

INFORMAL QUOTE REQUEST

The City of Santa Rosa is soliciting quotes from local vendors for issuance of a five-year purchase order to provide printing services for public notice flyers. The City Purchase Order (PO) Terms and Conditions are attached and will also accompany the PO once Quote has been awarded.

PED Public Notice Printing Services Scope of Work

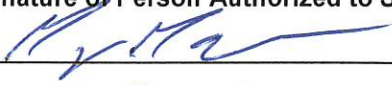
The CONTRACTOR will provide fixed price full service black and white and color document reproduction, finish, and other related services similar to the types of services referenced within. CONTRACTOR will be able to receive print orders via e-mail with attached source documents in PDF and XLSX file formats. CONTRACTOR must be able to produce post card style public notices in the following format: 8.5" x 5.5", front side prints in color, back side with mailing address and map prints in black and white, no bleed, 80# Exact Vellum Bristol cover. Please see attached Example A for Public Notice design.

CONTRACTOR will be able to perform mail merge with a provided XLSX list of addresses. Postage and physical mailing will not be required of CONTRACTOR. Estimated total monthly print quantity is 10,000 double sided copies per month. Orders may be split among multiple orders ranging from quantities of 25 through 8,000 per order. CONTRACTOR must be able to deliver finished bundled or wrapped print order to City Hall (100 Santa Rosa Ave Room 3 Santa Rosa, CA 95404) by deadline listed in the e-mail order. Total estimated copies for a five-year period is 600,000. Pricing must include fixed pricing for the full five-year period, any price escalations CONTRACTOR deems necessary must be built into fixed yearly pricing.

CONTRACTOR must be able to perform print and delivery service in 24-hour turnaround from time of e-mail to time of delivery when required, however, not all orders will be expected on such a schedule. CONTRACTOR must be able to provide invoices for orders referencing City accounting codes that will be provided in the e-mail order. CONTRACTOR must be able to provide confirmation of e-mail order and delivery date once submitted.

Please attach your cost proposal to this document in response to this request for quote.

SIGNATURE PAGE

<p>In compliance with the bid documents, the undersigned offers and agrees, if this Quotation is accepted, to furnish any or all of the items as listed under General Specification and Insurance Requirements within the time specified in the Schedule. Note: Prompt Payment Discounts - discounts for prompt payment will not be taken into consideration in determining lowest bid: _____ percent, 20 calendar days; _____ percent, 30 calendar days.</p>	
<p>Name and Address of Bidder: <u>Minuteman Press of Santa Rosa</u> <u>112 Commercial Ct #4</u> <u>Santa Rosa, Ca. 95407</u></p> <p>Phone No.: <u>707-578-6004</u></p>	<p>Signature of Person Authorized to Sign: </p> <p>Type Name: <u>Greg Gallegos</u></p> <p>Type Title: <u>Owner</u></p> <p>Date of Bid: <u>12/4/19</u></p>

Please respond to this request no later than November 21, 2019, by 2:00pm via email to jmyles@srcity.org

Thank you,

Jennifer Myles
Senior Buyer
City of Santa Rosa - Purchasing
707-543-3709



NOTICE OF PUBLIC HEARING

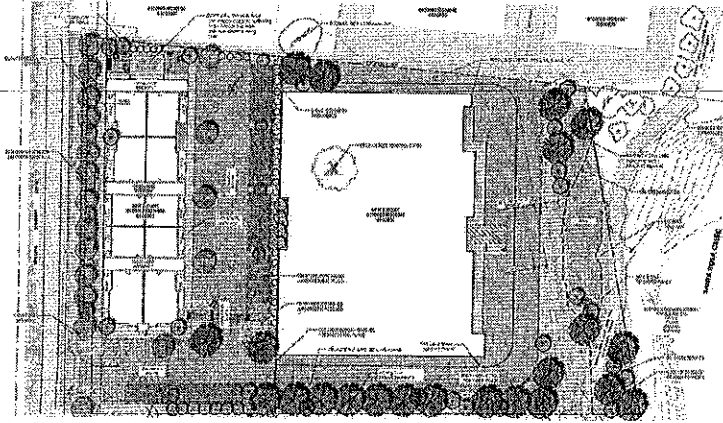
CITY OF SANTA ROSA DESIGN REVIEW BOARD MEETING

Thursday, November 07, 2019, at or after 4:30 P.M.
Council Chamber Room, at 100 Santa Rosa Avenue

PROJECT NAME - Storage Pro II

PROJECT ADDRESS - 4374 SONOMA HWY, SANTA ROSA, CA 95409

PROJECT DESCRIPTION - Development of a 3-story 30 unit apartment building and an approximately 126,832 Sq. Ft. 3-story plus basement self storage facility. The application has been filed by Steve Mirabito, Storage Pro of Santa Rosa. File # - DR19-007



MEETING PURPOSE

To receive public comment and recommendations prior to acting on the requested applications. You are encouraged to submit written correspondence if you cannot attend the meeting.

