

REQUEST FOR BID

SAUK COUNTY CONSERVATION, PLANNING, AND ZONING DEPARTMENT

Newsletter Printing

Wednesday, November 20, 2013

- I. Point of contact: Penny Pohle
Conservation, Planning, and Zoning Department
Sauk County West Square Building
505 Broadway, Suite 248
Baraboo, WI 53913
608-355-4839
- II. Bid Due Date: One sealed copy of the Request for Bid (RFB) must be received and date stamped not later than 4:30 p.m., Central Standard Time, Tuesday, December 10, 2013. Proposals or amendments received by Sauk County after that time will not be considered. Public opening of bids will be conducted by the Sauk County Conservation, Planning, and Zoning Department, Wednesday, December 11, at 8:30 a.m. at the Sauk County West Square Building, 505 Broadway, Suite 248, Baraboo, Wisconsin 53913.
- III. **ALL PROPOSALS MUST BE ADDRESSED TO:**
- Sauk County Conservation, Planning, and Zoning
Attn: Penny Pohle
Sauk County West Square Building
505 Broadway, Suite 248
Baraboo, Wisconsin 53913**

The words "**Newsletter Printing**" must be marked on the opaque, sealed envelope.

PART ONE

INTRODUCTION AND GENERAL INFORMATION

1. INTRODUCTION

- 1.1 This document constitutes a request for competitive, sealed bids from qualified printers to print the Conservation, Planning, and Zoning Department's newsletter in accordance with the terms and conditions set forth herein.

2. ORGANIZATION

- 2.1 This document, referred to as a Request for Bid (RFB), has been divided into the following parts for the convenience of the purchaser:

- 2.1.1 Part One - Introduction and General Information
- 2.1.2 Part Two - Specifications
- 2.1.3 Part Three - Bid Submission Information
- 2.1.4 Part Four - Exhibits / Pricing Page

3. DEFINITIONS

- 3.1 For the purpose of this RFB the bidder will be referred to as "Bidder," and Sauk County and the Sauk County Conservation, Planning, and Zoning Department will be referred to as "County."

4. BACKGROUND INFORMATION

- 4.1 Sauk County is one of 72 units of county government in the State of Wisconsin and is a municipal corporation existing pursuant to the authority of Chapter 59 of the Wisconsin Statutes. Sauk County encompasses 840 square miles including 22 towns, 13 villages, and 2 cities. The County has an estimated population of 55,255. County operations include a skilled nursing facility, a human services department, a law enforcement agency, a state circuit court system, a highway department, a parks department, a tax administration and collection office, and other government related functions.

PART TWO

SPECIFICATIONS

1.0 PRINTING JOB SPECIFICATIONS:

1.1 Print approximately 4,300 newsletters per mailing for two newsletter editions (during March and September 2014.) Newsletter editions range from 6-12 page 8 ½" x 11" documents, single fold, no staples, printed on 11" x 17" paper. Newsletters are to be printed two-sided on 70 lb. "flecked" recycled paper with black and burgundy ink. Prior to printing, proofs are to be provided to the CPZ Department for approval. The 8 ½" x 11" newsletters are folded once and tabbed (according to U.S. Postal Service requirements) to the dimension of 5 ½" x 8 ½". Newsletters are to be addressed, sorted for bulk mailing by zip code, and must be delivered to Baraboo Post Office where postage account is paid by Sauk County. Approximately 100 unfolded newsletters are to be delivered to the Conservation, Planning, and Zoning Department. Need about 7-10 day turnaround for the printing job to be completed after printer's receipt of job. Samples of newsletters will be provided to vendors directly mailed bidding information. Newsletters samples are also available upon request. Samples of paper to be used by printer should be submitted with the bid.

PART THREE

BID SUBMISSION INFORMATION

1.0 BIDDER'S REPRESENTATION

1.1 The Bidder by making a Bid represents that he or she has read and understands the Request for Bid and the Bid is made in accordance therewith.

2.0 INTERPRETATION OR CORRECTION OF BID DOCUMENTS

2.1 Bidders requiring clarification or interpretation of the bidding documents shall make a written request which shall reach the Point of Contact at least seven days prior to the date for receipt of Bids.

2.2 Interpretations, corrections and changes of the bidding documents will be made by Addendum. Interpretations, corrections and changes of the bidding documents made in any other manner will not be binding and Bidders shall not rely upon them.

2.3 Failure to request clarification or interpretation of Contract Documents will not relieve Purchaser of responsibility. Signing of Bid will be considered as

implication that Purchaser has thorough comprehension of full intent of scope of requirements and documents.

