



Department of Finance  
City Hall Room 105A, 30 Church Street  
Rochester, New York 14614-1281  
www.cityofrochester.gov

January 11, 2016

**INVITATION TO BID NO. 427560  
PRINTING – ROCHESTER HISTORY BOOKLETS**

**Addendum No. 1**

Instructions to Bidders:

1. Replace pages 1 through 7 of Specifications with Pages 1A through 8A.
- 2. The date of the bid opening will be on January 20, 2016 at 11:00 am.**

SIGN this Addendum below acknowledging receipt and understanding. INSERT it in the bidding document, and RETURN IT WITH YOUR BID.

**CITY OF ROCHESTER**

Charles Zettek, Jr.  
Purchasing Agent

The undersigned bidder acknowledges receipt and understanding of Addendum No. 1.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date





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**PRINTED NAME OF BIDDER**

**PRINTING - ROCHESTER HISTORY BOOKLETS**

Invitation to Bid No. 427560      Issued: January 11, 2016

PURCHASING BUREAU CONTACT: Tammy Macon, Purchaser (585)428-7389

**Sealed bids are to be returned to the Office of the Purchasing Agent, City Hall Room 105A, Rochester, NY 14614, prior to bid opening, at which time and place all bids will be opened, read and recorded:**

BID OPENING: Wednesday, January 20, 2016, at 11:00 a.m.

The bidder's attention is directed to the attached General Conditions and Instructions to Bidders that are incorporated into this bidding document and contract by reference.

**CONTRACT CHARACTERISTICS**  
(For definitions or explanations, see General Conditions)

Type of Contract: TERM CONTRACT, WITH OPTION TO EXTEND

Bid Deposit Requirement: NONE

Performance Security Requirement: NONE

Insurance Requirement: NONE

Samples Requirement: NONE

Descriptive Literature/Technical Data Requirement: NONE

**BIDDERS:** Please note that prices, company identification and authorized signature are to be entered on the Proposal which appears at the end of the specifications.



## PRINTING - ROCHESTER HISTORY BOOKLETS

### 1. SCOPE

The intent of these specifications is to secure the printing of five (5) Rochester History Booklets and return envelopes for the Local History Division at the Rochester Public Library.

### 2. SPECIFICATIONS

- 2.1 Five (5) separate booklets to include Fall and Spring issues. The number of pages will vary with each issue as follows:
- 2.1.1 One double issue – Fall 2014/Spring 2015
    - Cover prints 4 color process 2 sides; bleeds 4 sides.
    - Inside text pages print black only 2 sides; no bleeds.
  - 2.1.2 Three single issues
    - Cover prints 4 color process 2 sides; bleeds 4 sides.
    - Inside text pages print black only 2 sides; no bleeds.
  - 2.1.3 One single issue – full color
    - Cover prints 4 color process 2 sides; bleeds 4 sides
    - Inside text pages print 4 color process 2 sides; bleeds 4 sides.
  - 2.1.4 The single issues will include Fall 2015, Spring 2016, Fall 2016 and Spring 2017.
  - 2.1.5 Supply 800 envelopes per issue printed with the Office of the City Historian return address, RPL bulk mailing permit indicia and individual mailing addresses. Presorted database (Excel) of addresses will be provided. Printer is responsible for stuffing and mailing the envelopes for each booklet each time. A separate price for this service is requested on the Proposal. Printers may use a mail house or do the work in-house. Bidders must note on the Proposal Page which method will be used for meeting these mailing requirements. Regardless of the method, all costs to print, stuff and mail the booklets must be included in the bid price. The only cost not to be included in the bid will be the actual cost of postage, which is covered by the RPL bulk mailing permit printed on the envelopes. Any actual postage costs incurred by the vendor will be paid to the vendor by the RPL upon submittal of the invoice for such costs. Extra booklets and envelopes not mailed will be delivered to the RPL.
- 2.2 Finished size to be 6" by 9".
- 2.3 Each issue to be self covered.
- 2.4 Stock to be 100# Matrix Gloss Text.
- 2.5 Offset printing.
- 2.6 Fold, saddle stitch and trim to finished size.
- 2.7 No subcontracting without prior approval.

