

July 6, 2018



**CHARTER TOWNSHIP OF SHELBY  
REQUEST FOR PROPOSAL 18-44  
TOWNSHIP PARKS AND RECREATION CATALOG**

The Charter Township of Shelby is soliciting proposals from experienced and qualified firms for publishing, printing and distributing a township parks and recreation catalog. 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, THURSDAY, AUGUST 2, 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.shelbytp.org](http://www.shelbytp.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.shelbytp.org](http://www.shelbytp.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 CATALOG."  
SUBMISSIONS MUST BE IN HARDCOPY FORMAT.

**TOWNSHIP PARKS AND RECREATION CATALOG RFP  
ATTENTION TOWNSHIP CLERK  
CHARTER TOWNSHIP OF SHELBY  
52700 VAN DYKE AVE.  
SHELBY TOWNSHIP, MI 48316**

**PROPOSALS ARE DUE ON OR BEFORE 2 PM, THURSDAY, AUGUST 2, 2018. PROPOSALS RECEIVED AFTER THIS TIME AND DATE WILL BE REJECTED. VENDORS 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 catalog published up to 3 (three) times per year, 21" x 27" flat (folded to 10 1/2" x 13 1/2") front and back cover pages on one/four-color ink on 50-pound offset and internal pages on newsprint. 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

**Vendor may submit a proposal on a single section, proposals on two sections or a three-section package proposal.**

**Pricing for Section #1: Pre-Press**

<b>Year:</b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Scans (each):	\$ _____	\$ _____	\$ _____
Cost per hour:	\$ _____	\$ _____	\$ _____
PDF File for Charter Township website:	\$ _____	\$ _____	\$ _____
Cost for 40 pages One color, type, film, proof:	\$ _____	\$ _____	\$ _____
Cost for 40 pages Four color, type, film, proof:	\$ _____	\$ _____	\$ _____
Cost for 48 pages, One Color, type, film, proof:	\$ _____	\$ _____	\$ _____
Cost for 48 pages, Four Color, type, film, proof:	\$ _____	\$ _____	\$ _____

**Pricing for Section #2: Printing (Web Offset)**

<b>Year:</b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Cost for 40 pages One color, type	\$ _____	\$ _____	\$ _____
Cost for 40 pages Four color, type	\$ _____	\$ _____	\$ _____
Cost for 48 pages, One Color, type	\$ _____	\$ _____	\$ _____
Cost for 48 pages, Four Color, type	\$ _____	\$ _____	\$ _____
Delivery to Distribution Company	\$ _____	\$ _____	\$ _____

**Pricing for Section #3: Delivery:**

<b>Year:</b>	<b><u>2019</u></b>	<b><u>2020</u></b>	<b><u>2021</u></b>
Delivery of 32,000 pieces			
Cost for 40 pages	\$ _____	\$ _____	\$ _____
Cost for 48 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](mailto:bbates@shelbywp.org).

Comments/Considerations: \_\_\_\_\_

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