DETAILED SPECIFICATIONS PRINTING SERVICES

1.0 INTENT

1.1 It is the intent of the Township of Monroe to enter into a contract with the lowest responsible and responsive qualified bidder to provide Printing Services for the Township, as described in these specifications.

1.2 Each bidder shall thoroughly familiarize themselves with all the required printed materials described in this bid package. There is a sample book available for inspection, by appointment. Please call (732) 521-4400 ext. 158 if you have any questions.

1.3 The Township has made every effort to provide accurate written descriptions of each required printed item. However, there may be cases where descriptions are lacking information, or are incorrect in some aspect. It is the bidder's responsibility to use written descriptions along with the inspection of forms in the sample book to determine actual form specifications. When written descriptions differ from samples provided, the sample shall prevail.

1.4 Any Township department may use any line item for its purposes.

2.0 SCOPE OF WORK

2.1 Bidder shall provide professional printing services of materials shown in, but not limited to, these specifications and the sample book.

3.0 SAMPLE BOOK

3.1 A sample book has been assembled to assist bidders in determining the scope and skill level of printing required by the Township.

3.2 **The sample book will be available for inspection, by appointment only with Jeffrey Mogila, between the hours of 9:00 am to 2:00 pm Monday through Friday, excluding holidays.**

3.3 Each sample in the sample book has a corresponding number assigned to the same *line* number on the pricing proposal section in OpenGov.

3.4 The sample book contains actual printed materials that may be required. In addition, it is also designed to be representative of work that may be required. The book may show one sample of a particular form however numerous different forms may be required for that category of printing.

4.0 MINIMUM BIDDER QUALIFICATIONS & REQUIREMENTS

4.1 By submitting this bid, and subsequently entering into this contract, bidder is certifying that the bidder maintains or has access to the necessary and properly trained and qualified staff, tools and equipment required provide the printed materials in accordance with these specifications and contract.

5.0 DISCONTINUED ITEMS

5.1 If for any reason any specified item becomes unavailable to the vendor through their regular sources, the vendor shall make attempts to acquire such materials from alternate sources. If no source is found, vender shall assist the Township in finding an alternate acceptable replacement. If the Township is aware of an alternate source, they will provide that information to the printer.

6.0 BID PROPOSAL

6.1 The bid proposal pages contain places for year one and two bids. Bidders shall:

a. Enter unit prices for year one and year two for every line item.
b. Multiply the quantity times the unit price and extend each line for year one and year two.
c. Type those totals in the spaces provided.
d. Fill out Proposal Total/Signature Page (#7 in Vendor Questionnaire on OpenGov)
e. If contract is extended, the pricing bid for year (2) two shall apply to year (3) three.

6.2 The unit prices bid shall include all compensation for the provision of the item.

6.3 The Printing is broken into two types - General Printing (Groups A & B, to be awarded together) and Specialty Printing (Group C). Bidders must bid all line items in the group(s) (A and B and/or C) they are bidding. If a single bidder wins Group A&B *and C*, a single contract will be awarded. If not, contracts will be awarded to the winner of Group A&B, *and* to the winner of C.

6.4 The bidder, by submitting this proposal, certifies that he has carefully examined the Bidders Information and Specifications/Sample Book, and fully understands the requirements, conditions, and terms contained therein.

7.0 SUBCONTRACTING OF WORK

7.1 The subcontracting of work shall be permitted. However, the contract is between the bidder and the Township. Under all circumstances, the Bidder is considered the contractor, and shall be responsible for all aspects of the work and actions of the subcontractor. All terms and conditions applying to the bidder, shall thusly apply to any and all subcontractors. The bidder is solely responsible for the work performed by their subcontractor.

7.2 The Township shall only pay the bidder directly, and never the subcontractor.

8.0 CONTRACT

8.1 This bid will be an open-ended contract, with no minimum order quantities guaranteed.

8.2 The OWNER has attempted to identify the item(s) and the estimated amounts of each item bid to cover its requirements; however, past experience shows that the amount ordered may be different than that submitted for bidding. The right is reserved to decrease or increase the quantities specified in the specifications pursuant to **N.J.A.C. 5:34-4.9. NO MINIMUM PURCHASE IS IMPLIED OR GUARANTEED**

8.3 The Contractor shall be responsible for obtaining any applicable permits or licenses from any government entity that has jurisdiction to require the same. All bids submitted shall include this cost in the bid price agreement.

