



Virg Bernero, Mayor

FINANCE DEPARTMENT
PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124
<http://www.lansingmi.gov/finance/purchasing>

DEC. 14, 2010

NOTICE TO BIDDERS
B/11/065
PRINTING OF ACTIVITY GUIDE

The City of Lansing officially distributes all Purchasing documents through the Michigan Inter-governmental Trade Network (MITN) and the City of Lansing Purchasing Office. Our office no longer mails bid documents, notices or addendums to our vendors. To register for the MITN system or access bid information, including addendums, go to www.mitn.info

Sealed Bids marked "B/11/65 , PRINTING ACTIVITY GUIDE " will be accepted at the **Finance Department, Purchasing Office, 8th floor City Hall, 124 W. Michigan Avenue, Lansing, Michigan 48933**, until 3:00 p.m., local time in effect on **JANUARY 6 , 2011**. Bids will be opened and read aloud immediately thereafter in the conference room. **One (1)original copy of the bid proposal section required and one on CD/Rom.**

Bid results will **only** be released via email, self-addressed stamped envelopes or on the Internet at www.mitn.info. Please forward your email request to: srobinso@lansingmi.gov


If any changes or additions are required for this bid an addendum will be issued by the Finance Department. All addenda received shall be listed on the outside of your bid envelope. Any proposal received without each addendum listed by number and date received on the outside of the bid proposal when submitted, may be declared a non-responsive bid.

The City of Lansing encourages bids from all vendors including MBE/WBE and Lansing-based vendors.

The City of Lansing gives preference to Lansing-based job providers in the procurement of all goods and services, and will give priority to those firms that provide the City with goods the City may require for this or other projects as made or provided for by United States based firms, with appropriate documentation provided with bid response showing U.S.A. manufacturing or assembly.

The City strongly encourages general contractors to provide opportunities for minority-and women-owned businesses/subcontractors to participate in this project along with use of Lansing-based businesses.

If you have any questions please contact Stephanie Robinson , Senior Buyer, at (517) 483-4128. Technical questions should be directed to Brett Kaschinske at (517) 483-4042 or Kellie Brown, , at (517) 483-4307.


John J. Green
Interim Purchasing Manager



Virg Bernero, Mayor

FINANCE DEPARTMENT

PURCHASING OFFICE
124 W. Michigan Avenue, 8th floor
Lansing, Michigan 48933-1603
(517) 483-4124

<http://www.lansingmi.gov/finance/purchasing>

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS**

The prospective participant certifies, to the best of its knowledge and belief, that it and its principals:

- (1) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in transactions under any non-procurement programs by any federal, state or local agency.
- (2) Have not, within the three year period preceding, had one or more public transactions (federal, state, or local) terminated for cause or default; and
- (3) Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) and have not, within the three year period preceding the proposal, been convicted of or had a civil judgment rendered against it:
 - (a) For the commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction (federal, state, or local), or a procurement contract under such a public transaction;
 - (b) For the violation of federal, or state antitrust statutes, including those proscribing price fixing between competitors, the allocation of customers between competitors, or bid rigging; or
 - (c) For the commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

I understand that a false statement on this certification may be grounds for the rejection of this proposal or the termination of the award. In addition, the general grant of this authority exists within the City's Purchasing Ordinance, Sec. 206.02 (a) (1) (G).

I am able to certify to the above statements.

Name of Agency/Company/Firm *(Please Print)*

Name and title of authorized representative *(Please Print)*

Signature of authorized representative

Date

I am unable to certify to the above statements. Attached is my explanation.

Attention Bidders

The City of Lansing in partnership with the business community recognizes the need to facilitate economic development in our community. As part of the economic growth strategy, the City has incorporated the Local Preference into the City Purchasing policies.

Local Preference Statement:

A Lansing based business that has been deemed responsive and responsible according to the requirements of the Purchasing Ordinance that is within 5% of the low bid will be given an opportunity to match the low bid amount to receive the contract. If there is more than one qualified, responsive and responsible Lansing based bidder, the first opportunity to match the low bid will go to the Lansing based firm with the lowest bid.

If the Lansing based business refuses to match the low bid, the contract will be awarded to the responsive and responsible low bidder.

Projects greater than \$500,000 are exempt from the Ordinance.

Qualifications for Lansing Based Business status:

1) Pay City income taxes on Net Profits

and

2) Pay City property taxes on a plant or office and equipment used for the performance of the contract bid upon - or - other real or personal property in the City of Lansing equivalent in value to such plant or office and equipment for not less than one year prior to determination.

