

REQUEST FOR QUOTATION

CITY OF WINTER HAVEN

" An Equal Opportunity Employer"

RFQ-11-18

Please return quote to:
 City of Winter Haven
 Procurement Service Division
 P.O. Box 2277
 Winter Haven, FL 33883-2277

For additional information and clarification contact:

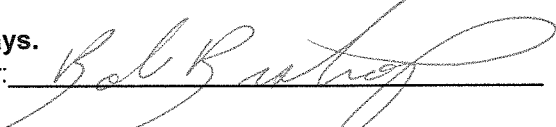
* Department Name: Community Services
 Leisure Services Div.
 *Contact Person: Debbie Battista
 Scott Eilers
 *Telephone #: 863-291-5656
 863-298-7687

DATE ISSUED: 12/13/2010

Please quote on the following items:

Item*	Quantity*	Description*	Total Cost
Annual Contract for Set-up and printing services the City's - 24 page PlayWell Magazine			
To be printed - December, April and August			
Please see attached specification sheet			
Option 1: Full color print, glossy 80 lb paper cover, glossy			
60 lb paper content pages, 2 staple binding, 11"x17" paper			
folded in half, full bleed entire job.			
1	2,500	copies	\$ _____
	3,500	copies	\$ _____
	5,000	copies	\$ _____
Option 2: Full color print, glossy 80 lb paper cover, matte			
60 lb paper content pages, 2 staple binding, 11"x17" paper			
folded in half, full bleed entire job.			
2	2,500	copies	\$ _____
	3,500	copies	\$ _____
	5,000	copies	\$ _____
**Please quote both options			
Must provide pre-production proof within one week of receipt of			
order and delivery of completed project within 2 weeks of			
receiving approved pre-production proof.			

Prices must be valid for 90 days.

Procurement Services Manager: 

DELIVERY WANTED: Two weeks following receipt of order.

We offer to sell you as above F.O.B., Winter Haven, Florida. Delivery can be made in _____ days from receipt of order.

Date: _____ Return this quotation **NOT LATER THAN 2:00 P.M. , December 29, 2010**

TO: Procurement Services Division, address above or FAX TO 863-291-5666

SIGNATURE: _____

COMPANY NAME: _____

ADDRESS: _____

CITY/STATE: _____

PHONE: _____

Contract Printing Services for the City of Winter Haven Play•Well Magazine

The City of Winter Haven wishes to establish an annual contract, with options to renew, for the December, April and August setup and printing of the City's Play•Well Magazine as per the detail attached to this bid. The intent is to establish unit prices for the categories as outlined on the RFQ bid sheet. It is anticipated that the successful contractor will be utilized on a project by project basis. Each project will be awarded based on the number of copies required for the quarter, printing price as outlined on the bid form and completion time agreed upon by both the contractor and the City.

The period of performance for this contract is for one year from the date of award. It may be extended for four (4) additional one (1) year periods at the same terms and conditions, with the mutual agreement of all parties. On the anniversary of the execution of the agreement each year, the selected provider may petition the City for a rate adjustment equal to the change in the cost of doing business as measured by the Consumer Price Index, after completion of the **first** year.

Bid Award

The City of Winter Haven Contract for Play•Well Magazine Printing Services will be awarded based on the lowest overall prices of each bid.

The lowest overall prices will be established through an evaluation of the bid prices.

- The previous printing experience will be established by submitting a minimum of three references detailing similar print jobs utilizing a similar detail to include samples of printed materials.
- The successful contractor shall provide a pre-production proof of the magazine to the City Representative within one week of receipt of order.
- The successful contractor must deliver to the City Representative the completed print job within two weeks of City Staff approving the pre-production proof.
- The City reserves the right to make award(s) on a per item basis, or by groups of items, or in any combination thereof that is deemed to be in the best interest of the City of Winter Haven.

For questions regarding this bid please contact Deborah Battista at 863-291-5656 or dbattista@mywinterhaven.com or Scott Eilers at 863-298-7687 or seilers@mywinterhaven.com