

February 9, 2018



**CHARTER TOWNSHIP OF SHELBY
REQUEST FOR PROPOSAL 18-32
TOWNSHIP NEWSLETTER**

The Charter Township of Shelby is soliciting proposals from experienced and qualified firms for publishing, printing and distributing a township newsletter. Sealed proposals will be received by the Charter Township of Shelby at the Clerk's Office, 52700 Van Dyke Ave., Shelby Township, MI 48316 until **2 P.M. LOCAL TIME, WEDNESDAY, FEBRUARY 28, 2018**, at which time the names of submitting proposers will be publicly read.

The Charter Township of Shelby officially distributes solicitation documents from the Clerk's Office, www.shelbytwp.org or through the Michigan Intergovernmental Trade Network (MITN). Copies of solicitation documents obtained from any other source are not considered official copies. Only those vendors who obtain solicitation documents from either the Clerk's Office, www.shelbytwp.org or the MITN System are guaranteed access to receive addendum information, if such information is issued.

THE CHARTER TOWNSHIP OF SHELBY RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS FOR ANY REASON IT CHOOSES AT ITS SOLE DISCRETION. Any deviation from the scope of work or terms and conditions must be noted in the proposal.

Please submit proposal on or before the date and time given above to:

Stanley Grot
Shelby Township Clerk
52700 Van Dyke Ave.
Shelby Township, Michigan 48316

All proposals (3 copies) must be submitted in a Sealed Envelope marked "RFP•TOWNSHIP NEWSLETTER."
SUBMISSIONS MUST BE IN HARDCOPY FORMAT.

**TOWNSHIP NEWSLETTER BID
ATTENTION TOWNSHIP CLERK
CHARTER TOWNSHIP OF SHELBY
52700 VAN DYKE AVE.
SHELBY TOWNSHIP, MI 48316**

BIDS ARE DUE ON OR BEFORE 2 PM, WEDNESDAY, FEBRUARY 28, 2018. BIDS RECEIVED AFTER THIS TIME AND DATE WILL BE REJECTED. BIDDERS MAY SUBMIT PROPOSALS ON ONE OR MORE SECTIONS.

Name of Company: _____
 Street Address: _____
 City/Township: _____ Zip Code: _____
 Contact Name: _____
 Telephone No: _____ E-mail Address: _____
 Number of Years in Business _____
 Samples of Similar Work Attached: Yes No
 Reference Names Submitted: Yes No

General Specifications:

- Township newsletter published up to 4 (four) times per year, 21" x 27" flat (folded to 10 1/2" x 13 1/2") one / four-color ink on 50-pound offset. Township will supply text files on disc with a mock-up/ or in a compatible publishing file format.
- **Section #1:** Pre-press: layout, copy fit, scan photos or art (may be supplied on disc or hard copy), perform all necessary cropping/ fitting around copy/photos, supply Township with proof before printing. Also include PDF file for Township Website.
- **Section #2:** Printing: Print and fold 32,000 copies and deliver to distribution company
- **Section #3:** Distribution: Deliver to 32,000 households and residences

Bidder may submit a bid on a single section, bids on two sections or a three-section package bid.

Pricing for Section #1: Pre-Press

Year:	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Scans (each):	\$ _____	\$ _____	\$ _____
Cost per hour:	\$ _____	\$ _____	\$ _____
PDF File for Charter Township website:	\$ _____	\$ _____	\$ _____
Cost for 8 pages One color, type, film, proof:	\$ _____	\$ _____	\$ _____
Cost for 8 pages Four color, type, film, proof:	\$ _____	\$ _____	\$ _____
Cost for 12 pages, One Color, type, film, proof:	\$ _____	\$ _____	\$ _____
Cost for 12 pages, Four Color, type, film, proof:	\$ _____	\$ _____	\$ _____

Pricing for Section #2: Printing (Web Offset)

Year:	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Cost for 8 pages One color, type	\$ _____	\$ _____	\$ _____
Cost for 8 pages Four color, type	\$ _____	\$ _____	\$ _____
Cost for 12 pages, One Color, type	\$ _____	\$ _____	\$ _____
Cost for 12 pages, Four Color, type	\$ _____	\$ _____	\$ _____
Delivery to Distribution Company	\$ _____	\$ _____	\$ _____

Pricing for Section #3: Delivery:

Year:	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
Delivery of 32,000 pieces			
Cost for 8 pages	\$ _____	\$ _____	\$ _____
Cost for 12 pages	\$ _____	\$ _____	\$ _____
Delivery Method:	_____		

Additional Requirements:

- Vendor must supply the contact names, addresses and telephone numbers of three (3) references who have been clients for three (3) or more consecutive years.
- **PERFORMANCE GUARANTEE:** All work performed by the vendor is subject to a performance guarantee whereby a penalty of 10% will be subtracted from the final billing if the printer fails to deliver the final product per an agreed upon production schedule between the Township and the vendor.

For additional information contact Brad D. Bates, Community Relations Director, at 586-726-1994 or bbates@shelbywp.org.

Comments/Considerations: _____
