

Notice to Bidders

THIS IS NOT AN ORDER

ADVERTISED BID #1011-002
RELEASE DATE: June 23, 2010

Utility Billing Inserts – Reprographic Services

Truckee Meadows Water Authority (TMWA) is accepting bids from interested “vendors” for Printing Services for Utility Bill Inserts, beginning July 8, 2010 for one year. This contract may be renewed for up to four (4) additional, one (1) year terms with the approval of both parties. Bidders are urged to review the bid documents closely and submit their bids in accordance with the documents.

QUESTIONS will be accepted until 8:00 a.m. on June 30, 2010. Questions must be submitted in writing to Justine Chambers, Purchasing/Contracts Administrator, Truckee Meadows Water Authority, FAX No. 775-834-8285, E-mail: jchambers@tmwa.net. Addenda will be issued based on questions received. Changes to this bid must be approved prior to bid submission for consideration. Any modifications to this bid will be addressed by addendum for all bidders to have access to the same information and bid on the same project.

SEALED BIDS must be submitted to **TRUCKEE MEADOWS WATER AUTHORITY (TMWA)**, in person to 1355 Capital Blvd., Reno, NV 89502 or by mail to P.O.Box 30013, Reno, NV 89520-3013, by not later than **2:00 p.m. on July 7, 2010**. Bids received after the date and time set for receipt will be **REJECTED**.

BID OPENING will be held publicly at 2:05 p.m. on July 7, 2010 at 1355 Capital Blvd., Reno, NV 89502.

BID AWARD is scheduled to be made by no later than July 8, 2010.

PRICES must be quoted Coppel, TX and as indicated in the Specifications.

BID DOCUMENTS may be downloaded from TMWA’s website at http://www.tmh2o.com/about_us/doingbusinesswithtmwa/.

ADDENDUMS are distributed from TMWA’s website at http://www.tmh2o.com/about_us/doingbusinesswithtmwa/. It is each bidder’s responsibility to ensure that they have received all Addendums prior to submission of their bid. If an addendum is necessary it will be issued by 5:00 p.m. on June 30th, 2010.

TERM OF CONTRACT: One (1) year with the right to renew for four (4) additional years.

Justine Chambers, Purchasing/Contracts Administrator

1. **NOTICE OF RIGHTS**

1.1. TMWA reserves the right to reject any or all bids or any part thereof, and to waive any informalities or irregularities.

1.2. TMWA reserves the right to require such surety as may be deemed necessary for the protection of TMWA, or to ensure the satisfactory performance of a contractor in accordance with the specifications and bid documents.

1.3. TMWA reserves the right to withhold award for a period of thirty (30) days from the date of bid opening. Therefore, responses to this bid shall be valid for a period of thirty (30) days from the date required for receipt of bids.

1.4. TMWA reserves the right to award in whole or in part, by item, group of items, or by section where such action would serve TMWA's best interest. Bids identified on the basis of "**ALL OR NOTHING**" will be excluded from this provision.

1.5. TMWA, and its joiners, are tax exempt public entities and are not subject to federal excise, state or local taxes. Exemption numbers or certificates shall be furnished upon request.

1.6. TMWA may require prior to bid award an onsite demonstration of any item proposed at bidder's expense.

1.7. The Purchasing/Contracts Administrator for TMWA, acting as the Administrator of this contract, may audit any and all records pertaining hereto. He shall have access to view all equipment and facilities utilized by the Contractor. Such access shall be to determine the ability of the Contractor to perform in accordance with the provisions of these documents.

2. **RIGHT OF JOINDER CONTRACTS:**

2.1. TMWA reserves the right, pursuant to Nevada Revised Statutes 332.195 to allow other public entities, whose requirements and standards coincide herewith, to join or use this contract throughout the term of this contract.

2.2. Any entity joining herewith shall have and reserve any and all rights held by TMWA herein and shall be given equal consideration.

2.3. TMWA shall require any public entity joining herewith to commit and pay for such equipment or product(s) by means of their individual accounting and Purchasing & Contracts Department.

3. **PREPARATION OF BIDS:**

3.1. Bids must be submitted in accordance with any document attached hereto and made an integral part hereof.

3.2. Bids must be submitted on forms supplied by TMWA and presented according to the instructions for the submission of bids.

3.3. Bidders are expected to examine these documents carefully. Failure to do so will be at the bidder's risk.

3.4. Bidders are urged to proofread their bids carefully for any errors.

3.5. Any irregularities or lack of clarity in any of the bid documents should be brought to the attention of the Purchasing/Contracts Administrator as soon as possible so that corrective addenda may be furnished to all bidders.

