



Office of Mayor Miro Weinberger

MEMORANDUM

To: Interested Printers
From: Olivia LaVecchia, Mayoral Communications and Special Projects
Date: November 13, 2019
Re: Invitation to bid on printing of City's 2019 Annual Report

We invite you to bid on the printing of our **2019 Annual Financial Report**.

Bids are due by 4:00 pm on THURSDAY, December 12, 2019. We plan to select a printer shortly thereafter to allow the designer to coordinate its efforts with the firm that will print the report.

Bid specifications follow. **If you have questions, please contact Olivia LaVecchia in the Mayor's Office at olavecchia@burlingtonvt.gov.**

Please note that we ask printers to provide two bids: one for regular paper and one using 100% recycled paper as well as an additional estimate for a 4-color cover on the soft-bound version.

Selection of the printer will be based on a combination of price, value, and confidence that the bidder is able to provide a quality product. You are welcome to submit appropriate samples of similar printing projects; these will be returned to you.

Bids can be mailed or delivered to the Mayor's Office, City Hall, 149 Church Street, Burlington, VT 05401, attention: Olivia LaVecchia. You can also send by e-mail to olavecchia@burlingtonvt.gov.

Thank you.



Office of Mayor Miro Weinberger

Printing Specifications for the 2019 City of Burlington Annual Report

You will receive the following:

CD with between 100 and 125 pages, plus covers, laid out in Quark Version 6.5 for Mac.

Job Description:

QUANTITY:	1,900 PERFECT BOUND SOFT COVER (ONLY ONE VERSION) 6 HARD BOUND W/ SEWN BINDING
SIZE:	7" x 10"
#PAGES:	BETWEEN 100 AND 125 PAGES PLUS COVER
STOCK/COVER:	SOFT COVER: 80 LB MOHAWK COVER STOCK HARD BOUND: LINEN COVER, COLOR CLOTH OVER BINDER'S BOARD
STOCK/TEXT:	50 LB WHITE <u>Please provide two costs: one for regular paper and for 100% recycled paper.</u>
INK/COVER:	SOFT COVER: 2 PMS - 1 SIDE (2/0); <u>In addition, please provide a second estimate for a 4-color soft cover or "4 over 0".</u> HARD BOUND: GOLD OR SILVER FOIL STAMP ON COVER & SPINE
INK/TEXT:	BLACK - 2 SIDES (1/1)
BLEEDS:	ALLOW FOR BLEEDS (4 SIDES) ON BOTH COVERS AND TEXT PAGES.
PROOFS:	DYLUX

Schedule:

The completed layout would be delivered to you on or about February 1, 2020. We would then need the soft-cover volumes delivered to City Hall no later than February 24, 2020 with the hard-cover versions delivered a few weeks thereafter.

GENERAL CONDITIONS

1. All proposals and work completed must be performed in accordance with applicable rules, regulations, codes, and ordinances of local, state and federal authorities.
2. Pre-bid meetings are available to discuss these specifications by contacting Olivia LaVecchia. Any bids submitted prior to receipt of these specifications will be accepted automatically, but may be amended to comply with these specifications or to provide additional information, at the bidder's request.
3. Bids will be reviewed on a rolling basis as received, and the city reserves the right to discuss or negotiate any bid with any bidder prior to acceptance of the final bid.
4. The city intends to accept the bid it determines to be in the best interests of the city, based on the overall proposal, not exclusively on cost or any other specific factor. The city reserves the right to amend, modify, reject, negotiate, or accept any bid in whole or in part at its sole discretion. The city reserves the right to re-advertise for additional proposals and to extend the deadline for submission of the proposals. This Request for Bids in no way obligates the city to award a contract.
5. The city may consider a separate agreement with the successful bidder, or may separately contract with other parties, for specific, targeted lobbying activities on an issue or piece of legislation that requires more extensive services than the general monitoring and coordination services included in this Request.
6. The City of Burlington does 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, crime victim status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. The successful bidder must comply with these non-discrimination provisions.
7. Any party responding to this Request for Bids is acting in an independent capacity and not as an officer or employee of the city. Any party responding to this request for proposals will be required to indemnify, defend, and hold harmless the city, its officers, and employees from all liability and any claims, suits, expenses, losses, judgments, and damages arising as a result of the responding party's acts and/or omissions in the performance of the contract.
8. The selected party will be required to obtain insurance naming the city as an additional insured with minimum limits as set forth in the attached draft contract.
9. The city assumes no responsibility or liability for costs incurred by parties responding to this Request for Bids, or responding to any further requests for interviews, additional data, etc., prior to the issuance of the contract. Any costs incurred by any person or entity in preparing, submitting, or presenting a proposal are the sole responsibility of that person or entity. The city will not reimburse any person or entity for any costs incurred.
10. Any materials submitted to the city in response to this Request for Bids shall become the property of the city unless another arrangement is made by written agreement between the city and the responding party. The responding party may retain copies of the original documents.
11. Any and all records submitted to the City, whether electronic, paper, or otherwise recorded, are subject to the Vermont Public Records Act. The determination of how those records must be handled is solely within the purview of City. All records considered to be trade secrets, as that term is defined by subsection 317(c)(9) of the Vermont Public Records Act, must be identified, as shall all other records considered to be exempt under the Act. It is not sufficient to merely state generally that a proposal is proprietary, contains a trade secret, or is otherwise exempt. Particular records, pages, and sections which are believed to be exempt must be specifically identified as such and must be separated from other records with a

convincing explanation and rationale sufficient to justify each exemption from release consistent with Section 317 of Title 1 of the Vermont Statutes Annotated.

12. A sample contract is attached, and the successful bidder will be expected to comply with this and Burlington's Standard Conditions (Attachment C).