



Request for Bids

Print Services

May 2015

Las Virgenes Water District
4232 Las Virgenes Road
Calabasas, CA 91302
818-251-2115

Bids Due: June 4, 2015; 2:00 p.m.

Request for Information Deadline: May 28, 2015

Voluntary Pre-bid Job Sample Inspection (appointment required): May 19-20, & 26, 2015

District Contact: Gretchen Bullock, Buyer gbullock@lvmwd.com

Las Virgenes Municipal Water District Instructions to Bidders

1. **Introduction.** Each bidder and its bid shall comply with these instructions to bidders and the terms and conditions provided with the bid documents.
2. **District Contact.** During the bid process the District contact will be the District Buyer: Gretchen Bullock, CPPB, 4232 Las Virgenes Road, Calabasas, CA 91302, gbullock@lvmwd.com e-mail, 818-251-2115 phone. Any questions, technical or otherwise, pertaining to this bid must be submitted in writing and directed only to the listed District contact. Bidders, their representatives, agents or anyone else acting on their behalf are specifically directed NOT to contact any District employee, board member, or other agency associate for any purpose related to this request for bid other than as directed above. **Contact with anyone other than as directed above may be just cause for rejection of bid.**
3. **Bidder Registration.** To receive direct e-mail notifications of addendum(s), request for information responses, and other communications regarding this bid bidders may register with the District contact via e-mail at gbullock@lvmwd.com. Insert the bid name **"Print Services"** in subject line and provide: bidder name, contact person, e-mail, address, and phone number. The District is not responsible for lost or misdirected e-mail communications.
4. **Requests for Information and Notifications.** All requests for information (RFI) regarding this bid must be directed to District Contact listed above and received in writing no later than May 28, 2015. Requests will be addressed within 2 business days of receipt. At the end of the RFI period a summary of all RFI and responses will be posted at <http://www.lvmwd.com/i-want-to-do-business-with-lvmwd/non-public-works-formal-bids>. **It is the bidder's responsibility to ensure they access and review any RFI responses and resulting addendum(s) posted.** The District is not responsible to notify individual potential bidders of the availability of RFI responses and/or resulting addendum(s) beyond this notice. The District is not responsible for lost or misdirected e-mail communications. Other than directing a bidder to a specific segment of the bid documents, questions received after the RFI period has ended will not be answered.
5. **Submission of Bids.** Sealed bids are to be submitted only on the prescribed Las Virgenes Municipal Water District Bid Forms included as part of this bid package and described in the Request for Bids and must be submitted in hard copy format with a wet signature. **Bid submission deadline is Thursday, June 4, 2015; 2:00 p.m.** Bids shall be addressed and delivered to: Las Virgenes Municipal Water District, Attn: Gretchen Bullock, 4232 Las Virgenes Road, Calabasas, CA 91302, and clearly marked **"Sealed Bid—Print Services"** on outside of envelope. **FAXED OR E-MAILED BIDS WILL NOT BE ACCEPTED UNDER ANY CIRCUMSTANCES.** Bidders are required to submit the following information with their bid:
 - a. Completed Bid Form-Schedule (16 pages)
 - b. Qualifications Page
 - c. Reference PageBid forms can be downloaded from the District's web site <http://www.lvmwd.com/i-want-to-do-business-with-lvmwd/non-public-works-formal-bids>.
6. **Modification of Bids.** A bidder may modify its bid by written communications provided such communication is received by the District prior to the closing time for receipt of bids. The written communication must not reveal the bid price but should state the addition or subtraction or other modification in such a manner that the District will not know the final prices or terms until it opens the sealed bid.
7. **Withdrawal and Return of bids.** Bids may be withdrawn without prejudice by written or telegraphic requests received from the bidder prior to the time for opening of bids, and bids so withdrawn will be returned to bidders unopened. Any bid received after the bid submission deadline shall be returned to the bidder unopened.
8. **Discrepancies.** In the case of discrepancy between unit prices and extended totals, unit prices will prevail. In the case of discrepancy between words and figures, words will prevail.
9. **Award of Bid.**

- a. The District reserves the right to accept or reject any and all bids during the time for awarding the contract, and to waive any informality or irregularity in any bid. The District may reject any bid that does not comply with these instructions or other bid documents.
- b. Award shall be made on a comprehensive basis by category.
- c. The award of the bid, if it is awarded, shall be to the lowest responsible responsive bidder whose bid complies with the requirements of the bid documents. Bidder responsibility is determined solely by the District.
- d. It is expected that bids will be considered by the District at the regularly scheduled Board Meeting on June 23, 2015. Notice of Award, if any, will occur within seven business days following the meeting. Accompanying the District's Notice of Award will be a purchase order. The successful bidder will be required to send an order acceptance to the District within seven days following receipt of Notice of Award. Failure to do so shall be just cause for annulment of the award. In the event of failure of the lowest responsible responsive bidder to provide order confirmation to the District, the District may award to the next lowest responsible responsive bidder.