- 2.4 The County will not be responsible for oral instructions. Only a written interpretation or correction by Addendum shall be binding. No Bidder shall rely upon any interpretation or correction given by any other method.

3.0 ADDENDUM

- 3.1 Addendum will be mailed or delivered to all bidders who are known by the County to have received Request for Bid documents.
- 3.2 Copies of Addendum will be made available for inspection wherever Bidding Documents are on file for that purpose.
- 3.3 Each Bidder shall acknowledge receipt of all Addendum issued on Bid Form, or Bid may be rejected.

4.0 SUBMISSION OF BIDS

- 4.1 One original bid shall be sealed in an opaque envelope. The envelope shall be addressed to the address specified for receiving Bids and shall be identified with the words "Newsletter Printing" written plainly on the front of the envelope. If the Bid is sent by mail, the sealed envelope shall be enclosed in a separate envelope with the notation "Sealed Bid Enclosed" on the face thereof. The Bidder shall not submit a bid by fax machine because only sealed bids are acceptable in response to this RFB.
- 4.2 Bids are due in the Conservation, Planning, and Zoning office prior to the time and date stated on first page. Bids received after the time and date for receipt of Bids will be returned unopened.
- 4.3 The Bidder shall assume full responsibility for timely delivery at the location designated for receipt of Bids.
- 4.4 Oral, telephonic, facsimile or telegraphic Bids are invalid and will not receive consideration.
- 4.5 Any form containing a signature line must be manually signed and returned as part of the bid.
- 4.6 All blanks on the Bid form shall be filled in by typewriter or manually in ink. If the items to be filled in are unintelligible, the Bid shall be rejected. The Bidder

shall make no additional stipulations on the Bid form nor qualify the Bid in any other manner.

- 4.7 Where so indicated by the makeup of the Bid form, the sums shall be expressed in both words and figures, and in case of discrepancy between the two, the amount written in words shall govern.
- 4.8 Interlineation, alterations and erasures must be initialed by the signer of the Bid.
- 4.9 The Bid shall include the legal name and address of the Bidder. A Bidder may be a sole proprietor, partnership, corporation or other legal entity. Each Bid shall be signed by a person or persons legally authorized to bind the Bidder to a contract.

5.0 MODIFICATION OR WITHDRAWAL OF BID

- 5.1 Prior to the time and date designated for receipt of Bids, a Bid submitted may be modified or withdrawn by notice to the County at the place designated for receipt of Bids. Such notice shall be in writing over the signature of the Bidder or by facsimile; if by facsimile, written confirmation over the signature of the Bidder shall be mailed and postmarked on or before the date and time set for receipt of Bids. A change shall be so worded as not to reveal the amount of the original Bid.
- 5.2 After the time bids are due, a Bidder shall not be allowed to correct a bid.
- 5.3 Upon authorization of the appropriate legislative oversight authority, Contract shall be effective upon execution by the Purchaser and the County.
- 5.4 Bids shall be effective and open for acceptance for a period of 45 days after date and time set for receipt of bids.

6.0 CONSIDERATION OF BIDS

- 6.1 The properly identified Bids received on time will be opened publicly and will be read aloud.
- 6.2 The County shall have the right to reject any or all Bids, or to waive informalities or irregularities in Bids received and to accept the Bid which, in the County's judgment, is in the County's best interests. The County shall have the right to reject a Bid not accompanied by other required data.
- 6.3 It is intended that award of Contract will be made to the lowest Bidder who is responsible, and responsive.

PART FOUR

EXHIBITS/PRICING PAGE

- 1.0 The Vendor shall, as part of this purchase contract, agree that Sauk County shall not be subject to any price increases, from the time the contract is accepted by Sauk County and during the term of the contract which is for the year 2014.
- 2.0 The printing services listed below will be provided to the County at the price stated as follows:

	6-page/1,000 sets	8-page/1,000 sets	12-page/1,000 sets
Printing service for two separate newsletter mailings including folding, tabbing, addressing, and delivery to Baraboo Post Office and CPZ Department. Prices based on 4,300 sets/printing job. Printing tolerance plus 2%. (Must include paper sample) *per specifications on page 3	\$	\$	

- 3.0 The vendor hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document and further agrees that when this document is countersigned by an authorized official of Sauk County, a binding contract, as defined herein, shall exist between the vendor and Sauk County.

AUTHORIZED SIGNATURE

Date

PRINTED NAME

Title

VENDOR'S NAME AND ADDRESS

Brentt P. Michalek,
Director, Sauk County Conservation, Planning, and Zoning Department

Date

NOTICE OF AWARD (This section for Sauk County use only)
This proposal is accepted by Sauk County as follows: