

REQUEST FOR QUOTE

Purpose

The purpose of this "Request for Quote" is to provide interested persons or companies with sufficient information to enable them to prepare and submit a quotation for consideration by the City of Happy Valley for printing services for the City's newsletter during the current fiscal year of 2010-2011. (Printing service includes the delivery of finished, folded newsletters by a prescribed date to the City's Direct Mail Provider and to City Hall.)

Contact

The point of contact with the City of Happy Valley is Becky Micciche, Community Services, via e-mail at beckym@ci.happy-valley.or.us or by phone at (503) 783-3823.

Incurred quotation cost

The City of Happy Valley is not liable for any cost incurred by printing companies prior to the issuance of an agreement. This information request does not commit the City to pay any costs incurred by any person or company in submission of a quotation, or in making any necessary studies or design for the preparation thereof.

Response Date for Quotation

In order to be considered for selection, quotations for printing services must be received in a sealed envelope, clearly marked "Printing Services Request Quotation" not later than 4:00 p.m. on Tuesday, August 31, 2010 at Happy Valley City Hall (located at 16000 SE Misty Drive, Happy Valley, Oregon 97086.) Printing services will run from acceptance date through June, 2011.

Qualifications

The printing company must possess a successful track record documenting satisfactory delivery of services similar in scope to the needs of this City for a minimum of 3 (three) years and demonstrated by letters of reference from the recipients of these services.

Informality of Quotation and Acceptance, Rejection or Selection of Quotation

The City of Happy Valley expressly reserves the right to reject any or all quotations, to waive any information or irregularities in the quotations and to accept that quotation which is in the best interest of the City of Happy Valley.

If any quotation is accepted by the City of Happy Valley, the awarding of a contract will be evidenced by the execution of the City of Happy Valley Contract and/or Agreement with the printing firm within 30 days of the award date.

In determining the awarded contract, the following will be given consideration:

- 1) Evidence in the quotation that the submitting company clearly understands the scope of the printing services to be performed.
- 2) Technical experience of the company.
- 3) Qualifications of the print company's staff.
- 4) Costs quoted to perform the specified printing services, supplies and deliveries.
- 5) Identification of all conservation efforts, green technology, green construction facilities or any other energy efficient and ecologically friendly processes or products used in production or servicing of this account.
- 6) Printer is an "Authorized Adobe, Quark and Publisher Service Provider."

City Newsletter Printing Criteria Overview

Introduction

The City of Happy Valley currently sends out 8,640 newsletters monthly. Certain issues may have an expanded distribution of up to 12,800. Certain issues (summer events, etc.) may have an insert section that would increase the page count. The newsletter is written and designed by city staff in Microsoft Office Publisher 2007 format. The newsletter is a full color publication. Photos and art work within the document are in pdf or jpg format.

Newsletter content is compiled from city staff, community partners and various outside sources. Contributors are required to submit materials by the 15th of each month; staff requires a minimum of one week for design, edit and administrative approvals prior to submission to printing services. This places a time constraint on the printing service, generally allowing only 2-3 days for the printer to receive the file, print and deliver the finished product to the City's Direct Mail Provider (located in Portland) and to City Hall to allow postal delivery by the 5th of each month. Deliveries to the City's direct mail provider and to City Hall shall be made Monday through Friday, 8:00 a.m. to 5:00 p.m. (excluding major holidays.)

The City will consider any quotation that meets the following listed criteria. Any criteria not listed below is considered as negotiable.

Print Job Submission

- All newsletter jobs will be submitted electronically (via e-mail) to the printer by City Staff. Staff uses a "Publisher format". The Number of newsletters to be printed can vary by as much as +/- 200 for each printing as determined by USPS Carrier Route Qualification Report confirmation.
- All jobs will be in digital format with all pictures to be in tiff, pdf or jpg format.
- Printer should have the capabilities for acceptance of all Adobe, Quark and Microsoft products.
- The newsletter dimension: Produced on an original 22" x 17" size; 60 pound/Husky paper bearing 3 folds for a finished flat project with mailing indicia on outer fold.
- All finished newsletters will be final-folded into 5.5" X 8.5" flat format.
- Specified folding is required and should be noted with the quotation submission.
- The newsletter will contain "indicia" to allow bulk mailing in the amount of **8,640 newsletters (+/- 200)**.
- Paper type as defined above will be 60 pound weight (opaque) and bright white.
 - The paper type and color will be specified on the quotation submission.
 - The paper weight will be specified with the quotation submission.
- Consideration will be given for use of paper that would be recycled post-consumer waste and printed with environmentally friendly or "green" ink.
- Identification of all conservation efforts, green technology, green construction facilities or any other energy efficient and ecologically friendly processes or products used in production or servicing of this account.
- The vendor will be responsible for retrieving and confirming receipt of the newsletter through e-mail file transfer provided by the City.
- The vendor will have sufficient electronic file capacity to receive transmitted data/ file.
- The number of newsletters for each printing will be specified by the City.

Price Quote Addendums

- PRICE QUOTE: A secondary price quote is requested, for those issues requiring a second 22" x 17" insert sheet, for a finished product of 8 page publication with final-fold 5.5" X 8.5" flat format.
- PRICE QUOTE: An incremental price quote is requested, for each additional 100 copies over the original 8,640 copies, to cover community growth, if needed.
- The quoted price should be fully inclusive of all costs and charges, including all items stipulated herein or unstated, reproduction and delivery to both the City's direct mail provider and to the City of Happy Valley City Hall.

Output Recap

- Output will be full color (Pantone or as agreed upon between City and printer service.)
- Paper type to be used will be 60 pound weight (opaque) and bright white.
- Indicia printed and folded newsletters will be delivered to the City's direct mail provider no later than the 28th of each month. These timelines may vary +/- 3-5 days.
- Printer shall deliver to the City's direct mail provider and to the City of Happy Valley City Hall (by the 3rd of each month) the specified number of distribution-ready newsletters folded for submission via pre-sorted, permit/paid postage for addressee "Postal Customer" carrier route distribution.
- City requests a sample output representative of the overall quality submitted with their quotation.

Neither this request for quotation nor responses to it constitutes a contract between the City and the respondent. The City reserves the right to negotiate specific contract terms with the selected company; however, should such negotiations fail to arrive at a mutually agreed-upon contract, the selected company shall abide by the terms and conditions generally specified in this request for quotation.

State and Federal Law Compliance

Respondent must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes. The successful respondent agrees to comply with all applicable provisions of Oregon (Oregon Revised Statutes, Chapter 279) and the City of Happy Valley contracting laws.

The successful company shall obtain a City of Happy Valley Business License prior to commencement of work.