Additional Information:

The full copy of the Ordinance is on file in the Purchasing Office, the City Clerk's office or on the City of Lansing Purchasing Web site located at:

<http://www.lansingmi.gov/finance/purchasing>

Solicitation Number: B/11/065

Solicitation Name: PRINTING OF ACTIVITY GUIDE

The City of Lansing Purchasing Office is collecting information regarding the use of the MITN e-procurement system. We are also collecting demographic information regarding woman-owned, minority-owned and Lansing based business. This form will not be used during the evaluation of bids or proposals. You may return this sheet, which is voluntary, with your submittal or shortly thereafter. Please, do not staple this to your bid document.

I. Where did your firm receive of this solicitation? Please check all that apply.

City of Lansing Purchasing Web Page <http://www.mitn.info>

City of Lansing Purchasing Office

Other, please

list: _____

II. Demographic Information:

Is your firm located or have a business office within the corporate city limits of Lansing
yes _____ no _____

Is your firm owned (at least 51% ownership), operated and controlled by a member of the following minority groups? If so, please check all that apply:

African-American

Hispanic-American

Native-American (American Indian, Eskimo, Aleut, Native Hawaiian)

Asian-Pacific

Asian-Indian (India, Pakistan and Bangladesh)

Disabled-Owned

Is your firm owned (at least 51% ownership), operated and controlled by a female: Yes _____ No _____

III. Company Information

Federal Tax ID Number _____

Firm Name

Address (Street, City, State, ZIP)

Phone Number

Fax Number

Web Site Address

Contact Person

Thank you for your participation.

CITY OF LANSING
 FINANCE DEPARTMENT-PURCHASING OFFICE
 8TH FLOOR CITY HALL
 124 W. MICHIGAN AVENUE
 LANSING, MICHIGAN 48933

THIS IS NOT AN ORDER

NOTE: If your bid/quotation is not returned and completed on this form, it may not be considered.
 Bid/quotation number must appear on outside of return envelope.

REQUEST FOR BID # B/11/065

FOR: PRINTING OF ACTIVITY GUIDE

DATE: 12/14/10

LANSING PARKS AND RECREATION

SEALED BIDS DUE 3:00 PM, LOCAL TIME IN EFFECT JAN. 6, 2011

The City of Lansing Purchasing Office requests bids for the purchase of Printing of Activity Guide for Lansing Parks and Recreation Department per the attached specifications.

ITEM	QTY	DESCRIPTION	TOTAL
A	1	FORMATTING	\$
B	2	PRINTING OF ACTIVITY GUIDE (PER 1000)	\$
C	1	PRINTING FEES FOR 7,000 (INCLUDE POSTAGE)	\$
D	1	DELIVERY CHARGE FOR BALANCE OF ORDER APPROX 8000 TO FOSTER CENTER, 200 N FOSTER ST.	\$
E	1	MISC CHARGES (PLEASE ITEMIZE)	\$
F		TOTAL	\$

The City reserves the right to accept any bid, to reject any or all bids and to make the award in the best interest of the City.

All vendors shall be current in payment of any taxes, licenses, fees, permits or any other monies due the City of Lansing at time of bid due date as per City of Lansing Ordinance Section 206.02(a)1(G).

Any contractual or bid package questions should be directed to Stephanie Robinson at (517) 483-4128.
 Technical questions should be directed to Brett Kaschinske at (517) 483-4042 or Kellie Brown at (517) 483-4307.

FEDERAL I.D.# _____	ADDRESS _____	NOTE: Bid results will only be released via email or on the Internet at www.mitn.info
COMPANY _____	CITY & STATE _____	
SIGNATURE _____	TELEPHONE _____	
PRINTED NAME _____	F.O.B. _____	
TITLE _____	SHIP VIA/ROUTING: _____	
DATE: _____	TERMS: _____	

MICHIGAN CIVIL RIGHTS ACT

Contractor shall not discriminate in hiring or its terms and conditions of employment on the basis of race, religion, creed, nation origin, color, sex, marital status, age, height, or weight, nor on the basis of handicap except where the same is based on a bona fide job requirement. Neither shall Contractor discriminate in the sales of products or the rendering of services pursuant to this contract on the basis of any of those categories.