10. Insurance Requirements. District may require Bidder, at its' sole cost and expense, to procure and maintain for the duration of the project the following types and minimum limits of insurance:

Type	Limits	Scope
General Liability (GL)	\$1,000,000 per occurrence/ \$2,000,000 aggregate	At least as broad as ISO occurrence from CG 0001
Product Liability	\$1,000,000 per occurrence/ \$2,000,000 aggregate	
Automotive Liability	\$1,000,000 per accident	At least as broad as ISO CA 0001 (code 1, any auto)
Workers Compensation	CA Statutory limits	
Employers' Liability	\$1,000,000 per occurrence	

- a. The general and automobile liability policy(ies) shall be endorsed (consistent with Ins. Code 11580.04) to name District, its officers, employees, and agents as additional insured regarding liability arising out of the Work. Bidder's coverage shall be primary and shall apply separately to each insurer subject to a claim or lawsuit, except with respect to the limits of the insurer's liability. District's insurance if any, shall be excess and shall not contribute with Bidder's insurance.
- b. Prior to commencing the Work, Bidder shall provide to District the following proof of insurance: (a) certificate(s) of insurance on ACORD Form 25-S (or insurer's equivalent) evidencing the required insurance coverages; and (b) endorsement(s) on ISO Form CG 2010 (or insurer's equivalent), signed by a person authorized to bind coverage on behalf of the insurer(s), certifying the additional insured coverages.

- 11. Non Collusion.** The bidder certifies that its bid is made without any previous understanding, agreement or connection with any person, firm or corporation making a bid for the same product as is in all respects fair, without outside control, collusion, fraud or otherwise illegal action.
- 12. Bid Specifications.** The attached specifications are intended to be descriptive of the type and quality of product the District desires to purchase. Any exceptions or substitutions to the Bid Scope & Specification must be clearly noted on Bid-Form Schedule. District reserves the right to determine if products meet equal value. Bidders will not be allowed to make unauthorized substitutions after award is made.
- 13. Confidential Information.** Bids containing confidential proprietary technical information or trade secrets which if publicly disclosed may cause substantial injury to the Bidder's competitive position must be clearly noted. It is the bidder's responsibility to clearly note any confidential design information as such.
- 14. Pre-bid Inspection.** Samples of the various jobs will be available for inspection at the District on May 19, 20, & 26, 2015. **An appointment is required to inspect the samples.** Appointments must be scheduled with the District Contact listed above in Instructions to Bidders Item 2.

15. Special Conditions.

- a.** Any and all related fees associated with this bid shall be included in Bid Form-Schedule and extended bid total. The District is located in Los Angeles County which, as of the date of this Request for Bids, has a sales tax rate of 9%.
- b.** Freight terms are FOB Destination to the District, freight pre-paid and allowed. Jobs requiring direct delivery to mail house or separate location stated in specifications will be FOB Destination to stated delivery address.
- c.** District has 90 days from the bid due date to accept bid pricing.
- d.** Any exceptions or modifications to the Bid Scope & Specifications or District's Standard Purchase Order Terms and Conditions (Exhibit A) proposed by bidder must be clearly noted in "Notes or Exceptions" section provided on Bid-Form Schedule.

Las Virgenes Municipal Water District
Bid Form-Schedule
Print Services

The undersigned states and declares as follows: that the bidder has carefully read and examined the Bid Documents; Bid Notice; Instruction to Bidders; Bid Specifications including exhibits; Bid Form-Schedule; and that the bidder will comply with the bid terms and conditions. The undersigned agrees to supply and deliver materials in strict conformity with the specifications and instructions enclosed with the Invitation for Bids for the prices set forth below in this bid schedule.

It is understood that this bid shall remain open and shall not be withdrawn for a period of ninety (90) days from the date prescribed for the opening of the bid.

It is further agreed that the materials/services to be furnished under this bid shall be delivered at such time and in such quantities as called for by the Las Virgenes Municipal Water District. The duration of the order shall be one year with four possible one-year renewals for a maximum period of five years.

Materials/Services to be furnished under this bid shall be delivered FOB Destination Freight Pre-Paid and Allowed to Las Virgenes Municipal Water District, Building 7, 4232 Las Virgenes Road, Calabasas, CA 91302, or designated District vendor delivery address, within 20 days after receipt of order (ARO) release.