## PRINTING - ROCHESTER HISTORY BOOKLETS

- 2.8 Camera Ready Art. Public Library contacts, Corinne Clar (585)428-8303 and Kristin Spath (585)428-8305 will provide vendor with electronic files. We are PC based.
- 2.9 Vendor to work with the RPL to produce booklets that meet the RPL's requirements for format and quality.

### 3. PROOFS REQUIRED

- 3.1 Color proofs for approval to be produced from electronic file submitted to vendor.
- 3.2 Library contact: Corinne Clar (585)428-8303 and Kristin Spath (585)428-8305.

### 4. TIME FRAME

- 4.1 Vendor will have ten (10) working days from receiving art work to deliver the complete color proofs. Upon approval of the proof by the City, the vendor shall have (10) working days to produce the finished booklets, mail booklets to the addresses supplied by the RPL and deliver the remaining booklets to the RPL.
- 4.2 Each bidder must verify on the Proposal Page that they will meet these time frames, or if they cannot be met, the bidder must state their proposed time frames.
- 4.3 The City reserves the right to reject any bidder who cannot meet the time frames specified, unless a different proposed time frame is acceptable to the City.

### 5. QUANTITY

850 of each booklet. Total is 4,250 booklets, five (5) issues. The quantities shown on the Proposal are estimates and based on anticipated usage.

### 6. ADDITIONAL PAGES

Additional pages may be required and a unit price has been requested on the Proposal Page but will not be considered in determining the low bidder.

### 7. DELIVERY

- 7.1 All delivery charges are to be included in price quote. Delivery will either be to the United States Postal Service (USPS) as specified, or the RPL
- 7.2 Carton Pack in bundles of 100.
- 7.3 Delivery to be FOB Destinations:
  - 7.3.1 USPS

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7.3.2 Rochester Public Library/Loading Dock  
Court Street entrance of the Rundel Building  
115 South Avenue  
Rochester, NY 14604

7.4 Contact Corinne Clar at (585)428-8303 or Kristin Spath at (585)428-8305 to schedule delivery.

### 8. METHOD OF AWARD

8.1 Award will be made to the lowest responsive and responsible bidder based on Total Bid Price.

8.2 Bidders must include all reasonable and necessary transportation, shipping, handling and delivery charges in their bid price.

8.3 All items must be bid and other information provided as shown on the Proposal Page.

### 9. TERM OF CONTRACT

9.1 The term of the contract resulting from this Bid Invitation shall commence on date of award and end March 31, 2017.

9.2 The City may extend the contract under the same terms and conditions for up to two (2) additional periods of one year or less provided such extension is mutually agreeable to both the City and the contractor. Pricing for any extension term shall be the same as the initial contract term.

### 10. QUALIFICATION OF BIDDER

Bidder must demonstrate ability to perform to the above specifications satisfactorily based on samples, experience with similar work and past history. The City reserves the right to request the information it deems necessary to verify that that a bidder has the facilities, personnel, experience and financial stability to provide the publications and services specified. Such information must be provided to the City within three days of request. The City reserves the right to reject any bidder that the City determines, after its review of the information provided, that the bidder cannot provide the services specified herein.

### 11. NON-SPECIFIED SERVICES

11.1 The City reserves the right to negotiate prices with and order from the contractor, non-specified items or services that are comparable to and/or complement the items or services specified herein.

11.2 Prior to any order or purchase, the contract vendor will be required to submit a written quote to the Office of the Purchasing Agent for authorization and/or approval. Approved items will be added to the contract.

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- 11.3 Items supplied or services rendered without the prior consent of Purchasing will not be paid for by the City.

### 12. BIDDER IDENTIFICATION DOCUMENTS

Bidders are required to provide additional documentation as indicated in this section:

- 12.1 Bidder must submit along with Proposal Page, the bidder's W-9 Form.
- 12.2 Upon request of the City, the bidder must provide the City with one of the following:
- 12.2.1 A copy of the bidder's IRS Form SS-4 EIN Assignment Letter
- 12.2.2 A copy of the bidder's IRS Form 147C

### 13. POLITICAL SUBDIVISIONS

Bidders should note that other political subdivisions with which the City has entered into municipal cooperation agreements, may participate in the contract resulting from this bid award. Use of this contract by any other political subdivision must be coordinated between that subdivision and the contractor. The City will have no responsibility for any such purchases and will have no other role other than to notify the political subdivisions that this contract is available to them for purchases.

