



**CITY OF TAYLORSVILLE  
REQUEST FOR PROPOSALS  
FOR PRINTING SERVICES**

**GENERAL INSTRUCTIONS**

**DUE: SEPTEMBER 23, 2011 @ 3:00 P.M.**

The City of Taylorville will accept proposals for **PRINTING SERVICES** for the purpose of printing the City's letterhead stationery, business license forms, police forms, court forms, envelopes, and business cards.

**1. PREPARATION OF PROPOSALS**

- a. Submit proposals using the enclosed **PROPOSAL FORM** that accompanies this request. All proposals shall be submitted in a clear, concise and legible manner to permit proper evaluation of responsive proposals. Any corrections, erasures or other changes to a proposal shall be initialed by the proposer.
- b. You may also submit under separate cover with your proposal, any samples of reports and documents that are necessary to meet the requirements of this request should a purchase order be awarded.
- c. No oral, telephonic, or faxed quotes shall be considered. Corrections, deletions, or additions to proposals may be made by sealed correspondence provided that correspondence is received prior to the designated due date and time noted above. No telephone corrections, deletions, or additions will be accepted.
- d. The City reserves the right to reject any or all bids, and to waive any or all formalities in connection therewith.

**2. PROPOSAL SUBMISSION**

- a. Proposals are to be submitted in a sealed envelope and addressed as follows:

Attention: Patricia Kimbrough  
Request for Proposals  
City of Taylorville  
2600 West Taylorville Blvd.  
Taylorville, Utah 84118

**(PLEASE INCLUDE THREE COPIES OF YOUR PROPOSAL)**

- b. Please be advised that the person signing the proposal must be authorized by your organization to contractually bind your company with regard to prices and related contractual obligations for the subject project.

**3. DUE DATE**

a. Proposals shall be received by the City of Taylorsville before or on September 23, 2011 at 3:00 p.m. No late proposals will be accepted.

**4. CITY OPTIONS**

a. The City of Taylorsville reserves the right to reject any and all proposals and does not bind itself to accept the lowest quote. The City reserves the right to ask for new quotes in whole or in part, or to reject any or all quotes, or any part thereof, and to waive any requirements, irregularities, technical defects or service therein when it is deemed to be in the best interest of the City. The City anticipates selecting one or more of the responding Proposers, but there is no guaranty that any responding Proposer will be selected. Responses will be placed in the public domain and become public records subject to examination and review by any interested parties in accordance with the Government Record Access Management Act (UTAH CODE ANN. § 63-2-101, *et seq.*).

b. If a proposal does not meet or better the required specifications and requirements requested on all points that must be outlined in a letter attached to the quote, otherwise it will be presumed that the quote as proposed is in accordance with the required specifications.

**5. TAXES**

a. All purchases made by the City of Taylorsville, and associated with the award of this requirement shall be tax exempt. Any taxes must not be included in the prices. A City Tax Exemption Certificate shall be furnished upon request.

**6. PRICING**

a. Special consideration will be given to responses with extended firm price dates. The City is always interested in any and all cost reduction opportunities.

b. You are requested to quote on any or all items. The City reserves the right to make awards on an item-by-item base or as a total award.

c. The City reserves the right to order in amounts on an as needed basis.

d. If/when discounts for multiple unit pricing are available, you may submit quotes for multiple unit orders in addition to the unit pricing requested on the Proposal Form. Multiple unit quotes shall be submitted as a separate attachment to the quote.

**7. HOLD HARMLESS CLAUSE**

Proposer agrees to indemnify, hold harmless and defend the City from and against any and all liability for loss, damage or expense which the City may suffer or for which the City may be held liable by reason of injury, including death, to any person or damage to any property arising out of or in any manner connected with the operations to be performed under an agreement with the City, whether or not due in whole or in part of any act, omission or negligence of the City or any of his representatives or employees.

**8. WORK REGULATIONS AND STANDARDS**

All work activities performed in association with this request must be performed and completed for the City in accordance with current Federal and State and Local regulations. All services performed shall also conform to the latest OSHA standards and/or regulations.

**9.. DELIVERY**

Additional charges for delivery (if any) are to be quoted on the Proposal Form.

**10. INQUIRIES**

a. All inquiries regarding this request shall be answered up to the close of business on September 20, 2011 after which time no additional questions will be accepted. To ensure consistent interpretation of certain items, answers to questions the City deems to be in the interest of all proposers will be made available on the City website at [www.taylorsville.ut.gov](http://www.taylorsville.ut.gov). Inquiries may be directed via email to Patricia Kimbrough at [pkimbrough@taylorsvilleut.gov](mailto:pkimbrough@taylorsvilleut.gov).

