please see attached Bid Response rev1.

Question #2-- Bid Price Per Copy (non-recycled paper) – please confirm if this means you want pricing based on each sheet of paper using the 100# Text matte that was listed?

Answer #2--Yes, each sheet of paper with 2-sided printing. See Bid Response rev1 and Scope of Work and Specifications rev1 attached.

Question #3-- Folded price non-recycled paper – Is this the total cost for the finished job?

Answer #3--NO, per sheet.

Question #4-- Folded price recycled paper – is this the total cost for the finished job on recycled stock? (if so, what stock do you want us to quote)

Answer #4--NO, per sheet on #100 text

Responders are to sign and include signed Addendum No. 2 with submitted bid documents.

Acknowledged:

_____ Company

_____ By

Daniel P. Ames
Purchasing Manager
City of Fairhope
Posted: 07-27-2017

ITEM III
BID RESPONSE rev1

Date: ____/____/____

Bid No.: 023-17
Bid Name: PRINTING of Calendar 2017

Bid Duration: One (1) year from signing date of contract, with the option to renew bid or contract for up to TWO (2) additional years if terms and conditions, including pricing remain the same, and both parties are in agreement to renewing the bid or contract. Bid will include all labor, materials, equipment, shipping and postage, overhead, profit, bonds, insurance and all other costs necessary to provide the complete services outlined within this contract and scope of work, on a per unit basis. Show quantity / price breaks.

Our average run is approximately 2,000 copies per issue, 100# text dull, 17” wide by 11” tall that folds to 8.5” by 11”. **One copy consists of one sheet printed on two sides.**

The first printing must be delivered to the City no later than August 30, 2017.

Number of Copies	Bid Price Per Copy (non-recycled paper)	Bid Price PER Copy for Recycled paper	Folded price per copy (non-recycled paper)	Folded price per copy (recycled paper)
1 to 1000	\$	\$	\$	\$
1001 to 1500	\$	\$	\$	\$
1501 to 2000	\$	\$	\$	\$

Receipt of the following Addenda to these documents is hereby acknowledged by the undersigned (bidder to complete below):

ADDENDUM NO. DATE ISSUED ADDENDUM NO. DATE ISSUED

Each bid must give the full business address of the bidder and must be signed by him with his usual signature. Bids by partnerships must furnish the full names of all partners and must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and designation of the person signing. Bids by corporations must be signed with the legal name of the corporation followed by the name of the State of Incorporation and by the signature and designation of the president, secretary, or other person authorized to bind it in the matter. The name of each person shall also be typed or printed below the signature. A bid by a person who affixes to this signature the word “president,” “secretary,” “agent,” or other designation without disclosing his principal, may be held to be the bid of the individual signing. When requested by the City of Fairhope, Baldwin County, Alabama, satisfactory evidence of the authority of the officer signing in behalf of the corporation shall be furnished.

The undersigned agrees to furnish the goods/services as requested by you for the City of Fairhope, Baldwin County, Alabama in your invitation to bid, and certifies that they will meet or exceed the specifications called for. The undersigned has read all information pertaining to this bid and has resolved all questions. It is also understood and agreed that all prices quoted are F.O.B. described in the bid documents and specifications. The undersigned also affirms he/she has not been in any agreement or collusion among bidders or prospective bidders in restraint of freedom of competition, by agreement to bid at a fixed price or to refrain from bidding or otherwise.

ITEM V
SCOPE OF WORK & SPECIFICATIONS rev1

Bid Number 023-17
PRINTING OF CALENDAR 2017

5.0 SCOPE OF WORK

5.0.1 Service

5.0.1.1 This bid is to establish a unit price for the turnkey printing of the MONTHLY CITY CALENDAR 2017

5.0.1.2 The OWNER will furnish:

5.0.1.2.1 Copy and photographs in PDF file format

5.0.1.3 The CONTRACTOR to provide all necessary supervision, labor, tools, materials and safety equipment to perform the following tasks:

5.0.1.3.1 Print CALENDAR from supplied PDF file (including copy and photographs).

5.0.1.3.3 Deliver all copies to the City of Fairhope

5.1 SPECIFICATIONS

5.1.1 Printing

5.1.1.1 Standard finished calendar will be one (1) page, 17" wide x 11" tall to fold to 8.5 x 8.5", **printed FOUR 4/4 (color) (one sheet printed both sides)** process with bleeds on 100# TEXT, and will be issued TWELVE (12) times per calendar year

5.1.1.2 A **7 day turn around period is required** from time the CONTRACTOR receives the publication from the graphic artist, this includes proofing time. **The first issue must be delivered to the City no later than August 30, 2017.**

5.1.1.3 Calendar will be printed on 100# text paper, with **dull finish** (NOT GLOSSY)

5.1.1.4 Approximate number of two sided printed copies will be TWO THOUSAND (2,000)

5.3 Billing

5.3.1 Before beginning a job, OWNER will issue a Purchase Order to CONTRACTOR.

5.3.2 In acknowledgment of completion of the Purchase Order, CONTRACTOR will also submit to OWNER for signature, a **service ticket showing the Purchase Order Number**.

5.3.3 Following completion of the Purchase Order, CONTRACTOR will submit an invoice to:

City of Fairhope
Accounts Payable Department
P.O. Drawer 429
Fairhope, AL 36533
ap@fairhopeal.gov

5.3.4 Each invoice will show the **Bid Number, Contract Name** and **Purchase Order Number**.

5.4 Insurance

CONTRACTOR shall procure and maintain insurance as described in ITEM IV INSURANCE for the life of this contract. Proof of this insurance will be submitted as part of the contract package at time of initial contract award.

5.5 Winning Bidder

The City of Fairhope reserves the right to disqualify any bidder based on the bidder's inability to comply with any qualification or requirement described in this Contract.