



Office of Mayor Miro Weinberger

MEMORANDUM

To: Interested Desktop Publishers/Designers
From: Brian Lowe, Chief of Staff
Date: November 10, 2016
Re: Invitation to bid on production of City's Annual Report

The City requests bids on the production of our 2016 Annual Financial Report.

Bids are due in the Mayor's Office by 4:00 pm on Friday, December 2, 2016. Design and production would occur in stages during the period from December 2016 through early February 2017. The overall layout would be similar to last year's report – with similar fonts, design elements, and a similar cover (PDFs of the previous reports are located at <http://www.burlingtonvt.gov/Mayor/Annual-Reports/>). A copy of last year's layout in QuarkXPress on CD will be provided for your use.

Bid specifications are attached. The report will be produced as one version/one volume, most copies bound in soft-cover. Twelve (12) copies will be hard bound with a somewhat different cover design. I anticipate that this year's report will be approximately 120 pages long.

We ask that you include the design and creation of the cover in your bid.

We are again requesting a maximum, not-to-be-exceeded price for the total design and production job.

Please contact Jordan Redell in the Mayor's Office at Jordan@burlingtonvt.gov or 802.865.7272 if you have any questions. Thank you.



Office of Mayor Miro Weinberger

Design/Desktop Production Specifications for the 2016 City of Burlington Annual and Financial Report

You would be required to provide the printer with a CD containing the layout of the report in a current version of InDesign or QuarkXPress. Approximately 120 pages would be layouts of text and photos ready for output to film. The soft-cover edition would include cover photograph(s) or other visual images conceived in consultation with Brian Lowe, Katie Vane, and Jordan Redell of the Mayor's Office and designed by you. The hard-cover edition would have a cover design that could be foil-stamped. All pages must be approved by the City.

The City would provide:

- Last year's layout in QuarkXpress on CD
- Text files in Microsoft Word via email
- Approximately 75 new photos (about one fourth to be scanned at a resolution to be coordinated with printer; photos to be enhanced using Photoshop or other program); approximately 15-20 of last year's photos (Department Head and City Councilor head shots) would be reused
- Data for 6-7 pie charts or graphs, which you would create
- Proofreading

Schedule:

Design and production would occur in stages during the period from December 2015 through early February 2016. The designer would — in regular consultation with Brian Lowe, Katie Vane, and Jordan Redell — finalize any design modifications for the report and commence layout of report pages, with text and photos provided in weekly batches. Between mid-January and early February, financial statements produced by the Clerk/Treasurer's Office would be positioned and titled, and a Table of Contents for this financial material would be produced. The completed layout would be delivered to the printer in early February 2017.

Bids are due in the Mayor's Office by 4:00 pm on Friday, December 2, 2016.

Submission:

In your bid, please provide a breakdown of costs, including per-hour costs for design and layout. **We are again requesting a maximum, not-to-be-exceeded price for the total design and production job.**

Since we are asking that the designer create the cover design again this year, as part of your proposal, please discuss your potential approach. Please also include appropriate samples of your work for our review; these will be returned at your request.

Terms and Conditions

The City has the right to accept or reject any or all proposals, to negotiate with one or more bidders to further modify the proposals, to amend or modify any proposal or bid term, and to award the contract to the bidder the City deems will best serve the City's interests. Selection of the winning bidder will be based on a combination of price, design ability, and value.

The City is not responsible for any costs incurred by a respondent prior to the issuance of the contract

All communications with or documents provided to or generated by the City are subject to the Vermont Public Records Act. If a bidder believes that any material submitted to the City is proprietary or a trade secret, it must specifically identify that material by marking it "Confidential" and separating it from other sections of the submission. The decision whether to release or exempt any materials rests solely with the City.

The successful bidder, shall act in an independent capacity, and none of its officers or employees will be considered officers or employees of the City.

Bidders are required to comply with all applicable provisions of federal, state, or local law, including the City's Livable Wage Ordinance, if it applies.

The City of Burlington does not tolerate, and the successful bidder must not tolerate, unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information.