3.6. Alterations or erasures must be crossed out and the corrections thereof printed in ink or typewritten adjacent thereto. Any corrections must be initialed, in ink, by each person signing the bid.

3.7. In the case of a difference between written words and figures, the amount stated in written words shall govern.

3.8. In the case of a difference between a unit price and the extended price, the unit price shall govern.

3.9. All prices shall be F.O.B. to TMWA's requested destinations as provided for in the Technical Specifications. No additional charges for freight, packaging, handling, insurance, etc., shall be allowed. Bidder shall be responsible for all shipping charges for items returned due to error and/or unacceptable condition.

3.10. If the bidder proposes to modify a product so as to make it conform to the requirements of this bid, he shall make a request prior to bid opening. Any request for modification will be approved or not-approved by addendum to all bidders.

3.11. TMWA reserves the right to accept or reject any or all alternatives or exceptions offered, based solely on the value of said alternatives or exceptions to TMWA.

4. **COLLUSION, DISCRIMINATION AND/OR PRICE FIXING:**

4.1. The bidder certifies that any and all prices which he may charge under the terms of the contract do not, and will not, violate any existing federal, state or municipal laws or regulations concerning discrimination and/or price fixing. The bidder agrees to indemnify, exonerate, and hold TMWA, and any of its joiners, harmless from liability.

SUBMISSION OF BIDS:

6.1. **Acknowledgment:** The successful bidder understands and acknowledges, when signing this bid solicitation, that if he fails to provide the product(s) within the requirements of the delivery schedule, or if he fails to satisfy the requirements of these documents or any guarantee or warranty by not performing in accordance therewith, that such failure shall be deemed a material breach and TMWA may pursue all remedies available at law.

6.1.1. No bidder may assign any agreement resulting from award of this bid without the express written permission of the TMWA Purchasing/Contracts Administrator or designee.

6.1.2. All bidders must hold all valid licenses and permits required for the business they seek to perform prior to any bid being awarded. However, possession of said license(s) is not a prerequisite for bidding.

6.2. The entire Proposal Summary shall be enclosed in a sealed envelope addressed to:

Truckee Meadows Water Authority (TMWA) Attention Justine Chambers:
(Physical Address) 1355 Capital Blvd., Reno, NV 89502 (775) 834-8056
(Mailing Address) P.O. Box 30013, Reno, NV 89520-3013

6.3. All signatures must be original. Copies will not be accepted.

6.4. All bids must be sealed. TMWA will not be responsible for the premature opening of a bid not properly addressed or identified. Clearly identify on the outside of the envelope the following information: The Contract Number, The Descriptive Project Name, The Date and Time the Submission is Due.

6.5. All bids received after the date and time set for receipt will be **REJECTED**.

6.6. No bids will be accepted by Facsimile transmission.

6.7. Bids may be modified by written notice provided such notice is received prior to the date and time set for receipt of bids. Facsimile modifications will not be accepted.

6.8. When a bid bond is required, said bond will be acceptable only in the form of a certified check, cashier's check, or a bond issued by a reputable solvent surety company authorized to do business in the State of Nevada.

7. **WITHDRAWAL OF BIDS**

8.1. Bids may be withdrawn by written notice, provided such notice is received prior to the date and time set for receipt of bids.

8.2. Notice of withdrawals received after the bid opening will not be considered.

9. **APPEAL BY UNSUCCESSFUL BIDDER(S)**

9.1. The Truckee Meadows Water Authority Contracts Division will post the recommendation for award of this Contract on the Web site: http://www.tmh2o.com/about_us/doingbusinesswithtmwa/. Any Bidder that submitted a bid to TMWA may protest the recommendation for award in accordance with the procedures set forth in NRS 338.142.

9.2. The protest must be submitted in writing to TMWA's Purchasing and Contracts Administrator. In addition to any other information required by law, the protest shall include the following information:

9.3. The alleged violations(s) of:

9.3.1.1. Contract Documents referencing page number, item, and paragraph.

9.3.1.2. Nevada Revised Statutes referencing the specific chapter, section, and subsection.

9.3.1.3. Local codes or ordinances referencing section number.

9.3.1.4. Supporting documentation such as Nevada State Contractors Board licensing information or other detailed proof to substantiate the protest.