SPECIFICATIONS

Vendor shall maintain a high standard of quality work on all printing and copying jobs. The City reserves the right to refuse poor quality work and will require the contractor to reproduce work at no additional cost to the City. All errors by the successful vendor shall be remedied in a timely manner by the vendor at his cost.

The City shall be informed at least 30 calendar days prior to any changes in the pricing structure quoted above.

At the time the individual job is quoted, the City shall provide to the successful vendor a firm due date for the job being quoted. The City's designated representative must be contacted in advance of any delays on the job in production, regardless of the length of the delay.

The City retains ownership and shall be allowed free access to all originals, photographs, paste-ups, negatives and magnetic media used in the production of the printing. All artwork, paste up, negatives and magnetic media shall be in a reusable condition and any damage shall be considered the responsibility of the vendor.

If the City work needs to be out-sourced by your firm, for any reason, we must be notified in advance, and the City reserves the right to review and refuse the selected vendor.

The City of Lansing may request a site visit prior to the award of the contract.

The contract neither guarantees any work nor limits the amount of work that may be contracted to the vendor.

The successful firm providing this quote shall show ownership of the equipment necessary to carry out this contract prior to the award of this quote.

Please be sure to submit your quote on this form. This form must be completed or your quote may be declared non-responsive.

COMPANY NAME _____

AUTHORIZED SIGNATURE _____

ADDRESS _____

CITY/STATE/ZIP _____ DATE _____

2011 PRINTING OF COMMUNITY ACTIVITIES GUIDE

RE: Price quote for formatting and printing of the Lansing Parks and Recreation Activity Guide

Frequency: Three times per year. Fall, Winter and Spring/Summer

#of Pages: 32 (including cover) for Fall and Winter Guides; 40 (including cover) for Spring/Summer

Cover: 50# White Offset (**Vendor to enclose a sample of minimum quality with bid)

Full process color on front cover, back cover and two inside pages. Photos to be on both front and back cover.

Text: 30# Newsprint (**Vendor to enclose a sample of minimum quality bid)

One color plus black. Include pricing for photos, half tones, extra charges.

#Copies: 15,000

Formatting: See sample format online at <http://www.lansingmi.gov/parks> or you may request a sample copy by contacting Brett Kaschinske or Kellie Brown. Information supplied by email and hard copy. Formatting for text and inserting graphics for 32 or 40 pages with approximately two pages supplied camera ready. Price on an hourly basis with an estimated cost or a per page cost.

Include costs for:

- Mailing of approx. 7,000 (data electronically transferred thru Internet) (Include Postage)
- Delivery of balance to Foster Center, 200 North Foster, Lansing Mi, 48912
- Silverprint/Dylux
- Color Plate
- Mailing List Output
- Any other charges that may be associated
- Sending us a PDF file for our website

QUALIFICATION QUESTIONNAIRE

Failure to answer all of the following questions completely or provide the requested information may render your quote non-responsive.

1. Does your firm offer union label printing? _____
2. How long has your firm been in business? _____
3. Do you offer pick up and delivery services? _____
4. Do you offer bindery and mailing services? _____
5. Do you offer pre-press services? _____
6. Do you offer process color printing? _____
7. What is your policy on overruns? _____
8. What separates you from the competition and how would that benefit the City? _____

9. Provide three (3) references of your largest and or most longstanding customers; include a contact name and phone number. The City reserves the right to contact any or all of the references listed.
 1. _____
 2. _____
 3. _____
10. Did you enclosed sample of paper required? Yes _____ No _____
Company name _____
Authorized Signature _____
Address _____
City/State/Zip _____
Phone _____
Date _____

A. PREPARATION OF BID: Execute bid fully and properly. Submit the bid on this form in a sealed envelope to this office prior to the opening time when bids will be publicly opened and read aloud.

B. SIGNATURES: All bids, notifications, claims and statements must be signed as follows:

(1) **CORPORATIONS:** Signature of official shall be accompanied by a certified copy of the resolution of the Board of Directors authorizing the individual signing to bind the corporation.

(2) **PARTNERSHIPS:** Signature of one partner shall be accompanied by a certified copy of the power of attorney authorizing the individual signing to bind all partners. If bid is signed by all partners no authorization is needed.

C. REJECTION OR WITHDRAWAL: The City reserves the right to reject any bids and to waive any defects in bids. Bids may not be withdrawn within 90 days after opening date without forfeiting bid security.

D. CONTRACT: Upon acceptance by the City, this document will constitute the contract. The contract, however, shall not be in force until the Contractor has complied with all of the requirements of insurance and bonds.

