

BID DUE DATE: Monday, April 29, 2019 at 5:00PM

The City of Antioch is seeking sealed bids for the printing, mailing and delivery of the Fall, Winter/Spring and Spring/Summer Activity Guides for the Recreation Department.

Sealed bids must be received by Julie Martin, Recreation Specialist by **5:00 PM on Monday, April 29, 2019**. FAX, e-mail, mailed or hand delivered documents will be accepted to the Antioch Community Center at 4703 Lone Tree Way, Antioch, CA 94531. **It is the responsibility of the vendor to verify the receipt of their bid by the scheduled deadline.**

SCHEDULE:

- Monday, April 8, 2019 RFP is issued
 - **ADDENDUM NO. 1 ISSUED THURSDAY, APRIL 11, 2019(BID SPECIFICATIONS)**
- Monday, April 29, 2019 Bids due by 5:00 PM
- Wednesday, May 8, 2019 Bids Reviewed
- Wednesday, May 15, 2019 Notification of Intent to Award Contract

I. BID SPECIFICATIONS

1. BID SPECIFICATIONS

Please submit a sealed bid that includes all associated costs that meets and/or exceeds the following specifications:

PUBLICATION SPECIFICATIONS FOR RECREATION GUIDE	
Finished Size	Must be between 8.25" and 8.5" wide and between 10.75" and 11" high
Inside Stock	40.0 lb. Norbrite or equivalent (80-Bright)
Cover Stock	80.0 lb. Gloss Text
Inside Printing Options	16 pages in position, 4-color process plus one spot color. Remaining pages black plus same spot color. ALL pages in position, 4-color process plus one spot color.
Binding	Stitch and trim
Proof Copy	<ul style="list-style-type: none"> ♦ Soft Digital Proof ♦ Press Check ♦ Color Match Hard Copy Proof Required for graphic artist & city
Artwork	PDF to FTP site
All paper and color specifications shall be consistent unless changed by the City. Any such changes will be charged or credited at prevailing rates.	
A sample of the current guide will be provided if requested. An electronic version is available to review at www.antiochca.gov/recreation/activity-registration .	
Any proposed changes to specifications (size, paper stock, etc.) must be approved by the City's Recreation Specialist prior to the bid.	