9.4. The Bidder filing the protest shall, at the time the protest is filed, post a bond with a good and solvent surety authorized to do business in the state of Nevada, or submit a cashiers check, money order, or certified check, to TMWA who will hold the bond or other security until a determination is made on the

protest. The bond or other security submitted with the protest shall be in an amount equal to the lesser of 25 percent of the total Base Bid submitted by the Bidder filing the protest, or \$250,000.00.

9.5. If the protest is upheld, the bond or other security will be returned to the Bidder who submitted the protest.

9.6. If the protest is rejected, a claim may be made by TMWA against the bond or other security in an amount equal to the expenses incurred by TMWA because of the unsuccessful protest. Any money remaining after the claim has been satisfied will be returned to the Bidder who posted the bond or submitted the security.

9.7. The protest filed in accordance with these provisions operates as a stay of action in relation to award of the Contract until a determination is made by TMWA on the protest.

9.8. An unsuccessful Bidder may not seek any type of judicial intervention until TMWA has made a determination on the protest and awarded the Contract.

9.9. TMWA will not be liable for any costs, expenses, attorney's fees, loss of income, or other damages sustained by a Bidder, whether or not the Bidder files the protest.

9.10. TMWA's Administrator of Purchasing and Contracts will promptly issue a decision in writing to the protester and any other intervening party. If the protester or any other intervening party wishes to appeal the decision rendered by TMWA's Administrator of Purchasing and Contracts to the TMWA Board, such appeal shall be made within 48 hours from receipt of the decision by submitting a notice of appeal in writing to TMWA's Administrator of Purchasing and Contracts.

9.11. An award recommendation will be made and presented to the Truckee Meadows Water Authority Board for a final decision.

9.12. TMWA will not consider protests unless the procedures specified in this Section are followed.

10. **AWARD OF CONTRACT**

10.1. TMWA will award the bid/contract on the basis of the bid or bids most advantageous in consideration of the criteria set forth in the State of Nevada Local Government Purchasing Act, Chapter 332 of the Nevada Revised Statutes. The evaluation of bids and the determination as to the quality of the product(s) offered shall be the responsibility of TMWA and will be based on information furnished by the bidder in his responding proposal, as well as other information reasonably available. In determining whether a bid is most advantageous, in addition to price, TMWA may consider the following:

10.1.1. The ability, capacity and skill of the bidder to perform the contract or provide the service required;

10.1.2. Whether the bidder can perform the contract or provide the service promptly, and within the time specified without delay or interference;

10.1.3. The character, integrity, reputation, judgment, experience and efficiency of the bidder;

10.1.4. The quality of performance on previous contracts;

10.1.5. Previous compliance of laws or ordinances by the bidder;

10.1.6. The financial responsibility of the bidder to perform under the contract or provide the service;

10.1.7. The limitations of any license the bidder may be required to possess;

10.1.8. The quality, availability, and adaptability of the product or service;

10.1.9. The ability of the bidder to provide future maintenance and/or service;

10.1.10. The number and scope of conditions attached to the bid.

10.2. A Purchase Order, faxed, mailed or otherwise furnished by the Purchasing & Contracts Department, to the successful bidder, is a binding contract without further action by either party.

10.3. After the award of bid, TMWA will post a notification of who the contract was awarded to on the Web site: http://www.tmh2o.com/about_us/doingbusinesswithtmwa/. All money order's or cashier's checks received will be returned within two (2) weeks from award of contract.

11. **TELEPHONE CONTACT:**

11.1 Awardee(s) shall be required to maintain telephone service such that TMWA may contact or leave a message for the Awardee(s) or their designee at any time. Awardee(s) shall provide advance notice to TMWA Purchasing & Contracts of any change in telephone number.

12. **INDEMNIFICATION:**

12.1. Awardee(s) shall be required to indemnify and hold TMWA, including its joiners, officers, employees, and its agent's harmless from any liability with respect to, but not limited to, claims for damages as a result of bodily injury, sickness, disease, death, or property damage arising or resulting from the bidder fulfilling his responsibilities according to the bid documents and subsequent contract.

13. **COMPLIANCE WITH IMMIGRATION AND NATURALIZATION LAWS:**

13.1. Awardee(s) shall at all times comply with Immigration and Naturalization Laws regarding eligibility of their employees or subcontractors to work in the United States.

14. **COPYRIGHTS AND PATENTS:**

14.1. The successful bidder hereby guarantees that he will have full legal right of all processes, programs, methods, and techniques employed under the construction, production, and performance of the contract, and agrees to pay all rents, fees, and royalties of every description on any and all patents or patent rights, or copyrights, covering said processes, programs, methods, or techniques.

