

CITY OF MIDDLETOWN
ONE DONHAM PLAZA
MIDDLETOWN, OH 45042
(513) 425-7832

Date: February 11, 2009
Bid Reference No. 09-03
Bid Opening: Tuesday, February 24, 2009
@ 11:00 a.m.

Please quote the delivered price on all or any part of the material listed on this Price Inquiry Form. **THIS IS AN INQUIRY FOR PRICES -- NOT AN ORDER.** Unit price and extension must be shown. Mail quotations to the above address and endorse envelope "Bid Reference No. 09-03." Bids must be received by the bid opening time shown above.

50 ea. Printing of 2009 City of Middletown Budget Books, per attached specifications \$_____ \$_____

** TERMS: _____% cash discount if paid within _____ days from delivery, Net _____ days.

** DELIVERY: To destination shown below. Completed within _____ days of receipt of order.

The undersigned agrees to furnish the above materials on which prices are quoted delivered to City of Middletown Finance Office, One Donham Plaza, Middletown, OH 45042, in accordance with City of Middletown requirements and at the prices specified.

Company Name: _____

Signed: _____

Address: _____

City/State/Zip: _____

Telephone No. _____ Fax No. _____

E-mail Address: _____

Date: _____

** As delivery and cash discount payments may be a deciding factor in the award of an order, it is important that bidders furnish the information requested above.

GENERAL CONDITIONS

1. The City Manager reserves the right to reject any or all bids, and unless otherwise specified by the bidder, to accept any item in the bid. In case of error in extending the total amount of the bid the unit prices the will govern.
2. Unless otherwise stated in the bid by the bidder, time, in connection with discount offered, will be computed from date of delivery of the supplies or services to carrier when final inspection and acceptance are at a point of origin, or from date of delivery and acceptance at destination when final inspection and acceptance are at this point, or from date correct bill or claim voucher properly certified by the contractor is received if the latter date is later than the date of delivery and acceptance.
3. In case of default by the bidder or contractor, the City of Middletown may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.
4. Prices should be stated in units of quantity specified.
5. Prices quoted unless otherwise stated by bidder, will be considered as being based on delivery to destination as designated and to include any charges for packing, crating, containers, etc. and being in strict accordance with specifications as shown.
6. Wherever a reference is made in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number, the bidder, if awarded a contract will be required to furnish the particular item referred to in strict accordance with the specifications or description unless a departure or substitution is clearly noted and described in the proposal by the bidder.
7. The bidder, if awarded an order or contract, agrees to protect, defend and save harmless the City against any demand for payment for use of any patented material, process, article or device, that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and he further agrees to indemnify and save harmless the City from suits or actions of every nature and description brought against it for, or on account of any injuries or damages received or sustained by any party or parties, by or from any of the acts of the contractor, his servants, or agents.
8. Samples, when requested, must be furnished free of expense prior to the opening of bids and, if not destroyed, will, upon request, be returned at the bidder's expense.

INSTRUCTIONS TO BIDDERS

1. Each bid must be signed by the bidder with his usual signature. Bids by partnerships must be signed with the partnership name by one of the members of the partnership, or by an authorized representative, followed by the signature and title of the person signing. Bids by corporations must be signed with the name of the corporation, followed by the signature of a person authorized to bind it in this matter.
2. Proposals, to receive consideration, must be received prior to the specified time of closing as designated in the invitation.
3. Envelopes must be sealed when submitted.
4. Separate proposals must be submitted on each reference number.
5. Proposals having any erasures or corrections thereon will be rejected unless explained or noted over the signature of the bidder.
6. Bidders may submit proposals on any one or group of items, provided, however, that the unit price is shown as requested.
7. References in the specification or in describing the material, supplies or services required, of a particular trade name, manufacturers' catalog or model number are made for descriptive purposes to guide the bidder in interpreting the type of material or supplies or nature of the work desired.

They should not be construed as excluding proposals on other types of materials and supplies or of performing the work in a manner other than specified.

However, the bidder's attention is called to paragraph six of the General Conditions as shown above, which must be strictly adhered to.
8. Proposals should be mailed or delivered to the City Purchasing Office, second floor, City Building, One Donham Plaza, Middletown, OH 45042.

CITY OF MIDDLETOWN
AFFIDAVIT FOR DELINQUENT PERSONAL PROPERTY TAX

_____, being first duly sworn says that he is the _____

of _____, which company is submitting a bid

to the City of Middletown for _____

on _____. (date)

Affiant says that no personal property taxes are currently due to Butler/Warren County, Ohio, as of the date of said bid.

SWORN TO AND SUBSCRIBED before me, a notary public this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____.

(ORC 5719.042)

Budget Book Printing
Bid 09-03

CITY OF MIDDLETOWN
AFFIDAVIT

RELATIONSHIP TO CITY OFFICIALS OR EMPLOYEES TO BE SIGNED BY AN OFFICER OF BIDDER

STATE OF OHIO

COUNTY OF _____,ss

_____ (name and title) being first duly sworn says that he/she is related by blood or marriage to the following City of Middletown officials or employees _____
(if none, write in "none")

Affiant further states that he/she knows of no person in his/her company who is related by blood or marriage to any City of Middletown official or employee, except the following:

<u>Name of Company Person</u>	<u>Relationship</u>	<u>City Official or Employee</u>
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_____	_____	_____
_____	_____	_____

(If none, write "no exception")

Further affiant saith not.