### 14. CERTIFICATION OF COMPLIANCE WITH THE IRAN DIVESTMENT ACT

- 14.1 The contract resulting from this bid shall be subject to the requirements of the Iran Divestment Act of 2012 (the "Act"), Chapter 1 of the 2012 Laws of New York, State Finance Law (SFL) § 165-a and New York General Municipal Law § 103-g both effective April 12, 2012. Under the Act, the Commissioner of the Office of General Services (OGS) is responsible for developing a list of "persons" who are engaged in "investment activities in Iran" (both are defined terms in the law) (the "Prohibited Entities List"). The Prohibited Entities List as required by SFL § 165-a (3) (b) is found on the OGS web site at

<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>.

- 14.2 CERTIFICATION. "By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law."
- 14.3 Any bidder/contractor seeking to renew or extend this contract or assume the responsibility of the contract awarded in response to this bid solicitation must certify at the time the contract is renewed, extended or assigned that it is not included on the Prohibited Entities List.

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- 14.4 During the term of the contract or any extension, should the City receive information that the contractor is in violation of the above-referenced certification, the City will offer the person or entity an opportunity to respond. If the person or entity fails to demonstrate that he/she/it has ceased engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the City shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages or declaring the contractor in default.
- 14.5 The City reserves the right to reject any bid or request for assignment for a bidder/contractor that appears on the Prohibited Entities List prior to the award of a contract and to pursue a responsibility review with respect to any bidder/contractor that is awarded a contract and subsequently appears on the Prohibited Entities List.

### 15. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- 15.1 The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- 15.2 Unless otherwise required by law, the prices which have been quoted in this bid have not knowingly been disclosed by the bidder and will not knowingly be disclosed prior to the bid opening, directly or indirectly, to any other bidder or to any competitor;
- 15.3 No attempt has been or will be made by the bidder to induce any other person, partnership, or corporation to submit or not to submit a bid for the purpose of restricting competition.

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**PROPOSAL**

The undersigned bidder hereby agrees to furnish the goods or services specified and to otherwise fully meet all terms, conditions, and specifications contained in this Invitation to Bid without exception, unless exceptions are clearly noted in this proposal. Signature must be that of the bidder or of an employee or agent authorized to sign on behalf of the bidder.

**SINGLE ISSUE**

	<u>Unit Price</u>	<u>Est Qty</u>	<u>Total</u>
1. 24 Pages Cost Per Booklet	\$ _____	x 1 =	\$ _____
2. 32 Pages Cost Per Booklet	\$ _____	x 2 =	\$ _____
3. 36 Pages Cost Per Booklet	\$ _____	x 1 =	\$ _____

**DOUBLE ISSUE**

4. 52 Pages Cost Per Booklet	\$ _____	x 1 =	\$ _____
5. Printed RETURN ENVELOPES (Per Issue)	\$ _____	800 x 5 =	\$ _____
Stuff, Seal and Mail Envelopes	\$ _____	800 x 5 =	\$ _____

**TOTAL COST** \$ \_\_\_\_\_  
(Sum of 1 - 5)

**ADDITIONAL CHARGES**

Cost per additional page \$ \_\_\_\_\_

**MAILING**

Will bidder do the mailing itself, or contract out: \_\_\_\_\_ Self \_\_\_\_\_ Contract Out

If contracting, name of subcontractor mail house: \_\_\_\_\_

**W-9** \_\_\_ Yes

\_\_\_\_\_  
Authorized Signature                      Typed Name and Title of Authorized Signer

\_\_\_\_\_  
Typed Name of Company  
(Continued through page 7)



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PROPOSAL

PRINT OR TYPE THE FOLLOWING INFORMATION:

\_\_\_\_\_  
Name of Firm or Corporation

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City State Zip Code

\_\_\_\_\_  
Telephone & Fax Nos.

\_\_\_\_\_  
Federal Employer ID No.

\_\_\_\_\_  
E-mail Address of Company Employee authorized to receive Contract Award/ & Extensions

Date: \_\_\_\_\_

\*\*\*\*\*

ACCEPTED ON BEHALF OF THE CITY OF ROCHESTER FOR:

\_\_\_\_\_

Contract No. \_\_\_\_\_ Contract Term: \_\_\_\_\_

\_\_\_\_\_  
Purchasing Agent

Date: \_\_\_\_\_