15. **WARRANTY AND GUARANTEES:**

15.1. The successful bidder agrees that any warranty or guarantee provided for herein or in the specifications shall not be considered as the exclusive remedy of TMWA, or its joiners, for any default in any respect by the bidder, but such warranty or guarantee shall be considered to be in addition to any right or remedy hereunder or otherwise allowed by law, equity, or statute.

16. **STATUS OF AWARDEE:**

16.1. Awardee(s) shall have the status of an "Independent Contractor" as defined by NRS 284.173, and shall not be entitled to any of the rights, privileges, benefits, and emoluments of either an officer or employee of TMWA.

16.2. The Awardee warrants that all persons employed by them to service in any way the equipment placed with TMWA as a result of this bid, have satisfactory past records indicating their ability and capability to accept the responsibilities anticipated with this type of work. All employees shall be required to present identification furnished by Awardee to establish their right to work on the equipment.

17. **ESCALATION AND DE-ESCALATION:**

Products supplied pursuant to the provisions of this Contract shall be subject to escalation and/or de-escalation of prices as indicated herein; (i.e., conditions brought about due to market fluctuation may result in such changes). Escalation and/or de-escalation shall be as set forth by the following provisions and considered at contract annual renewal:

17.1 **Price Reductions:** If, during the term of the contract, the successful bidder reduces any or all prices charged to any customer other than TMWA, or its joiners, for the same equipment of the equivalent quantity, quality, delivery, performance and warranty, as said equipment specified herein, the bidders shall make an equivalent reduction for TMWA, and its joiners, in corresponding prices.

17.2 **Base Price:** For purposes of bid solicitation and contract award, the base price shall be established by the respondent's proposal to this Bid. This price, once the Bid is opened and award made, shall not be changed except as provided herein.

17.3 **Taxes:** TMWA, and its joiners, as political subdivisions of the State of Nevada are eligible tax exempt entities and are not subject to sales tax or Federal Excise Tax.

17.4 **De-escalation:**

17.4.1 Adjustments decreasing the "Base Price" shall be concurrent with the Contractor's price from his supplier(s). Should the Contractor have legal access to more than one supplier, he shall be aggressive in his endeavor to obtain the lowest responsive and responsible supplier capable of providing products that meet or exceed the requirements of the contract.

17.4.2 The Contractor shall promptly notify the Purchasing/Contracts Administrator of the adjusted price, product involved, and the date of effect.

17.5 **Escalation:**

- 17.5.1 Adjustments increasing the "Base Price" may be concurrent with the Contractor's price from his supplier(s), provided the Contractor can substantiate the necessity for such an adjustment, and that it is consistent with market conditions. Should the Contractor have legal access to more than one supplier, he shall be aggressive in his endeavor to obtain the lowest responsive and responsible supplier capable of providing products that meet or exceed the requirements of the contract.
- 17.5.2 The Contractor shall promptly notify the Purchasing/Contracts Administrator of the adjusted price, product involved, and the date of effect. Notification shall be prior to the distribution of, or commitment to distribute, any product(s) affected by such an adjustment.
- 17.5.3 In the event, price adjustments are inconsistent with market conditions, and in the opinion of the Purchasing/Contracts Administrator, the best interest of TMWA, and its joiners, would be served by a re-bid to the competitive market, TMWA reserves the right to waive the notification requirements of this agreement and terminate the contract without regard to the thirty (30) day written notice. The method necessary for such notice of termination shall be at the discretion of the Purchasing/Contracts Administrator.

18 **PAYMENTS:**

18.1 TMWA, and its joiners, agree to provide payment in a timely fashion, to the successful bidder, when the terms and conditions of the bid and specifications have been completed and fulfilled on the part of the bidder, to the satisfaction of TMWA, or its joiners, of the bid price as presented by a complete and descriptive invoice.

18.2 Prompt payment discounts shall be included in bid evaluation.

18.3 Discount period will be computed from the date of completed delivery/performance or from the date the correct invoice is received by the appropriate TMWA department/division accounts payable clerk, whichever is the later date. Payment is deemed to be made on the date payment is mailed to the Successful Bidder.

19. **DEFAULT OF CONTRACT**

19.1. In case of default by the contractor (successful bidder), TMWA may procure the product(s) or service(s) from other sources and hold the contractor responsible for any excess cost occasioned thereby.

19.2. If necessity requires the use of materials or supplies not conforming to the specifications, they may be accepted and payment shall be made at a proper adjustment in price.

