

BID FORM
Bid #1709

Printing and Mailing Service for Adult Education Class Schedules

To: Mt. Diablo Unified School District
Purchasing/Warehouse Department
2326 Bisso Lane
Concord, CA, 94520

From: Folger Graphics, Inc. (Kirk Folger)
Name of Bidder

21093 Forbes Avenue
Mailing Address

Hayward, CA 94545
City, State & Zip

Responding to Invitation to Bid No. 1709 due by 2:00 p.m., May 12, 2015 the Bid Submittal Deadline, the undersigned Bidder agrees to furnish and deliver Printing and Mailing Service for Adult Education Class Schedules per the specifications. I/We have stated hereon the price(s) at which we will furnish and deliver the specified item(s) and will accept as full payment therefore the amount shown below.

Bidder further agrees, in addition to the terms and conditions specified herein the following terms and conditions that are a part of this bid and any resulting contract:

F.O.B. Point. All shipments shall be made F.O.B. destination, Concord, CA. F.O.B. destination indicates that the *seller* is responsible for shipment until it is tendered to the Mt. Diablo Unified School District. The District will not pay for shipping and handling, nor shall the District pay for any fuel surcharges that are not indicated herein.

Award. Bid award will be based on the lowest responsible bid price including any transportation charges, as well as any other criteria indicated in these specifications. The District reserves the right to make this bid award at any time up to one hundred eighty (180) days from the date of the bid opening.

Signatures. All information submitted by Bidder, including signatures, must be original. Copies will not be accepted.

Attention Bidders-Please Read Carefully

Please check your calculations before submitting your bid; the Mt. Diablo Unified School District will not be responsible for Bidder miscalculations.

Term of Offer. It is understood and agreed that this bid may not be withdrawn for a period of **ninety-(90) days** from the Bid Submittal Deadline, and at no time in case of successful Bidder.

Bidder's Acknowledgement of His Understanding of The Terms and Conditions. Signature below verifies that Bidder has read, understands, and agrees to the conditions contained herein and on all of the attachments and agenda.

Bidder hereby acknowledges receipt of Addenda Number(s) 1, 2, _____, and _____.

Total Bid Amount: 86,665⁰⁰ Terms of Payment N/30

Delivery: Destination Via F&V Van

Representations Made Under Penalty Of Perjury. The representations herein are made under penalty of perjury. We hereby offer to sell the Mt. Diablo Unified School District the above item(s) at the prices shown and under the terms and conditions herein, attached, or incorporated by referenced.

Folger Graphics, Inc
Bidder Name (Person, Firm, Corp.)

[Signature]
Signature of Authorized Representative

21093 Forbes Ave.
Address

Kirk Folger
Printed Name of Authorized Representative

Hayward, CA 94545
City, State, Zip Code

VP of Sales
Title of Authorized Representative

510-887-5656x103
Telephone Number

510-887-5831
Facsimile Number

SPECIFICATIONS AND BID SUBMITTAL SHEET

To Be Submitted With Bid

SPECIAL NOTE: State paper type and attach paper sample(s) with your Bid submittal. All products that meet the minimum specification will be considered, with final determination of acceptable product to be made by MDUSD staff.

Specifications:		Price for:		Price for:	
		125,000		Additional 1,000	
		<i>40+ COVER</i>	<i>24+ COVER</i>		
Cover: 80# Gloss Text, 4cp+aq/k Text # 32 Rebrite, Black all pages					
Description	Mt. Diablo Adult Education Class Schedules				
Quantities	125,000 plus (+) 1,000	<i>22,150</i>	<i>18,715</i>	<i>179⁰⁰</i>	<i>148⁰⁰</i>
Dimensions	6 inches x 10-1/2 inches with bleeds				
Pages	Forty eight (48) page booklet plus four (4) page cover wrap				
Paper Type	Cover: 80# Gloss Body: # 32 Rebrite Text				
Ink	4/4 color process with half-tones and bleeds -- <i>Cover K&L PMS Text</i>				
Artwork/Layout/ Typesetting	District Provided - PDF Upload	N/C		N/C	
Finishing	Saddle Stitched, two staples, folded in half <i>CRT-Sort + Deliver to Post Office</i>	<i>Encl</i>		<i>Encl</i>	
Samples: Required	Provide one sheet of each paper type to be bid				
Delivery	As defined by Calendar				
Sub total		\$		\$	
Shipping/Handling		\$	<i>Encl</i>	\$	<i>Encl</i>
Tax (9.0%)		\$		\$	
<i>only office copies are taxable</i>		<i>TBD</i>		<i>TBD</i>	
Total		\$	<i>22,150</i>	\$	<i>179⁰⁰ / 148⁰⁰</i>

*per
Issue*

Mailing Specifications:

- Simplified mailing provided list of approximately 100,000 -150,000 addresses
- Vendor to provide carrier route numbers, counts and paps to the contact person each July to enable District to define mailing areas.
- To be standard career route pre-sorted bulk mailed, using Mt. Diablo Adult Education permit
- Printer will be responsible for delivery of final product to mailing house

Special Instructions:

- Provide estimated postage costs.
- Actual print quantity will be dependant upon the final mailing list.
- Please add any additional comments or pricing as attachments and submit back with this bid.

MAIL SERVICES PRICING		100,000	Additional 1,000
Use of bulk rate permit		N/C	N/C
Estimated standard bulk postage rate		\$0.076 each	
Other Fees (specify)		None	
Other Fees (specify)			
Total	125,000 @ 0.076	\$9,500 ⁰⁰ Postage @ 76 ⁰⁰	per issue

FINAL BID SUMMARY

<u>PRINTING</u>	<u>MAILING</u> <i>services</i>	<u>GRAND TOTAL</u>
\$ 86,665	\$ <i>Incl.</i>	\$ 86,665

Bidder to include Grand Total on Bid Form

Postage is not included as the Adult school has its own postal account with USPS out of Concord.