- All bidders are required to submit with their bid:
- a. Completed Bid Form-Schedule (16 pages)
 - b. Qualification Summary (1 page)
 - c. References (1 page)

The bidder's authorized officer identified below hereby declares that the representations in this bid are true and correct and of my own personal knowledge, and that these representations are made under penalty of perjury under the laws of the State of California, and that I am duly authorized to bind this bidder to this bid.

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Category 1: Billing Supplies					
Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
1-1	150,000	each	Billing Invoice		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-1		\$
1-2	50,000	each	Overdue Reminder Notice		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-2		\$
1-3	6000	each	Delinquent Notice Door Hanger		
			Set-up Fee Initial		

			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-3		\$
1-4	175,000	each	Bill Mailing #10 Window Envelope		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-4		\$
1-5	200,000	each	Remittance Envelope #9		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-5		\$

1-6	5000	each	Reminder Notice Envelope #10		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-6		\$
1-7	6000	each	Collection Letter		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 1-7		\$
Category 1: Billing Supplies Total Bid Amount					\$
Category 1 Written Bid Amount:					

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Category 2: Letterhead, Envelopes, & Business Cards					
Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
2-1	5000	sheet	Letterhead		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 2-1		\$
2-2	5000	each	Envelope #10		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 2-2		\$
2-3	20	box	Business Cards-Box of 500		
			Set-up Fee Initial		
			Blank Stock Master (if applicable one-time fee for stated quantity)		

			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 2-3		\$
2-4	2000	sheets	Mailing Labels—sheets of 6		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 2-4		\$
Category 2: Letterhead, Envelopes, & Business Cards				Total Bid Amount \$	
Category 2 Written Bid Amount:					

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Category 3: Brochures and Informational Items					
Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
3-1	189,000	each	The Current Flow Newsletter		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-1		\$
3-2	26,500	each	Annual Water Quality Report		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-2		\$
3-3	400	sets	Water Awareness CD Calendar		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		

			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-3		\$
3-4	10,000	sheets	Poster Contest Blank		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-4		\$
3-5	10,000	books	Activity Book		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-5		\$
3-6	10,000	each	Native Plant Guide		
			Set-up Fee Initial		

			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-6		\$
3-7	5000	each	What's Shaking		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-7		\$
3-8	5000	each	RLV Community Compost		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-8		\$
3-9	26,500	each	50 Ways to Save H2O		

			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-9		\$
3-10	10,000	packet	Welcome Packets		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-10		\$
3-11	1200	sheet	Customer Survey		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-11		\$

3-12	2000	each	Even the Smallest		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-12		\$
3-13	2000	each	These Tablets		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 3-13		\$
Category 3: Brochures & Informational Items Total Bid Amount					\$
Category 3 Written Bid Amount:					

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Category 4: Miscellaneous—Door Hangers, Tags, & Padded Forms

Bid Item No.	Projected Annual Quantity	Unit of Measure UOM	Description Refer to Bid Scope & Specifications for detailed description	Unit Price	Extended Price
4-1	2500	each	Vinyl Tag 1 sided print		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-1		\$
4-2	2500	each	Vinyl Tag 2 sided print		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-2		\$
4-3	2500	each	Vinyl Tag 1 sided print, small		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		

			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-3		\$
4-4	14,000	each	Door Hanger 2 sided black ink		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-4		\$
4-5	14,000	each	Door Hanger 2 sided color		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-5		\$
4-6	40	pads	Drought Measures		
			Set-up Fee Initial		

			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-6		\$
4-7	40	pads	Application for Water/Sewer Service		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-7		\$
4-8	10	books	Receipt Book		
			Set-up Fee Initial		
			Set-up Fee Recurring Run		
			Miscellaneous		
			LA County Sales Tax (9%)		
			Total Cost Bid Item 4-8		\$

Category 4: Miscellaneous—Door Hangers, Tags, & Padded Forms Total Bid Amount	\$
Category 4 Written Bid Amount:	

Additional Fees			
Bid Item No.	Unit of Measure UOM	Description Refer to Bid Scope & Specifications Additional Conditions 6. for details	Unit Price
5-1	hourly	Computer Time/File Intervention - Hourly Rate billable in increments of .25	
5-2	each proof	High Resolution Proof Fee (if any)	

List any exceptions to bid specifications or notes in space below and continue to next page for signatures:

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Qualifications Page Attached

Reference Page Attached

Addendum Acknowledgement:

Addendum #1 Signed: _____

Addendum #2 Signed: _____

Addendum #3 Signed: _____

Addendum #4 Signed: _____

Bidder:

Corporate Name of Bidder Date

By: _____ Title: _____
Authorized Signature

Print Name E-mail

Phone

Address Fax

>>>All 16 pages of this Bid-Form Schedule MUST be submitted<<<
(When not submitting a bid for a category indicate "NO BID" in Category Total Bid Amount section)

**Las Virgenes Municipal Water District
Print Services**

Overview:

The District is seeking bids for an annual purchase order contract for the supply and delivery of various print services. Multiple print services will be required on an as needed basis throughout the one-year purchase order contract period with the possibility of 4 one-year renewal periods. Each one-year contract period will run from July 1 through June 31. The purpose of this bid is to ensure set pricing for the duration of the contract period, allow for expedited delivery upon order release, and secure a quantity discount.

General Information:

The District requires several different types of printing services for various forms, envelopes, letterhead, business cards, door hangers, tags, flyers, and brochures. The services have been divided into four categories:

1. Customer Service Billing Supplies
2. Letterhead, Envelopes, & Business Cards
3. Public Outreach Brochures & Informational Flyers
4. Miscellaneous--Door Hangers, Vinyl Tags, and Padded Forms

The bids will be evaluated comprehensively by category. Bidder may bid on 1 to 4 categories but is not required to bid on all four categories; however, bidder must bid on all items listed within each category. It is possible the bid will be awarded to as many as four separate bidders. An annual blanket purchase order will be released for each category and orders will be released as needed throughout the one-year contract period.

Exceptions: Any exceptions or modifications to these Bid Scope & Specifications or District's Standard Terms and Conditions (Exhibit A) must be clearly noted in area provided on Bid-Form Schedule.

Quantity: Refer to specifications below for a breakdown of quantities. Unless specifically stated otherwise, quantities listed are estimated annual quantities. Quantities are not guaranteed. Actual quantities and items requested will vary while pricing shall remain firm. Orders will be released by the District, as needed throughout the year.

Specifications

General: Reflex Blue and PMS 348 Green ink on 60# recycled paper shall be used for all print jobs, unless specifically stated otherwise in detailed item description.

Category 1: Billing Supplies; Bid Items 1-1 through 1-7

Category 1 consists of the forms, envelopes, return envelopes, and notices related to the District's customer billing. Currently the District is on a bi-monthly billing cycle. It is expected that the District will switch to a monthly system in January 2016 which could double the current needs. Quantities listed in this section are annual based on current bi-monthly billing cycle.

- 1-1 Billing Invoice**—150,000; one color, reflex blue; double sided; 1 perforation line; 75,000 per order release.
- 1-2 Overdue Reminder Notice**—50,000; one color, reflex blue; double sided; 1 perforation line; 25,000 per order release.
- 1-3 Delinquent Notice Door Hanger**—6000; one color, PMS red; double sided; two perforation lines; 2 notices per 8 ½" x 11" sheet; die cut center top; card stock; 3000 per order release.
- 1-4 Bill Envelope #10 Window**—175,000; Envelope #10; 24# White wove glassine window; Window measures 1" x 3 ½" placed left at ½" and ¹³/₁₆" from bottom; split gum on flap; printed; partial delivery to mail house (currently located in Oxnard) with balance to the District; 87,500 per order release.
- 1-5 Remittance Envelope #9**—200,000; Make ready flap, 24# recycled white wove; prints on color 2-sides; Reflex Blue on front flap; Adobe Garamond bold; font size 10 & 12 all caps; 12 pt. font in upper left corner; 9 pt. Arial on reverse side; 7 pt. Arial with recycled logo; bar code on front; partial delivery to mail house (currently located in Oxnard) with balance to the District; 100,000 per order release.
- 1-6 Reminder Notice Envelope #10**—5000; Envelope #10; 24# White wove glassine window; Window measures 1 ⅛" x 4" placed left at 2" and ½" from bottom; split gum on flap; printed Purple PMS 2735 on front flap "Time Sensitive" on front; partial delivery to mail house (currently located in Oxnard) with balance to the District; 2500 per order release.
- 1-7 Collection Letters**—6000; one color, reflex blue; double sided; 1 perforation line; 3000 per order release.

Category 2: Letterhead, Envelopes, & Business Cards; Bid Items 2-1 through 2-4

Category 2 consists of letterhead, #10 envelopes, business cards, mailing labels, and other items related to daily basic needs for external general business communications.