8.4 Upon receipt of written notice of the acceptance of this Bid, the Bidder(s) will execute the formal Contract attached within ten (10) days and deliver insurance certificates and any other documents as required in the Specifications.

8.5 The term awarded under this contract shall be for two (2) one-year periods. An award for an additional one (1) year extension will be based on the satisfactory completion of the prior years' contract, the availability of funds, and if deemed in the best interest of the Township. The one (1) year extension may be awarded with the approval of the Business Administrator and the written consent of the Contractor. The same terms and conditions shall apply to this extension. Pricing for the extension year shall be that of the second-year bid in the proposal pages. The Township reserves the right to terminate the second year of the first term if Bidder, in the opinion of the Township, does not meet the performance standards of these specifications.

9.0 WORK PERFORMANCE

9.1 Absolutely no work will be performed that has not been authorized. A purchase order shall be issued for each order. No payments will be made for unauthorized services.

9.2 All work performed shall be accomplished in an expert and expeditious manner.

9.3 If requested, the Township may require proofs to be approved prior to production. There shall be no cost to the Township for proofs.

10.0 SET-UP / ARTWORK

10.1 For all jobs where artwork (electronic or otherwise) is not provided to the printer, it shall be the responsibility of the printer to create said artwork. Any costs associated with this shall be incorporated into the unit prices bid in the proposal section.

11.0 DELIVERY OF PRODUCT

11.1 It is the responsibility of the vendor to deliver product within the timeframe promised when order was placed. All shipping and handling charges shall be borne by the vendor.

12.0 HIGH RESOLUTION PDF FILE

12.1 For every individual job performed, the vendor shall provide an electronic high resolution PDF file to the Purchasing Office of the job. This may be done via email. Payment will not be made until said file is provided. This will allow the Township to assemble an electronic printing job library for future use.

13.0 QUALITY and ACCEPTANCE OF WORK

13.1 Any inferior or defective work found will be corrected at the expense of the Contractor.

13.2 All work shall be performed to accepted industry quality standards.

13.3 If any printed material does not meet or exceed normal industry standards, it shall be returned to the Bidder to re-do. Before payment is issued for any work completed under this contract, said work

will be examined by the ordering department and the Purchasing Department's satisfaction. Determination of quality/standards shall be at the discretion of the Township Purchasing Dept.

13.4 In order to maintain quality standards, all forms for which artwork is not provided to the printer must be created from scratch. Shooting or scanning of existing forms IS NOT an acceptable method of creating an acceptable master to duplicate.

14.0 ADDITIONAL WORK

14.1 When additional printing work is required for the Township, but does not fall into one of the categories listed, the vendor shall be asked to provide a quotation. Said additional work pricing shall be commensurate with like or similar printed material on their proposal sheet.

15.0 PAYMENT

15.1 Payment to the Bidder (only) will be made in accordance with standard Township procedures, only after the order has been delivered, accepted, and the signed purchase order is received with the invoice.

15.2 The unit price bid in each line item of the proposal page shall be considered full compensation for set-up, printing, shipping, handling, and any other work associated with any printing order. It is understood that the bidder has incorporated all costs and profit into the unit price bid for each line item. No additional fees will be paid for these items.

15.3 The Township reserves the right to withhold or reduce any payments due the contractor for any and all expenditures incurred by the Township to perform or correct any services not properly performed by the contractor.

16.0 EXCEPTIONS AND/OR DEVIATIONS FROM SPECIFICATIONS

16.1 All deviations or exceptions from the specifications must be clearly enumerated and listed on the sheet (#23 "Exceptions and/or Deviaitons" in Vendor Questionnaire on OpenGov); otherwise services provided shall be in conformance to the specified requirements.