(Signature)

(Title and Company Name)

(Address)

SWORN TO AND SUBSCRIBED before me a notary public this _____ day of _____, 20_____.

Notary Public

My Commission expires _____, 20_____.

CITY OF MIDDLETOWN

Specifications Budget Book Printing

1.0 SCOPE

The City of Middletown is actively seeking proposals from printers to print 50 copies of the City's 2009 Budget Book.

It is the intent of these specifications to describe a printer for the Department of Finance in sufficient detail to obtain bids from several printers.

While the purpose of this specification is to indicate certain minimum requirements, it is not the intent to exclude any bids, but is written to ensure the City of Middletown a printer most suitable for its requirements.

2.0 EXCEPTIONS

The bidder shall list on a separate sheet of paper, titled "Exception(s) to the Bid Conditions and Specifications," any variations from or exceptions to the conditions and specifications of this bid. It will be the determination of a representative of the City of Middletown to decide what is or is not important in any variation or deviation of bid.

Whereas alternate features, additions, or deletions to the specifications will be given due and utmost consideration, they shall be clearly outlined by the successful bidder. Failure to comply may disqualify bid.

3.0 PRICE AGREEMENT

All prices must be firm for thirty (30) days.

Terms are to be listed on the proposal page.

All prices quoted are to include freight and any other charges for delivery to the City of Middletown, Finance Department, One Donham Plaza, Middletown, OH 45042.

4.0 AWARD CRITERIA

In making an award, the City of Middletown will evaluate the bids received considering such facts as listed below, as well as other factors which are considered pertinent:

- 4.1 Compliance with specifications
- 4.2 References
- 4.3 Delivery time
- 4.4 Total delivered net price
- 4.5 Availability of quick response to service requests
- 4.6 Bidder past history in performance

The City of Middletown reserves the right to reject any or all bids, to waive technicalities or informalities, and to accept any proposal deemed to be in the best interest of the City of Middletown.

5.0 OVERRUNS AND UNDERRUNS

No overruns or underruns will be accepted.

6.0 FREIGHT

All price quotes shall be submitted with freight costs included.

7.0 DELIVERY

Delivery must be made to the City of Middletown, Department of Finance, One Donham Plaza, Middletown, OH 45042.

Delivery time shall be stated on page 1 of this proposal.

8.0 INVOICE

The final invoice shall be mailed to the City of Middletown, Finance Department, One Donham Plaza, Middletown, Ohio 45042, upon successful delivery of the budget books.

9.0 SAMPLES

Bidder must be prepared to submit samples of the paper to be used if so requested by the City Purchasing Agent.

10.0 ADDITIONAL SERVICES

The City recognizes that the vendors participating in this bid may have a great deal of expertise at their disposal concerning the mechanics of this bid. Other services or benefits not specifically mentioned in these specifications which the vendor may be able to provide to assist Purchasing and Finance will also be considered in the bid evaluation. If applicable,

please submit a complete description of these extra services or benefits on company letterhead and submit with the bid.

11.0 SUBMISSION OF BIDS

All bids must be received in the Purchasing Office, no later than 11:00 a.m., Tuesday, February 24, 2009. Envelopes must be clearly marked, "2009 Budget Book, Bid 09-03." Bidders should take caution if U.S. Mails or other carriers are to be used for submission of bids. Mailing should be made in sufficient time for bids to arrive at the City Purchasing Office prior to the time and date specified above.

12.0 CONTACT PERSON

Please provide name and telephone number of contact person:

Name: _____ Phone No.: _____

13.0 ADDITIONAL INFORMATION

Additional information needed in the preparation of the bid package may be obtained by contacting Cindy Strayer, City of Middletown Purchasing Agent, 513/425-7832, or Joyce O'Connor, 513-425-7904.

Technical Specifications
Printing of 2009 Budget Book

1.0 SCOPE

The City of Middletown is seeking a printer to print the City's 2009 budget book. This book is used both internally, as well as by outside customers. The book has 421 pages, and is printed front and back. The City will provide the data on a CD in .pdf format.

2.0 PAPER

The cover (front and back) is 80# linen cover stock, in a standard color to be determined. The inside pages are to be printed on 80# Finch opaque smooth text weight stock.

3.0 INK

The cover will have a 4-color design on the front. There will be approximately 35 pages with 4-color ink; the rest of the pages will be printed in black ink.

4.0 TABS

There are 12 mylar tabs, which are labeled on both sides

5.0 BINDING

The book shall be bound with a plastic coil spine, standard 4:1 pitch.

6.0 PREVIEW

The 2008 budget book is available in the Finance Office, if vendors need to see a copy. The formatting, printing, etc., of the 2009 budget book is essentially the same as the 2008 book.