- 2-1 Letterhead**—5000 sheets per year; packaged in box/ream of 500 sheets; 2 color Reflex Blue & PMS 348 Green.
- 2-2 Envelope #10**—5000 per year; 500 per box; 1 color Reflex Blue.
- 2-3 Business Cards**—20 boxes per year; 500 cards per box; 2 color Reflex Blue & PMS 348 Green; standard business card stock; flat imprint printing with raised print District logo; minimum order quantity 2 boxes per order release.
- 2-4 Mailing Labels**—2000 sheets every 1-2 years; 6 labels per sheet; Reflex Blue & PMS 348 Green; laser printer compatible; permanent adhesive.

Category 3: Brochures and Informational Items; Bid Items 3-1 thru 3-13

Category 3 consists of various annual reports, bi-monthly newsletter, educational brochures, and other educational public outreach material. The jobs are typically more specialized including some or all of the following features: full color, specialized paper, cutting, folding, stitching, stapling, and direct delivery to mail house vendors.

- 3-1 The Current Flow Newsletter**—189,000; six issues per calendar year starting January 2016; print and distribute 31,500 copies of each issue; full color; some bleeds; medium ink coverage; stock shall be 11" x 17" Endeavour recycled velvet book, 70#, aqueous dull coating; 2 sided,

4/4; deliver as follows: 21,500 Size 11" x 17" tri-folded deliver to mail house (currently located in Oxnard, CA); 8500 tri-folded to District vendor for distribution (currently located in Panorama City, CA); remaining 1500 delivered to District split tri-folded and flat.

3-2 Annual Water Quality Report—26,500; full color; stock: 10% recycled FSC Flo 100# dull book; size: flat size 22" wide x 17" tall; folds to 11" x 17"; folds again to 8 ½ x 11; then tri-fold; presswork: 4-color process + PMS / same (bleeds) and aqueous coating; 25,000 delivered to mail house (currently located in Panorama City, CA) no later than the third week of June; 1500 to District in new boxes not to exceed 30 lbs. clearly labeled on two sides: "Water Quality Report – 20xx".

3-3 Water Awareness CD Calendar—400 sets ; full color; production of top 12 finalist's artwork from 2013's Water Awareness Poster contest for calendar year 2014; Poster Contest Cd Calendar--14 page; printed 2-sided; full color; bleeds cut to finish size of 4 5/8"x5 3/8"; Paper: 100# gloss bright cover - no substitutes; delivered to District in collated sets.

3-4 Poster Contest Blanks—10,000 sheets; 18" x 12" sheet; 60 Smooth Opaque Offset; double sided; PDF and digital blueline proof.

3-5 Activity Book—10,000 books every 3-4 years; 1 color; Coloring Activity Book 20 pages total (including self-cover); 5 double sided 11" x 17" pages; saddle-stitched center; Reflex Blue Ink; Presswork: two sides throughout, no bleeds, medium ink coverage; halftones/images; Stock: Grade-Cascade offset; Finish-smooth; Basis-60#.

3-6 Native Plant Guide—10,000 guides every 3-4 years; 64 page self-cover Native/Drought Tolerant Plant Brochure; full color; 5/5, 4 color process with spot gloss varnish/same; 17" x 11"; 80 Pacesetter Satin Book (FSC Mix Certified paper); Epson digital proof of one spread; digital blueline of all gather; fold; saddle stitch on 11" side; trim.

3-7 What's Shaking—5000 every 3-4 years; 2 color, black and red; tri-fold; double sided; stock shall be Endeavour recycled velvet book, 70#, aqueous dull coating.

3-8 RLV Community Compost—5000 every 3-4 years; full color; multi-fold; double sided; stock shall be Endeavour recycled velvet book, 70#, aqueous dull coating.

3-9 50 Ways to Save H2O—5000 every 3-4 years; full color; multifold; 18" wide x 4" high; 5 folds; double sided; stock shall be Endeavour recycled velvet book, 70#, aqueous dull coating.

3-10 Welcome Packets—10,000 annually; pocket door hanger; 1 color reflex blue; full color trifold brochure insert; double sided; cardstock paper.

3-11 Customer Survey—1200 annually; three color process Reflex Blue, PMS 348 Green, black; flat: 8 ½"; x 7³/₈", folded to: 3³/₄" x 8 ½"; horizontal score; cardstock paper.

3-12 Even the Smallest—2000 annually; full color; 3 ½" x 8 ½"; multifold; glossy finish; cardstock paper.

3-13 These Tablets—2000 annually; full color; 3 ½" x 8 ½"; glossy finish; cardstock paper.

Category 4: Miscellaneous--Door Hangers, Tags, and Padded Forms; Bid Items 4-1 through 4-7

This category consists of miscellaneous items that do not fit categories 1-3 such as door hangers and tags. Typically these items are ordered once every two to three years and may include one-time orders for specific projects.

