



REQUEST FOR SEALED BIDS
City of Antioch, Activity Guide Printing
Antioch Recreation Department
This is NOT a Purchase Order
RFP ISSUE DATE: 4/8/2019
RFP DEADLINE: Monday, April 29, 2019 at 5:00 PM

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
- 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

CONTENT OF BID:

- **FEES:** Detailed itemized fees for print publication, mailing and delivery services as specified in the included "PRICE QUOTATION" table. Vendor may use their own quotation format to provide proposal rather than fill in the table.
- **SAMPLES:** Please submit at least 3 samples with your bid. At least one sample must be from a municipal agency.
- **REFERENCES:** A list of at least 3 client contact names and phone numbers for whom vendor has produced similar publications.

AWARD CRITERIA:

The contract will be awarded to the bidder with the lowest total proposed bid that meets the criteria standards of the City's desired printing request, with consideration taken for additional charges. Consideration will be given to bidders whose samples and references demonstrate they are qualified to perform this work. All bidders will be notified of bid results by Wednesday, May 15, 2019.

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.
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.	

QUANTITIES, MAILING & DELIVERY
Distribution of one copy, each quarter, to every residential household and apartment in the 3 zip codes of 94509, 94531, 94561. All remaining Activity Guides plus an additional 1,200 copies will be boxed and delivered to the Antioch Community Center, 4703 Lone Tree Way, Antioch, CA 94531.
Must be verified at the Antioch Post Office located at 2730 W Tregallas Rd, Antioch, CA 94509-9998 (where permit is held).
Must be delivered to the Antioch Post Office located at 2730 W Tregallas Rd, Antioch, CA 94509-9998 ready for bulk rate delivery (carrier route presorts) to each residential address in both Antioch, CA & Oakley, CA.
Guides are to be printed and delivered as described above on the agreed date. Any changes to delivery schedule must be approved in writing by the City’s Recreation Specialist. Agreed dates determined by the schedule contracted in the RFP.

PRINTING AND DELIVERY SCHEDULE			
Issue	No. of Pages	Print Date	Deliver to PO by
Fall 2019	36	July 24, 2019	August 5, 2019
Winter/Spring 2020	40	November 13, 2019	November 25, 2019
Spring/Summer 2020	48	March 4, 2020	March 16, 2020

SUMMARY

A Complete Sealed BID RESPONSE WILL INCLUDE:

- **FEES:** Detailed itemized fees for publication, mailing and delivery services as specified in the “PRICE QUOTATION” table. Vendor may use their own quotation format to provide quote rather than fill in the table.
- **SAMPLES:** Please submit at least 3 samples for each item with your bid. At least one sample must be from a public municipality or recreation agency.
- **REFERENCES:** A list of at least 3 client contact names and phone numbers for whom vendor has produces similar publications.

PRICE QUOTATION: FOR REQUIRED COPIES FOR MAILING PLUS 1,200 ADDITIONAL COPIES BOXED AND DELIVERED TO THE ANTIOCH COMMUNITY CENTER <i>Please include price quotation for each issue inclusive of all printing, mailing and delivery costs.</i>	
	Base Proposal: Cover Stock- 80 lb. Norbrite or equivalent (80 Bright) Black + one spot PMS color all pages including 16 pages of 4 color process.
Fall 2019 Issue:	\$ 0.00
Winter/Spring 2020 Issue:	\$ 0.00
Spring/Summer 2020 Issue:	\$ 0.00
Fee for corrections to Blueline:	\$ 0.00
Additional Fees:	\$ 0.00
Total:	\$ 0.00

*Enter all fees into right column(s), click the box on the bottom of the right column and press F9 for total calculation. If any of the above fees are changed then you must click the Total box at the bottom and F9 again to get an updated calculation.

PRICE QUOTATION: FOR REQUIRED COPIES FOR MAILING PLUS 1,200 ADDITIONAL COPIES BOXED AND DELIVERED TO THE ANTIOCH COMMUNITY CENTER <i>Please include price quotation for each issue inclusive of all printing, mailing and delivery costs.</i>	
	Alternative Print Option:
Fall 2019 Issue:	\$ 0.00
Winter/Spring 2020 Issue:	\$ 0.00
Spring/Summer 2020 Issue:	\$ 0.00
Fee for corrections to Blueline:	\$ 0.00
Additional Fees:	\$ 0.00
Total:	\$ 0.00

For Information Only: The average production was 51,000 in previous two years.

RETURN YOUR SEALED PROPOSAL ON PAGE 3 AND THIS SIGNED FORM ON PAGE 4 TO:

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.**

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Mail: Julie Martin, Recreation Specialist
City of Antioch, Recreation Department
4703 Lone Tree Way
Antioch, CA 94531

FAX: (925) 776-3079

Phone: (925) 776-3050

Email: jmartin@ci.antioch.ca.us

The undersigned offers and agrees to furnish the above articles and/or services at the prices and terms stated subject to the general conditions of this bid.

Signature: _____ Date: _____
(Original Signature Required)

Name of Contact Person: _____

Name of Firm: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

E-mail Address: _____ Website _____

For More Information contact: Julie Martin at (925) 776-3050 or jmartin@ci.antioch.ca.us