19.3. Default by the bidder, in any manner, including failure or refusal to furnish any product(s) and or service(s) at the price and/or within the time specified in the bid, may be considered cause to commence with proceedings against any surety held with the bid, assess a penalty equal to five percent (5%) of the total bid price.

20. **LIQUIDATED DAMAGES:**

20.1. Availability or payment of liquidated damages shall not preclude TMWA, or any of its joiners, from claiming and collecting damages on account of delay, price changes, loss of other contracts, loss of income, inability of TMWA, or its joiners, to fulfill other damages direct or consequential arising out of the failure of the bidder to perform under the terms, conditions and requirements of the bid documents.

21. **ARBITRATION:**

21.1. Any litigation arising out of this Agreement shall be governed by the Nevada Short Trial Rules as adopted by the Nevada Supreme Court Rules.

22. **TERMINATION:**

22.1. Upon thirty (30) calendar days written notice, with or without cause, either TMWA or the Awardee, may terminate this contract.

Technical Specifications

Doc. No. 4001
(June 23, 2010)

1. **General:**

Truckee Meadows Water Authority (TMWA) is accepting bids from interested “vendors” for Printing Services for Utility Bill Inserts, beginning July 8, 2010 for one year. This contract may be renewed for up to four (4) additional, one (1) year terms with the approval of both parties.

1.1 TMWA’s printing requirements include, but are not limited to:

- 1.1.1 TMWA Newsletter
- 1.1.2 TMWA Water Quality Report
- 1.1.3 Inserts from other agencies ie. Reno, Sparks & Washoe County (the frequency and quantity of these inserts varies and some/all other agencies may not participate)
- 1.1.4 TMWA Water Rates Schedule

2. **Vendors shall provide the following services:**

2.1. Proofs/Press Check: Proofs will be required on new projects or if there is a major type change from the previous printing. Proofs are to be received for approval within 3 (three) working days from receipt of order. An authorized person from TMWA or Olsen & Associates placing the order must verify that the proofs/press check meets the specified requirements before the print job can be filled.

2.2. Technical Assistance: The successful vendor(s) shall provide technical assistance and consult with TMWA and Olsen & Associates in the area of paper samples.

2.3. Packaging: Upon request, all printing shall be “shrink” wrapped in quantities. When cartons are necessary, each shall be marked with the form name, number, quantity and purchase order/print stub requisition number.

2.4. Product Expectations: Quality – Consistent press work (no heavy or light areas of ink). Fonts shall appear as requested or as it appears on “sample”. Samples of print quality shall be made available upon request. The successful vendor shall provide proofs as needed. The successful vendor shall provide comparable paper samples if paper requested is not available.

2.5. Delivery: Delivery is required to the delivery point(s) as requested by TMWA or Olsen & Associates in accordance with the delivery terms and conditions as set fourth in the bid document.

2.6. Invoicing Requirement: All item(s) requested by TMWA and/or Olsen & Associates, whether picked up or delivered, shall be accompanied by a proper invoice billed to TMWA, Finance Department, P.O. Box 30013, Reno, Nevada 89520-3013.

3. **Printing Time-frames (estimated dates) and Delivery Locations:**

3.1 The printer will have 5 - 7 business days to complete the print order. Proof and Press checks are required but can be waived by TMWA / Olsen & Associates. Samples, if requested, must be provided prior to shipping to TMWA or Olsen and Associates.

3.2 Approved Items will be shipped FOB to:

- 3.2.1 Kubra, 955 Freeport Parkway, Suite 200, Coppell, Texas 75019
- 3.2.2 Shipments must arrive five (5) days prior to the bill cycle 1 date (which is on or about the last day of each month) Dates will be provided for future deadlines four (4) weeks before the beginning of the next calendar year.
- 3.2.3 Some extra copies (as approved in advance) will be delivered to:
 - 3.2.3.1 TMWA, 1355 Capital Blvd. Reno, NV 89502 (approximately 200)
 - 3.2.3.2 Olsen & Associates, 465 Court Street, Reno, NV 89501 (approximately 12)

3.3 **Sample of Billing Cycle and Deadline Dates:**

3.3.1 This schedule is prepared six months in advance with the user agencies. However, each agency can back out prior to a proof being provided to the printer. Each bidder shall provide a Deadline of the File to the Printer as minimum working days in the proposal summary for their bid to be considered responsive and responsible. TMWA / Olsen & Associates will work closely with the printer to establish the dates for each month. These dates will be scheduled months in advance and as you can see for the past six month calendar, bidders are normally granted more time than the minimum 11 days to get the documents to the printer.