4-1 Vinyl Tags 1 sided printing –2500; yellow or red; black print; drilled hole; 4 ¼" x 6"; 2000 per order release.

4-2 Vinyl Tags 2 sided printing –2500; yellow with black print; 4 ¼" x 6"; drilled hole; 2500 per order release.

4-3 Vinyl Tags 1 sided printing –2000; yellow with black print; two drilled holes; 2 ¾" x 5 ½"

4-4 Door Hanger 2 sided printing—14,000; black print, including District logo; 3 designs; paper card stock; color varies--pink, green, blue; standardized to one size 4 ¼" x 11"; die cut centered top; 2500 per order release.

4-5 Door Hanger 2 sided color printing—4000; 2 color print-black & red; District logo in black; paper card stock; standardized to one size 4 ¼" x 11"; die cut centered top; 2000 per order release.

4-6 Drought Measures—40 pads of 50 sheets; black ink; no logo graphic bottom right; single sided; 5" x 5"; chipboard backer.

4-7 Application for Water/Sewer Service—40 pads of 50 sheets annually; black ink; no logo graphic bottom right; 8 ½" x 5 ½"; chipboard backer.

4-8 Receipt Book—10 books annually; 50 sets of 3-part NCR-white, blue, yellow; black ink per book; red numbering; 8 ½" x 11"; spiral bound; light blue card stock cover; double size manila back cover scored to fold for use between receipt sets when writing.

Additional Conditions:

1. **Artwork.** All original artwork used in the printing process will remain the property of the District. Original artwork produced for the District by the contracted printer will become the property of the District upon final approval of artwork by the District. The printer shall immediately surrender all District artwork (whether supplied by District or produced by printer) at the request of the District.
2. **Format.** The District utilizes Windows based programs and requires printer to be proficient in, but not limited to: MS Word, Excel, Publisher, and Adobe Creative Suite 6. Printing requirements may be provided in hard copy master forms, PDF files, and JPEG files. However, working file artwork will be provided by the District in AI, EPS, or .INDD format for the majority of the jobs. All artwork, whether original line-art or photos will be ready for out-put, created on a PC using Adobe Creative Suite 6, images will be appropriate high-resolution digital format. FTP file upload capability is required.
3. **Proofs.** Hard copy proofs, i.e. High Resolution Color Proofs and Low Resolution Folding Mockup, will be required for detailed projects, primarily Category 3. Upon prior District approval high resolution PDF format proofs may be allowed for items covered under Categories 1, 2, and 4.
4. **Production and Time Frame.** Printer provides preflight of document within 5 working days of District's delivery of file and layout; delivery of final proof within 5 days of final proof sign off.
5. **Set-Up Fees.** Set-up fees shall be listed for each job; both initial set-up fee and any recurring set-up fee for repeat orders shall be listed separately. In order to maintain an even bidding platform and allow for possible changes all bidders must include an initial set-up fee in their bid, including those who have previously worked with the District and may currently have the requested layout on file. Initial set-up fee may be waived at a later date if there is no format change and contracted printer currently has layout on file.

6. **Additional Fees.** The following additional fees must be listed in the area provided on bid form-schedule
 - Computer Time/File Intervention - Hourly Rate (billable in increments of .25)
 - Additional High Resolution Proof Fees
7. **Recycled Paper.** Unless specifically stated under individual line item description all paper stock for envelopes, forms, letterhead, cards, and brochures shall be 30% Post-Consumer Waste Recycled Paper.
8. **Additional Projects.** It is not possible for the District to project every print job. The print jobs listed in this bid are the most common print jobs required by the District. In the event a print need arises for items not covered in the scope of work and specifications the District will seek quotes from the winning bidder of the category most closely related to that job. It will be left to the District's discretion to proceed with the quote or seek additional quotes.
9. **Promotional Items.** Promotional items used for public outreach programs such as key chains, measuring tapes, pens, and erasers are **not included as a part of this bid.**
10. **Freight.** Freight terms are FOB Destination to the District, freight pre-paid and allowed. Jobs requiring direct delivery to mail house or separate location stated in above specifications will be FOB Destination to stated delivery address.
11. **Samples.** Bidders may be required to submit samples of similar projects or proposed materials during the bid evaluation process.
12. **Qualifications.** Only bids from companies of established reputation, having proper facilities for the production, and which have been and are currently successfully providing print services for public commercial use over a period equivalent to at least five (5) years, will be qualified under these specifications. Bidder must submit a brief one page summary of qualifications with their bid.
13. **References.** Bidder must provide three references of similar active contracts or contracts completed in the last twelve months. At least one reference shall be from another public entity. All references must list current contact person and contact information. Failure to provide valid and current information may result in disqualification.
14. **Over/Under Run.** An industry standard of 10% over/under run shall be allowed on all orders. District shall pay for quantity received using stated unit pricing. If delivered quantity is under 10% of requested amount order will be considered incomplete and payment will not be released until additional quantity is received. If delivered quantity is over 10% of requested amount additional product over 10% will be retained free of charge.
15. **Job Sample Inspection.** Samples of the various jobs will be available for inspection at the District. An appointment is required to view the samples. Appointments will only be scheduled on May 19, 20, & 26 in half hour increments from 8:00 a.m. to 4:00 p.m. Appointments may be scheduled by contacting the District Contact listed in Instructions to Bidders Item 2 at least 24 hours prior to the desired inspection time. Samples will not be distributed individually to bidders.
16. **Packaging.** Envelopes are to be in boxes of 500 packaged in cartons of 5 totaling 2500 envelopes per carton. Unless specifically stated otherwise in above specifications other items shall be packaged in new boxes, not to exceed 40 pounds per box, with contents and carton quantity clearly labeled on at least two sides.

