

CITY OF AURORA, ILLINOIS
INVITATION TO BID 16-49

DESIGN SERVICE AND PRINTING/MAILING SERVICES
FOR THE PUBLIC INFORMATION DIVISION

BID PROPOSAL FORM

Bid Due Date & Time: 12:00 p.m. CST, Friday, December 9, 2016

To: City of Aurora
Purchasing Division
44 E Downer Place
Aurora, Illinois 60507

The following offer is hereby made to the City of Aurora, Aurora, Illinois, hereafter called the Owner.

Submitted By: The Strathmore Company

I. The undersigned Vendor proposes and agrees, after having examined the specifications, quantities and other Bid documents, to irrevocably offer to furnish the materials, equipment and services in compliance with all terms, conditions, specifications and amendments (if applicable) contained in the bid solicitation documents. The items in this Invitation to Bid, including, but not limited to, all required certificates, are fully incorporated herein as a material and necessary part of the Bid.

A. The Vendor shall also include with their bid any necessary literature, samples, etc., as required within the Invitation to Bid, Bid Specifications and Statement of Work.

B. For purposes of this offer, the terms Offeror, Bidder, Respondent, and Vendor are used interchangeably.

II. In submitting this Offer, the Vendor acknowledges:

A. All bid documents have been examined: Bid Specifications, Statement of Work, and the following addenda:

No.____, No.____, No.____, (Vendor to acknowledge addenda here.)

Bidder's Name: The Strathmore Company

Signature & Date: Joel C. [Signature] 12/9/2016

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The contractor shall provide all labor and other resources necessary to provide the supplies, equipment and/or services in strict accordance with the specifications defined in this Bid for the amounts specified on this Bid Proposal Form, inclusive of overhead, profit and any other costs.

I/We recognize this is a two (2) year contract and agree to hold the below prices firm for the entire two (2) year term. The City reserves the right to award the Design Services separately from the Printing/Mailing Services to qualified and responsible bidders.

DESIGN SERVICE

A. Design City of Aurora's Aurora Borealis newsletter

\$ N/A per publication X six (6) publications = \$ N/A per year

B. Design Additional City of Aurora Publications

\$ N/A per publication X eight (8) publications = \$ N/A per year

C. Design cost per page (if an increase or decrease in pages is needed) \$ N/A per page

D. Proofs and Edit: Cost for third and each additional round of changes \$ N/A per edit

I/WE guarantee design service turn-around within N/A calendar days from receipt of final written approval to proceed.

Any failure to meet turn-around commitment will yield a discount of ___% of entire design service fee per issue. **Failure to meet turn-around commitment may result in termination of contract.**

\$ N/A Sub-Total for One Year \$ N/A Total for Two Years

Bidder's Name: The S-truth more Company

Signature & Date: Jack Z 11/18/16

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PRINTING/MAILING SERVICES (Based on 70,000 copies)

- A. Printing Services \$ 1,638 /10,000 issues X 7 = \$ 11,466 70,000 issues
- B. Mailing Services* \$ included /10,000 issues X 7 = \$ included 70,000 issues
*Postage to be paid for by the City of Aurora
- C. Unit cost per printed page (if an increase or decrease in pages is needed) \$ 955 per page

I/WE guarantee printing service turn-around within 8 calendar days from receipt.

I/WE guarantee delivery to post office within 2 calendar days from completion of printing.

Any failure to meet turn-around commitment will yield a discount of ___% of entire printing/ mailing service fee per issue. **Failure to meet turn-around commitment may result in termination of contract.**

\$ 11,466 x 6 =

\$ 11,466 x 12 =

\$ 68,796 Sub-Total for One Year \$ 137,592 Total for Two Years

GRAND TOTAL

\$ 68,796 for One Year \$ 137,592 for Two Years

Bidder's Name: The Strathmore Company

Signature & Date: [Signature] 12/6/2017

CITY OF AURORA, ILLINOIS
REQUEST FOR PROPOSAL 16-49

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All prices shall be shown as delivered Aurora Destination, Prepaid and Allowed. Do not add state, federal or local taxes. Municipalities are exempt. Exemption Certification Permit No. Illinois E9996-0842-07. **No additional charges over base price will be accepted without written approval of the Director of Procurement.**

The City of Aurora reserves the right at any time and for any reason to cancel this Invitation to Bid, to accept or reject any or all Bids or portion thereof, or accept an alternate bid proposal. The City reserves the right to waive any immaterial defect in any bid, or technicality, informality or irregularity in the bids received, and to disregard all nonconforming or conditional bids or counter-proposals. Unless otherwise specified by the bidder or the City, the City reserves the right to hold the best bids for ninety (90) days from the opening date set forth above. The City may seek clarification from any bidder at any time and failure to respond promptly is cause for rejection. The City further reserves the right to award the Bid to the lowest responsible bidder whose offer best responds in quality, fitness and capacity to the requirements of the proposed work or usage and therefore is in the best interest of the City.

SUBMITTED BY

COMPANY The Strathmore Company

ADDRESS 2000 GARY LANE

CITY, STATE, ZIP GENEVA, FL 32134

PREPARER'S NAME Jack Tinney
Please Type

AUTHORIZED SIGNATURE Jack Tinney National Sales Director
Title

EMAIL jtinney@strath.com

PHONE # (630) 232-4677 FAX # (630) 232-0148 DATE 12/06/16
1/21

Coulter, Jolene

From: Jack Tinney <jtinney@strath.com>
Sent: Tuesday, December 13, 2016 3:18 PM
To: Coulter, Jolene
Subject: RE: City of Aurora, IL - Bid Proposal Question

Hello Jolene,
It would be \$955 to increase or decrease a page.
Thanks,
Jack

Jack C. Tinney
The Strathmore Company
2000 Gary Lane
Geneva, IL 60134
630-232-9677 x 121
Cell: 630.251.6605
jtinney@strath.com

From: Coulter, Jolene [mailto:JCoulter@aurora-il.org]
Sent: Tuesday, December 13, 2016 3:04 PM
To: Jack Tinney <jtinney@strath.com>
Subject: City of Aurora, IL - Bid Proposal Question

Good afternoon,

We've opened the price proposals for the Bid 16-49: Design Service and Printing/Mailing Services.

Would you please confirm your price on page 3, letter C: Unit cost per printed page?

I want to ensure the information is accurate that I forward to the division.

Thank you,

Jolene Coulter

Administrative Assistant – Purchasing Division
44 E. Downer Place
Aurora, IL 60507
Ph) 630-256-3550
Fx) 630-256-3559

The City of Aurora offers electronic funds transfer (EFT) payment to our vendors. EFT is fast, simple, safe and secure and is ***our preferred method of payment!*** Please contact the Purchasing Office to get signed up.