3.3.2 Deadlines for TMWA’s delivery of file to printer of more than eleven (11) business days prior to the deadline of product to Texas will not be considered. Bidders will be evaluated based on the ability to meet the minimum deadline time for TMWA to submit Artwork to the Printer.

Bill Inserts -

	Cycle Dates	Deadline – File to Printer	Deadline - Product to TX
January	Dec 31 – Jan 28	December 9	December 22
February	Jan 29 – Feb 26	January 11	January 22
March	March 2 – March 30	February 10	February 23
April	April 1 – April 29	March 12	March 25
May	May 3 – May 28	April 13	April 26
June	June 1 – June 29	May 12	May 24
July	June 30 – July 29		June 23
August	August 2 – August 30		July 26
September	September 1 – September 29		August 25
October	October 1 – October 28		September 24
November	November 1 – November 30		October 25
December	December 1 – December 29		November 22

4. **Pallet and Shipping Requirements:**

Carton and Packing Requirements

- Cartons should be of 200lb. crush test.
- Fill boxes full. Use corrugated cardboard for added filler.
- Carton packaging should be in increments of 500's.
- Inserts must be banded using a 1 ½" to 3 wide paper band.
- **NO PLASTIC STRAPS, STRING OR RUBBER BANDS MAY BE USED.**
- Maximum carton weight: 40lbs.
- Cartons must be sealed with 3" wide tape.
- Inserts in tubs or containers other than cartons will be subject to manual handling fees.
- Vendor will not accept responsibility for counts or quality handling of improperly packaged or labeled materials.
- Cartons must be packed with a slip-sheet on the bottom and one on top of the inserts.

Pallet Requirements:

- 40x48 (preferred), 42x48 (will accept).
- Use pallets with double plywood or slats.

Pallet Packaging

- Pallets should be 4 ½' high.
- Boxes should be layered to lock if possible
- Corner guards and skid toppers are recommended. Any damaged boxes on delivery will be refused.
- Product should be tightly stretch-wrapped to skid.
- Each unique insert product should be arranged collectively on a unique pallet(s), do not mix products on a single pallet.

Carton labeling requirements:

Each label should contain the following, printed in characters at least 1" high.

- Item description and sku number.
- Carton quantity.
- Vendor name
- Material production date.
- All boxes must be labeled.
- All boxes require a sample attached to the outside of the box.

Packing slip must include:

- Item description and sku number
- Purchase order #
- Total piece count
- Total box count

Labels should face to the outside of the pallet.

5. **Document Specifications:**

4.1. **TMWA Newsletter:** This Newsletter is provided to our customers ten to eleven months of the year. It is not provided to customers when the Water Quality Report or the Water Rate Schedule is provided.

4.1.1. 6-1/2" x 9-3/8" folding to 6-1/2" x 3-1/8"

4.1.2. 60# White Offset Paper, 4 Color Process CMYK, Double-Sided, Bleed, Trim & Fold to Final Size

4.1.3. Quantity 92,000 per month

4.2. **Water Quality Report:** The Water Quality Report is provided to our customers one time a year and will replace the Newsletter printing for that month. (Usually provided to customers between March and July)

4.2.1. 11" x 17" flat folding to 8-1/2" x 11" then 3-5/8" x 8-1/2"

4.2.2. 60# White Offset Paper, 4 Color Process CMYK, Double-Sided, Bleed, Trim & Folded to Final Size

4.2.3. Quantity 95,000 Usually one time a year (94,000 to Kubra, 1,000 to TMWA)

4.3. **Agency Inserts:**

4.3.1. 8-1/2" x 3-1/2" (final size)

4.3.2. 60# White Offset Paper, 4 Color Process CMYK, Double-Sided, Bleed, Trim to Final Size

4.3.3. Quantity varies from month to month depending on which agency is providing inserts to just their residents or to all of our customers:

4.3.3.1. Washoe County: 4,000

4.3.3.2. City of Reno: 58,500

4.3.3.3. City of Sparks: 29,500 (not participating at this time, but may again in the future)

4.3.3.4. All Customers 92,000

4.4. **Rates Schedules:** The Rate Schedules are printed only when rates change and will replace the Newsletter printing for that month.