E. DEFAULT TO CITY: It is understood that any bidder who is in default to the City at the time of submittal of the bid shall have his bid under the proposal declared null and void.

GENERAL CONDITIONS

1. DEFINITIONS:

"CITY" - the City of Lansing.

"DIRECTOR" - the head of the Department indicated in the proposal or his authorized representative.

"CONTRACTOR" - the bidder whose proposal is accepted by the City.

"NOTIFICATION" - written notice delivered in person or by mail.

"CONTRACT DOCUMENTS" - this document and supplemental specifications and drawings.

2. CONFLICTS AND OMISSIONS: The intent of the contract documents is to provide everything necessary for the proper execution of the work. In case of conflict, the work shall not proceed until a decision has been agreed upon by all parties concerned. Directors decision shall be final.

3. ROYALTIES, PATENTS, NOTICES AND FEES: Contractor shall give all notices and pay all royalties and fees. He shall defend all suits or claims for infringement of any patent rights and shall save the City harmless from loss on account thereof. He shall comply with all laws, ordinances and codes applicable to any portion of the work.

4. MATERIALS AND WORKMANSHIP: Unless otherwise specified all materials and workmanship shall be new and of the best grade of their respective kinds for the purpose. Whenever an article, material, or equipment is specified by name, a substitute of equal qualifications may be used upon the written approval of the Director.

5. OTHER CONTRACTS: The City may let other contracts in connection with the work and the Contractor shall properly connect and coordinate his work with the work of such other contractors to execute their work as may be anticipated by these documents.

6. INSPECTION: Contractor shall at all times permit and facilitate inspection of the work by the Director.

7. TERMINATION FOR BREACH: The City may terminate this contract for violations hereof when violations are not stopped immediately and corrected within a reasonable length of time after notification by the Director. In the event of such termination, the City may complete the contracted work and the contractor will be liable for any excess cost occasioned the City thereby and in such case the City

may take possession of and utilize in completing the work such materials and equipment as may be on the site and necessary therefore.

8. GUARANTEE: Contractor shall furnish the City with a written guarantee to remedy any defects due to faulty materials or workmanship which appear in the work within one year from the date of final acceptance by the City.

9. PAYMENT: Payment for the work will be made in one sum at the completion of the contract except that, at the City's option, partial payments aggregating 90% of the value of the completed work may be made at monthly intervals when the bonds in section 12 are furnished. If Contractor expects to request partial payments he shall submit a schedule of costs and quantities of the various parts of the work aggregating the total contract sum. When applying for payments, Contractor shall submit a statement based upon this schedule, itemized and supported as the Director may require.

Contract will not be considered complete until the work has been finally accepted by the City Unit and the Director and the following have been furnished:

(a) The required guarantees, and

(b) satisfactory evidence that all payrolls, material bills, and other indebtedness connected with the work, have been paid.

(c) If contract is terminated by the City, Contractor shall be entitled solely to payment for that portion of the contract completed by said Contractor at the time of termination minus set off and/or damage to City occasioned by Contractor's breach. Payment shall not be made until after contract project is completed, as determined by the Director.

10. LIABILITY FOR TAXES: When the terms of this contract involves the lease of property real or personal to the City, it is understood that lessor shall be solely responsible for the payment of all taxes of any nature whatsoever that accrue on the property during the terms of the lease.

11. INSURANCE: No work connected with this contract shall be started until the Contractor has submitted evidence to the Director and City Clerk that (a) all workmen are insured to protect him from claims for damages for personal injury or death which may arise from operations under this contract and that (b) he is covered by \$5,000,000.00 combined single limit for personal injury and property damage. All of the above insurance shall be maintained during the life of this contract. The City shall be carried as an "Additional Insured". Partial payments shall not relieve the Contractor from full responsibility for any damage which may result from any cause including fire or other casualty until completion of the contract and final payment. Any casualties shall not relieve the contractor from performing the contract. All insurance must include an endorsement providing for twenty (20) days prior written notice of termination, expiration, or material change of terms.

12. HOLD HARMLESS: To the fullest extent permitted by law, the contractor/vendor shall indemnify, defend, and hold harmless the City of Lansing, its officers, agents, employees, elected, and appointed officials, and volunteers from and against any and all claims, losses or liability, including attorney's fees, arising from injury or death to persons or damage to property occasioned by any act, omission, or failure of the contractor/vendor and any of its officers, agents, employees, and volunteers in satisfying the terms required by this contract.