



CITY OF CERRITOSSM

CIVIC CENTER • 18125 BLOOMFIELD AVENUE
P.O. BOX 3130 • CERRITOS, CALIFORNIA 90703-3130
PHONE: (562) 860-0311 • CERRITOS.US



CITY OF CERRITOS NOTICE TO BIDDERS

Project Identification: **PRINTING OF THE 2025 CERRITOS COMMUNITY CALENDAR, BID NO. 1555-24**

Project Description: Printing of Cerritos Community Calendar: 19,820 four-color copies of 32 pages plus cover.

Project Specifications: A copy of the General Descriptions and Conditions and Agreement can be obtained by calling Acting Public Information Manager Andrew Baumgartner at 562-916-1320, during regular business hours (Monday through Friday, 8:00 a.m. to 5:00 p.m., weekends and observed holidays excepted). Notifications, updates, and addenda will be posted on the City's bid page at: www.cerritos.us/BUSINESSES/bid_and_contract_opportunities/bid_listings.php. (After August 27 please visit City's new website at cerritos.gov/bids). Bidders shall be responsible for monitoring the site to obtain information regarding the solicitation. Failure to respond to required updates may result in a determination of a nonresponsive proposal.

Questions regarding this Request for Bids should be directed to:
Acting Public Information Manager Andrew Baumgartner at 562-916-1320.

Sealed Bids must be received on or before: **11:00 a.m., Wednesday, September 11, 2024**

Place of Sealed Bid receipt: **The sealed bid submission must be physically received in the:**
Office of the City Clerk, 1st Floor,
18125 Bloomfield Avenue, Cerritos, CA 90703.

It is the responsibility of the bidder to ensure that the bid is received in the appropriate location by the deadline. Bids not received in the Office of the City Clerk/Treasurer by the deadline provided will not be considered.

Sealed Bids must be marked: **"BID FOR THE PRINTING OF THE 2025 CERRITOS COMMUNITY CALENDAR - DO NOT OPEN"**

All bids shall be made on the form furnished by the City and shall be opened and publicly read aloud at the above-stated time in the Office of the City Clerk of the City of Cerritos, City Hall.

Any requests for information regarding opened bids shall be directed to the Office of the City Clerk via a formal Public Records Act request. The City has determined that opened bids are confidential and therefore the negotiations process outweighs the public interest in prematurely disclosing such records. (Gov. Code § 7922.000).

The City reserves the right to reject any and all bids, or portions thereof, or to waive any informality or irregularity in a bid to the extent allowed by law.

By order of the City of Cerritos.

Dated/Posted/Published: Friday, August 23, 2024

**CITY OF CERRITOS
PRINTING OF THE 2025 CERRITOS COMMUNITY CALENDAR
BID NO. 1555-24**

GENERAL DESCRIPTION AND CONDITIONS

1. TIME, PLACE AND METHOD FOR BID SUBMISSION

Bids shall be presented in a sealed envelope bearing the name, address and telephone number of the vendor submitting the bid. Bids must be received at the Office of the City Clerk of the City of Cerritos no later than **11:00 a.m., Wednesday, September 11, 2024.**

No amendments, additions or alterations will be accepted. No oral, telephonic, telegraphic or facsimile bids or modifications of bids shall be considered.

Bids are to be plainly marked on the outside of a sealed envelope with the notation:

"DO NOT OPEN - BID"
Printing of the 2025 Cerritos Community Calendar
Bid No. 1518-23
ATTN: CITY CLERK
City of Cerritos
18125 Bloomfield Avenue
P.O. Box 3130
Cerritos, CA 90703

Each bid shall be in a separate sealed envelope with the above information clearly indicated on the outside of the envelope.

The bid submission must be received in the Office of the City Clerk, 1st Floor, 18125 Bloomfield Avenue, Cerritos, CA 90703. It is the responsibility of the bidder to ensure that the bid is received in the appropriate location by the deadline. Bids not received in the Office of the City Clerk by the deadline provided will not be considered.