4.4.1. 8-1/2 x 14"

4.4.2. 60# White Offset Paper, one color (black) Double-Sided, Bleed, Trim & Fold to Final Size

4.4.3. Flat size is 8- 1/2" x 14", folding to 3- 1/2' x 8- 1/2' with a roll fold. Please note that pieces should be folded so that it produces a single leading edge to be friction fed. Tri-folded documents must be C-folded.

4.4.4. Quantity 92,000 – 100,000, per Rate Schedule Change (normally 90,000 to Kubra and 8,000 to TMWA –however, when an additional Rate Schedule change is anticipated soon, we don't need very many, if any copies to TMWA on the first rate schedule printed).

5. **TMWA'S INTENT:**

5.1 TMWA / Olsen & Associates will work closely with the printer on the exact quantities needed each month and where they need to be delivered. The quantities provided for this bid are a "best guess" estimate of our needs. . The printer will be compensated for the quantity requested as long as the minimum requested copies are received in good condition.

5.2 **Gang Printing:**

5.2.1 The agency inserts can be gang printed. The TMWA Newsletter/insert cannot be. Note: All agencies do not participate every month. There isn't any guarantee for quantities or agency participation.

5.2.2 To be considered responsive, all bidders must bid on all items including the City of Sparks. None of the inserts are guaranteed. We don't control other agencies and can't make any commitment on multiple agency inserts being printed at the same time. TMWA guesses that you would gang print the 92,000 that are needed by TMWA. That is a business decision for you to make on how to price your bid. We are permitting the gang printing, not making any promises to any quantities from any of the other agencies. Additional bid items are provided to cover the possibility of gang printing.

5.2.3 If a bid is pre-qualified requiring TMWA to use gang printing or omitting one of the Bid line items, it will be rejected as non-responsive.

5.3 **Bid Item Quantities are Estimated:**

5.3.1 We have separate line items for the other agencies because we won't know if they are going to participate or not. We pay the successful bidder for all items printed. The other agencies pay us for what is printed for them. You may want to consider that TMWA is the only insert for 11 months and that you may print one or the other of the agencies or none of the agencies insert. TMWA doesn't control the other agencies and the quantities there are estimated so that we can compare the bid prices fairly between bidders.

5.3.2 The largest issue here is that we don't know who will participate from month to month. In the past we have had City of Reno participating and not Washoe County or City of Sparks. Sometimes two agencies participate and others three participate. Any agency could decide to send inserts to all of the residents too. Although they both say 7 months, that doesn't mean that they will participate on the same 7 months or even that they will participate for all 7 months. They may elect to participate 0-12 months.

Attachments Samples (.pdf documents): (available on web site for download)

2009 Water Quality Report

TMWA Newsletter

Agency Inserts

Water Rates Schedule

Proposal Summary

Bidder's Company Name: _____

Please Print

BID # 1011-002

BID TITLE: Utility Billing Inserts – Reprographic Services

CASH DISCOUNT of ____ % may be taken in addition to the price(s) stated for the terms of ____ days.

Bidder Acknowledges receipt of _____ Addendums.

Printer requires that TMWA provide files to Printer a minimum of _____ days prior to “Deadline – Product to TX”. Bidders shall provide this information to TMWA to be considered a Responsive and Responsible Bidder. See the table on Page 11 for reference of what TMWA’s deadlines were for the last six months.

INSTRUCTIONS:

Price your proposal based on the following format. Incomplete proposals not containing all the requested information may be rejected at the option of TMWA. TMWA reserves the right to award this Contract on the bases of what is most advantageous to TMWA.

Quantities have been estimated for bid purposes. Actual quantities can fluctuate + or – 5%. The successful printer will be notified a minimum of seven (7) days prior to print of how many copies are actually needed. ***The Insert quantities are dependent on others. No quantities are guaranteed.**

All quantities are estimated for bid purposes. See the estimated schedule for printing provided below. All agencies do not participate every month and currently the City of Sparks **is not** participating. Gang printing is permitted and it is up to the printer to decide how to set pricing. Bids that are contingent on the printer’s ability to gang print requiring any/all agencies to participate will be rejected.

Bid exceptions will not be accepted. Any deviations to this proposal must be provided as a question to TMWA so that TMWA can provide the answer to all bidders in an Addendum. If questions are received, all will be answered in an addendum. It is the bidder’s responsibility to check the web site prior to submission of their bid and indicate they have reviewed the Addendum by indicating above how many addendums were received.

In addition to pages 15 – 19, the following samples must be provided with submission of your bid:

- 1. PMS**
- 2. four color work**

Bidder's shall price their bid using the following guideline:

Unit Price per 1000 * Thousand Quantity = Total Price per Month

Total Price Per Month * Estimated Months = Total Price per Year.