**11. INVOICES**

All invoices shall be sent to: Accounts Payable Department  
City of Taylorsville  
2600 West Taylorsville Blvd.  
Taylorsville, Utah 84118

CITY OF TAYLORSVILLE STATIONERY

DESCRIPTION OF STATIONERY ITEMS TO BE QUOTED

**PLEASE NOTE: *OUR NEW ZIP CODE IS 84129***

- 1. LETTERHEAD:**
  - a. #24 Beckett Cambric, White Linen with color logo and Black Lettering – See sample. (note zip code change to 84129).
- 2. SECOND SHEET:**
  - a. #24 Beckett Cambric, White Linen – See sample.
- 3. MATCHING ENVELOPE:**
  - a. Beckett Cambric, White Linen with color logo. Black lettering on return address – See sample. (note zip code change to 84129).
- 4. WINDOW ENVELOPES – BLACK AND WHITE:**
  - a. Window #10 Envelope – Printing in black. Black and white logo. See sample. (note zip code change to 84129).
- 5. WINDOW ENVELOPES - COLOR:**
  - a. Window #10 Envelope – Printing in black. Color Logo. See sample. (note zip code change to 84129).\*
- 6. BUSINESS CARDS:**
  - a. Color logo with black lettering. Website address in blue – See sample. (note zip code change 84129).
- 7. BUSINESS LICENSE APPLICATION:**
  - a. Black lettering and black and white logo. 3 part, white, yellow and pink. See sample. (note zip code change to 84129).
- 8. RESIDENTIAL RENTAL LICENSE APPLICATION:**
  - a. Black lettering and black and white logo. 3 part, white, yellow and pink. See sample. (note zip code change to 84129).
- 9. BUSINESS LICENSE:**
  - a. Black lettering. Three (3) colors of forms. Beige, grey, and blue. Perforated. See sample. (note zip code change to 84129).
- 10. #10 PEEL AND SEAL WINDOW ENVELOPES:**
  - a. #10 Window peel and seal envelopes with black and white logo. See sample. (note zip code change).
- 11. PEEL AND SEAL ENVELOPES:**
  - a. #10 envelopes with black and white logo. See sample. (note zip code change).

**Ink colors for City logo: gold, blue, black, and green.**

The above forms do not include all of the City's stationery. This is a sample listing of a few of our forms.

**PROPOSAL FORM  
CITY OF TAYLORSVILLE  
REQUEST FOR PROPOSAL (RFP)  
PRINTING SERVICES FOR THE CITY OF TAYLORSVILLE**

**DUE: SEPTEMBER 23, 2011 @ 3:00 P.M.**

**THE UNDERSIGNED AFFIRMS AND DECLARES** that this Proposal is executed by said proposer with full knowledge and acceptance of the Specifications, Requirements, Terms and Conditions contained herein and with complete understanding and full compliance with all requirements.

Price Shall Remain Firm to \_\_\_\_\_ 2011.

**Provide the following costs for PRINTING SERVICES:**

Item	Description	Quantity	Unit Price	Total Price
1.	Letterhead with Color Logo	5,000		
2.	Second Sheet for Letterhead	Per Ream		
3.	#10 Letterhead Envelopes with 4-Color Logo	5,000		
4.	#10 White Window Envelopes with Black/White Print and Black/White Logo	5,000		
5.	#10 White Window Envelopes with Black/White Print and Color Logo	5,000		
6.	Business Cards with Color Logo	Per 500		
7.	Business License Application (3 part)	5,000		
8.	Residential Rental License Application (3 part)	5,000		
9.	Business License Form in 3 Different Colors (grey, blue, beige).	5,000		
10.	#10 Window Envelopes – Peel and Seal with black and white logo	5,000		
11.	#10 Peel and Seal Envelopes with black and white logo.	5,000		
12.	Miscellaneous fees for lay out, first time fees, or production associated with any of the above forms/paper,etc.			

13. Number of days/weeks (*circle one*) for delivery of business cards \_\_\_\_\_

14. Number of days/weeks (*circle one*) for delivery of letterhead \_\_\_\_\_

15. Number of days/weeks (*circle one*) for delivery of envelopes \_\_\_\_\_

16. Number of days/weeks (*circle one*) for delivery of business license forms \_\_\_\_\_

The undersigned understands that the City may select all or any segregated services for the separate amount set forth. The undersigned represents that he/she is an authorized agent of the proposer and that this proposal is made in good faith, without collusion or connection with any other person or persons submitting proposals.

Respectfully Submitted This \_\_\_\_\_ Day of \_\_\_\_\_, 2011.

PROPOSER: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_