Purchase Order Terms and Conditions

1. **Acceptance.** By accepting this Purchase Order, Vendor agrees to comply with these terms and conditions. Vendor shall sell and deliver, and Las Virgenes Municipal Water District (the "District") shall purchase, the goods, material and/or items described above (the "Goods"). The Goods must comply with this Purchase Order and the notice inviting bids and information to bidders, (if any). The Goods shall be new (unless stated otherwise on this Purchase Order), sold and purchased at prices set forth above.
2. **Delivery.** Vendor's carrier shall deliver the Goods FOB at the location set forth above. Vendor to pay all freight costs unless otherwise noted on front of Purchase Order; FOB Destination Freight Prepaid and Allowed. Goods shall be delivered no later than the date set forth above. Time is of the essence. Any delivery of Goods prior to issuance of a Purchase Order shall be at the Vendors sole risk. The District will not be obligated to return or pay for any Goods delivered without a Purchase Order. It will be the Vendors responsibility to pick up any Goods delivered without a Purchase Order.
3. **Compliance with Law.** The design and manufacture of the Goods shall comply with all applicable federal, state and local laws and regulations.
4. **Governing Law.** This Agreement shall be construed in accordance with and governed by the laws of the State of California.
5. **Risk of Loss.** Vendor shall bear the risk of loss of or damage to Goods until such time as District takes actual possession of Goods by moving them from the point of delivery.
6. **Substitutions.** No substitution will be permitted without the written consent of District. If Vendor proposes any substitution, Vendor guarantees that the substitution is equal in quality, capacity, durability, ease of maintenance, and ease of installation to the Goods originally specified.
7. **Changes.** District, by written order, may delete Goods to be supplied under this Purchase Order, and the Purchase Order price will be equitably reduced and the Purchase Order shall be modified in writing accordingly. District, by written order, may order an increase in Goods to be supplied, and the Purchase Order price will be equitably increased. If unit prices are stated, the reduction or increase shall be calculated at the unit prices stated in the Purchase Order. If no unit prices are stated, Vendor shall promptly, at the request of District, quote prices, and District shall promptly accept or reject the quote.
8. **Blanket or Annual Purchase Orders.** For Blanket or Annual Purchase Orders, the quantity amounts reflect estimated needs of the District for the term of the order and actual quantity purchased may vary higher or lower.
9. **Inspection and Testing.** All Goods will be subject to final inspection and approval after delivery. Payment for the Goods will not constitute final acceptance. Vendor at its cost shall remove and replace any Goods that District designates as nonconforming or defective. District's failure to inspect does not relieve Seller of any responsibility to perform according to the terms of the Purchase Order.
10. **Indemnification.** Vendor shall indemnify, defend, protect, and hold harmless District, and its officers, employees, volunteers and agents from and against any and all liability, losses, claims, damages, expenses, demands, lawsuits, administrative proceedings, arbitrations, and costs (including, but not limited to, attorney, expert witness and consultant fees, and litigation costs) of every nature arising out of breach of this Purchase Order or negligent or wrongful act of Vendor. This indemnification provision shall not apply to claims, liability, loss or damage caused by the sole negligence or willful misconduct of District.
11. **Warranty.** Vendor warrants that all Goods and related services to be supplied by it under this Purchase Order are fit and sufficient for the purpose intended; that all Goods and related services will conform to the specifications, drawing samples or other descriptions specified by the District; that the Goods are new, merchantable, good quality and free from defects (whether patent or latent) in material and workmanship; that all workmanship and Goods to be provided are of the best grade and quality; and, that it has good and clear title to all Goods to be supplied by it and the same are free and clear from all liens, encumbrances and security interests. For a period of one year after delivery of the Goods, Vendor shall at its own expense replace or repair defective Goods at the request of District.
12. **Payment.** Payment will be made within 30 days after receipt of a properly prepared invoice or receipt of goods, whichever is later. District may withhold 10% of the price until the Goods are installed, tested, and operating. District shall pay all applicable sales and use taxes. The District is not responsible for payment of any Good delivered without a valid Purchase Order in effect.