Example Bid Item #1: assuming an inaccurate amount of \$2 per thousand

\$2 (per thousand) * 92 (thousand) = \$184 (Total Price per Month)

\$184 (Price Per Month) * 11 (Estimated Months) = \$2024 (Total Price per Year)

Base Bid – NON-GLOSSY PAPER

Bid items 1 -10 will be awarded to one bidder.

	Unit Price per thousand	Total Price per Month	Estimated Months	Total Price per Year
1. TMWA Newsletter (92,000 per month)			11	
2. TMWA Water Quality Reports (95,000 per month)			1	
3. TMWA Rate Schedule (100,000 per month as needed)			1	
4. Inserts from other Agencies for all of TMWA's customers (up to *92,000 per month)			4	
5. Inserts from City of Reno (*58,500 per month)			6	
6. Inserts from Washoe County (*4,000 per month)			6	
7. Inserts from City of Sparks (*29,500 per month) not participating at this time, but may in the future			1	
8. Gang Printing combining City of Reno & Washoe County per quantities above in #5 and #6	Lump Sum		1	
9. Gang Printing combining City of Reno, Washoe County & City of Sparks per quantities above in #5, #6 and #7	Lump Sum		1	
10. Total Bid Price				

REFERENCES:

Instructions:

List at least three (3) contracts of a similar nature performed by your firm in the last three (3) years. If **NONE**, use your Company's letterhead (and submit with your bid proposal) to list what your qualifications are for this contract. Truckee Meadows Water Authority reserves the right to contact and verify, with any and all references listed, the quality of and the degree of satisfaction for such performance.

Clients: (if additional space is needed attach a separate page)

Owner's Representative :	Telephone #
Address (inc. City, State & Zip):	
Owner's Representative's E-mail:	
Amount of Contract:	Date Completed:
Project Title:	
Owner's Representative :	Telephone #
Address (inc. City, State & Zip):	
Owner's Representative's E-mail:	
Amount of Contract:	Date Completed:
Project Title:	

Owner's Representative :	Telephone #
Address (inc. City, State & Zip):	
Owner's Representative's E-mail:	
Amount of Contract:	Date Completed:
Project Title:	
Amount of Contract:	Date Completed:
Owner's Representative :	Telephone #
Address (inc. City, State & Zip):	
Owner's Representative's E-mail:	
Amount of Contract:	Date Completed:
Project Title:	
TMWA Project Category:	

BIDDER INFORMATION
Company Name
Address
City
State / Zip Code
Complete Telephone Number
Complete Fax Number
LICENSING INFORMATION
Business License Number
Date Issued
Date of Expiration
Name of Licensee
Address of Licensee
Address of Licensee
City, State, Zip Code of Licensee
Telephone Number of Licensee
Taxpayer Identification Number
DISCLOSURE OF PRINCIPALS:
Individual and/or Partnership
Owner 1) Name
Address
City, State, Zip Code
Telephone Number
Owner 2) Name
Address
City, State, Zip Code
Telephone Number
Other 1) Title
Name
Other 2) Title
Name

Note a business license is not required at time of bid. However, if you are awarded the contract, it is your responsibility to comply with the City of Reno Business License rules (775) 334-2090.

Corporation
State in which Company is Incorporated
Date Incorporated
Name of Corporation
Address
City, State, Zip Code
Telephone Number
President's Name
Vice-President's Name
Other 1) Title
Other 2) Title

ACKNOWLEDGEMENT AND EXECUTION
STATE OF _____) _____) SS _____)
_____ states under penalty of perjury that he/she is the Bidder, or authorized agent of the Bidder for whom the aforesaid described product(s) and/or service(s) is to be provided by; that he/she has read the foregoing Documents and understands the terms, conditions, and requirements thereof;
BIDER INFORMATION:
Printed Name of Bidder
Title
Firm
Address
City, State, & Zip Code
Telephone Number
e-mail address
Signature of Bidder
Dated this _____ day of _____, 2010
ATTEST: On this _____ day of _____, in the year 2010, before me, _____/ Notary Public, personally appeared _____ personally known to me (or proved to me on the basis of satisfactory evidence) to be the person whose name is subscribed to this instrument, and acknowledged that he (she) executed it.
WITNESS my hand and official seal.
L.S.
_____ Notary's Signature
My Commission Expires: _____

END OF DOCUMENT