2. AWARD OF CONTRACT

The bidder's signed bid and a written acceptance by the City in the form of a Purchase Order shall constitute a contract. No formal contract agreement or bonds are required.

Award will be made on the determination of the lowest responsible bid which is most advantageous to the City. Award will be made after a thorough evaluation of all bids received.

The vendor's ability to produce the quality of calendar desired by the City will be a factor considered in awarding this bid. To assist the City in determining the quality of work the vendor is able to perform, at least one printed sample that illustrates a similar four- to seven-color, inline gloss varnish process must be submitted with all bids received for evaluation by the City.

Travel time, distance and related costs will also be considered in the award of this bid as the City's representative must perform a press check of each signature/form during regular business hours.

Bids which meet the deadline and quality requirements at the most efficient price will then be evaluated by the City to determine the lowest responsible bidder. Bid price must be guaranteed by printer for 120 days after bid opening on Wednesday, September 11, 2024.

When quoting, indicate the lowest and best possible price, delivery time, maximum discounts, terms, and F.O.B. point and shipping charges if applicable.

3. UNDERSTANDING OF REQUIREMENTS

All bids accepted by the City must be signed by an authorized representative of the bidder. The submission of a signed bid will be interpreted to mean that the bidder has thereby agreed to all conditions, instructions, descriptions and specifications contained herein. All samples submitted by the bidder in support of his/her bid shall become the property of the City of Cerritos.

4. WITHDRAWAL OF BIDS

Bids may be withdrawn by written notice received any time prior to the date and time specified for bid opening. Bids may be withdrawn in person by an authorized representative of the bidder.

After the bid opening, no bid may be withdrawn or revoked for a period of 120 calendar days from the bid opening date.

5. RIGHT TO REJECT BIDS

The City reserves the right to reject any or all bids or portions of any and all bids. Non-compliance with any of the conditions and instructions stated herein may result in the rejection of the bid. The City may also reject bids based on a bidder's past performance for issues such as insufficient quality, non-responsive customer service or failure to meet deadlines.

6. ALTERATIONS

Alterations shall mean work performed in addition to the original specifications. Documentation of customer changes must be noted on any invoice provided to the City. The City must approve, prior to printing, any changes to the attached printing specifications.

7. PENALTY CLAUSE

The City reserves the right to impose a penalty fee of up to 10 percent of the total cost of the job upon the completion of the job if the printing, binding or delivery of the calendar deviates from these specifications.

8. OVER RUNS AND UNDER RUNS

City requires no less than the quantity specified nor shall the City pay for quantity over runs.

9. APPLICABLE TAXES

The City is exempt from Federal Excise Tax, but subject to California Sales Tax.

10. DISCOUNTS

Cash or term discounts will be considered when comparing bids; therefore if you offer a discount, indicate this on your bid.

**CITY OF CERRITOS
PRINTING OF THE 2025 CERRITOS COMMUNITY CALENDAR
BID NO. 1555-24**

PRINTER REFERENCES FORM

THIS COMPLETED FORM MUST BE RETURNED WITH BID.

Date completed _____

Printing company _____

Address _____

City, state, zip _____

Contact _____ Title _____

Phone _____ Email: _____

Previous customer reference for similar job

1. Name of Company/Agency: _____

Contact Person: _____ Contacts Title: _____

Address: _____

Phone Number: _____ Email: _____

2. Name of Company/Agency: _____

Contact Person: _____ Contacts Title: _____

Address: _____

Phone Number: _____ Email: _____

3. Name of Company/Agency: _____

Contact Person: _____ Contacts Title: _____

Address: _____

Phone Number: _____ Email: _____

Comments:

**CITY OF CERRITOS
PRINTING OF THE 2025 CERRITOS COMMUNITY CALENDAR
BID NO. 1555-24**

PRINTING SPECIFICATIONS

SCOPE OF WORK:

The City shall provide a print-ready PDF to the contractor on **Monday, October 14, 2024**. Press checks are to be conducted from **Tuesday, October 22 through Friday, October 25, 2024**. The contractor shall furnish all equipment, labor, materials and pre-press capabilities necessary to print and deliver the City of Cerritos 2025 Community Calendars by **Tuesday, November 12, 2024**. **Bids from print brokers will not be accepted.**

CALENDAR

QUANTITY: 19,820 (no chargeable overs)

SIZE: 18 1/2" x 12 1/4" sheet, folds to 9 1/4" x 12 1/4"

NO. OF PAGES: 32 pages plus cover

STOCK: Cover: 95# Topkote Dull Cover (FSC)

Text: 100# Topkote Dull Book (FSC)

OR EQUIVALENT (Sample sheets must be provided with bid submission. A sample piece printed on proposed stock also is requested if possible.)

FORMAT: Saddle-stitched (3, 23-gauge stitches) on the 12 1/4" way, trimmed, drill one 3/16" hole along 12 1/4" way.

INK & VARNISH: Cover/Interior: 7/7, bleeding, tight register, heavy ink coverage (4-color process, Pantone 2415 and 364, and inline spot gloss varnish).

ARTWORK: To be provided by the City as a print-ready PDF on disc or uploaded to vendor ftp site.

All knockouts, traps and spreads to be performed by printer with 175 minimum line screen.

The printer is to review the artwork and determine if a "bump screen" is required behind the heavy solid ink coverage on the calendar's cover and introductory pages (1-6).

Varnish in files will be indicated with Pantone Yellow 012.

The printer must inspect the files upon receipt. Any problems with the files that would mandate press delays, or additional costs, must be reported immediately to the City, and prior to pre-press output and the job being placed on the press.

PROOFS: The selected printer must provide a full set of match proofs for review by the City and its graphic designer.

PRESS CHECKS: Press check of each signature/form by City's representative is required. Press checks must be held between the hours of 8 a.m. and 5 p.m., Monday through Friday.

PRE-PRESS: Printer's pre-press department must have an expert level of color correction capability to work with high resolution photos.

PRESS: The printer must use a direct-to-plate process.

The printer must use a minimum of a six-color, in house, offset lithography, sheet-fed printing press. The entire calendar, cover and interior pages must be printed at the same location.

BINDERY: All bindery is to be handled on the premises of the printer that is awarded the contract and is not to be handled by a subcontractor.

DELIVERY: The delivery is to be split between two locations on Tuesday, November 12, 2024.

2,170 copies (**packaged in boxes with a maximum of 70 copies per box**) to:

Cerritos Corporate Yard
(Deliveries accepted from 8 a.m. to 2:30 p.m.)
16540 Marquardt Ave.
Cerritos, CA 90703
(562) 916-1320
ATTN: Communications Division

17,650 copies (**packaged in boxes with a maximum of 70 copies per box**) to a delivery company in Southern California that is to be determined.

SAMPLE: The 2024 Cerritos Community Calendar is enclosed as a sample.

**CITY OF CERRITOS
PRINTING OF THE 2025 CERRITOS COMMUNITY CALENDAR
BID NO. 1555-24**

BID PRICE FORM

THIS COMPLETED AND SIGNED FORM MUST BE SUBMITTED WITH BID
(Type or Print)

<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
19,820	City of Cerritos 2025 Community Calendar with inline spot gloss varnish	\$
	Tax (9.5%)	\$
	Delivery	\$
	GRAND TOTAL	\$

TERMS: _____ DISCOUNTS: _____

_____ **Acknowledgement of the Tuesday, November 12, 2024 deadline**
[initials]

The undersigned has read, understands and agrees to all terms, conditions, requirements and specifications stated herein. By signing this document, I attest that I am authorized to contractually bind the company listed, and will meet the bid requirement as specified if awarded a contract.

VENDOR NAME: _____

ADDRESS: _____

PHONE: _____ FAX _____

EMAIL: _____

AUTHORIZED BY: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

END OF PAGE