13. **Force Majeure.** Except for defaults of Seller's subcontractors at any tier, neither District nor Vendor shall be liable for any failure to perform due to any cause beyond their reasonable control and without their fault or negligence. Such causes include, but are not limited to, acts of God or of the public enemy, acts of the Government in either its sovereign or contractual capacity, fires, floods, epidemics, terrorism, quarantine restrictions, strikes, freight embargoes, and unusually severe weather. In the event that performance of this Purchase Order is hindered, delayed or adversely affected by causes of the type described above ("Force Majeure"), then the party whose performance is so affected shall so notify the other party's authorized representative in writing and, at District's option, this Purchase Order shall be completed with such adjustments as are reasonably required by the existence of Force Majeure or this Purchase Order may be terminated for convenience.
14. **Termination.** District may terminate this Purchase Order at any time with or without cause and such termination shall not constitute default. In the event of partial termination, Vendor is not excused from performance of the non-terminated balance of work under this Purchase Order. The District shall pay the vendor for any portion of the order that is completed prior to termination.
15. **Integration.** This Purchase Order constitutes the sole, final, complete, exclusive and integrated expression and statement of the terms of this contract among the parties concerning the subject matter addressed herein, and supersedes all prior and contemporaneous negotiations, representations and agreements, either oral or written, that may be related to the subject matter of this Purchase Order, except those other documents that are expressly referenced in this Purchase Order.
16. **Severability.** If any provision of this Agreement shall be deemed to be invalid, illegal or unenforceable, the validity, legality and enforceability of the remaining provisions shall not in any way be affected or impaired thereby.
17. **Waiver.** The waiver at any time by any party of its rights with respect to a default or other matter arising in connection with this Purchase Order shall not be deemed a waiver with respect to any subsequent default or matter. No payment by District to Vendor shall be considered or construed to be an approval or acceptance of any defective goods or any other breach or default.
18. **Attorney's Fees.** In the event any legal action is brought to enforce or construe this Purchase Order, the prevailing party shall be entitled to an award of reasonable attorney's fees, expert witness and consulting fees, litigation costs and costs of suit.
19. **Disputes.** If a dispute arises in any way arising out of or relating to this Agreement or the breach thereof, or relating to its application or interpretation, the aggrieved party will notify the other party of the dispute in writing within twenty days after such dispute arises and the parties will meet and confer within thirty days after delivery of such notice to attempt to resolve the dispute. If the parties are unable to resolve the dispute to their mutual, the District reserves its right to seek appropriate legal remedies.
20. **Remedies.** Except as otherwise provided herein, the rights and remedies of both parties hereunder shall be in addition to their rights and remedies at law or in equity. Failure of either party to enforce any of its rights shall not constitute a waiver of such rights or of any other rights and shall not be construed as a waiver or relinquishment of any such provisions, rights or remedies.
21. **Insurance.** Any vendor performing a service on District property or a District job site is required to have insurance. The District's minimum standard insurance requirements are as follows: General Liability with \$1 million per occurrence and \$2 million aggregate, Insured Autos \$1 million, and Worker's Compensation CA State Statutory Requirements. Additional insurance may be required. If so, it will be stated on front of PO or other related contract documents. Insurance certificates and endorsements specifically naming "Las Virgenes Municipal Water District, its officers, employees, and agents" as additional insured are required before any work is performed.
22. **Rentals.** For the purpose of calculating rental periods, one day is 24 hours (from time of delivery), one week is seven calendar days and one month is 30 calendar days, unless specified otherwise on the front of Purchase Order. Items are to be considered off rent at the time a pick-up is called in to vendor.
23. **Assignment.** Vendor shall not assign, sell or otherwise transfer any obligation or interest in this Agreement without the specific written consent of the District.
24. **Modifications.** Any modifications or exceptions to these Terms and Conditions will be stated on the front of the Purchase Order.