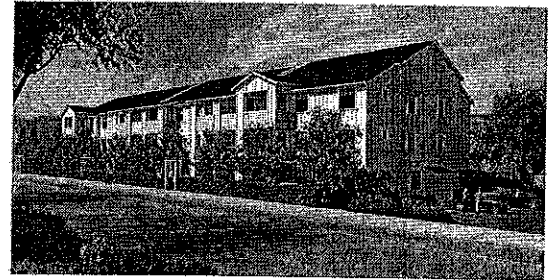
CONTACT


Emmanuel Ursu, Contract Planner
(707) 543-4691 or eursu@srcity.org

FOR ADDITIONAL INFORMATION

Planning & Economic Development
City Hall - 100 Santa Rosa Avenue, Room 3
M, Tu, Th: 8 - 4:30pm, W: 10:30 - 4:30pm, F: 8 - 12pm

The Staff Report and Attachments will be available at srcity.org/DesignReview at least 72 hours prior to this hearing.



 The City of Santa Rosa does not discriminate against individuals with disabilities in its employment, services, benefits, facilities, programs, or activities. Requests for accommodations, auxiliary aids, or services necessary to participate in a City program, service, or activity, including printed information in alternate formats, are available by contacting the City Clerk's Office at 707-543-3015 (TTY Relay at 711) or CityClerk@SRCity.Org. Requests should be submitted as far in advance as possible, but no later than two business days before the scheduled meeting.



100 SANTA ROSA AVENUE, ROOM 3
SANTA ROSA, CA, 95404

88-0810

PROJECT LOCATION MAP - 4374 SONOMA HWY



Action taken by the Design Review Board on this project will be posted to our website at srcity.org/DesignReview. In compliance with Zoning Code Section 20-62, the decision of the Design Review Board is final unless an appeal is filed within 10 calendar days of the action.

CITY OF SANTA ROSA
REQUEST FOR QUOTES

CONTINUATION SHEET	BID NO. Informal Bid Printing Service	Page 1 of 2
NAME OF BIDDER:		

Addendum No. 1

The following items were questioned and are amended, clarified and/or deleted as follows:

Bid Due Date Extended through December 4, 2019 at 2:00p.m.

The Department requests that a sample is provide in your bid response for review. In light of providing a sample, bid responses should be delivered to the Purchasing Office located at 635 1 Street, Second Floor, Santa Rosa, CA 95404.

Billing Codes need to be on the back of the post cards, identified on Example A as "88-0810".

Would it be OK if I substituted a less expensive, yet nicer paper than vellum bristol (which is a pretty rough sheet)? No, the city would like to stay with the current paper specifications.

Would the City consider a quote for the mailing, taking it all the way to the USPS? You can include this in your response for informational purposes only but will not be factored in identifying lowest responsive bid. It would be optional only.

What do you believe would be the usual job turn time? Average job time from order submitted to delivery is 3 days, but the possibility of 24-hour turnaround must be available.

The bar code does not need to be included, that will be applied by our mail room during the mailing process, but there must be enough room on the bottom for the bar code to be applied.

You will mail these yourself 1st class? It is the City's current intent.

Do these need to be sorted in correct order for mailing? No

"The undersigned offers and agrees, if this addendum is accepted, to furnish any or all of the items upon which prices are offered at the price set opposite each item."

NO. 1

DATED: November 20, 2019

COMPANY NAME:

Minuteman Press of Santa Rosa

COMPANY ADDRESS:

112 Commercial Ct #4, S.R., Ca. 95407

REPRESENTATIVE'S NAME:

Greg Gallegos

SIGNATURE:



DATE:

12/4/19



Minuteman Press of Santa Rosa
 112 Commercial Court #4
 Santa Rosa, CA 95407
 Phone: 707-578-6004 Fax: 707-578-3205
 www.santarosa.minutemanpress.com
 santarosa@minutemanpress.com

Quotes

11/27/2019

Bill to: Jennifer Myles
 Jennifer Myles, Buyer
 City of Santa Rosa
 635 1st Street - Second Floor
 Santa Rosa, CA 95404

Ship to: Delivery
 City Of Santa Rosa
 City Hall
 100 Santa Rosa, Ave. Room #3
 Santa Rosa, CA 95404

Phone: 707-543-3023
 Email: jmyles@srcity.org

Phone: 707-543-3023

25 Postcards - 2-sided 4/1 - 8.5 x 5.5 - w/addressing - No sorting - No Bleed (Job ID 52911)

Unit Price: \$1.58
 Subtotal: \$39.56
 Tax: \$0.00
 Total: \$39.56

Component 1 of 1:

Design

Typesetting:

Printing

25 Finished Pieces

2 sides

Duplex Top/Top

Tabloid (11 x 17) • 80# Exact Vellum Bristol Cover • White

Side 1 Ink(s): Full Color

Side 2 Ink(s): Process Black

Finishing

Cut to 5.5 x 8.5

Volume Discount Savings

Quantity	Tax	Price	Difference	Savings	Price per Unit
25	\$0.00	\$39.56			\$1.582
100	\$0.00	\$56.40	\$16.84	64.35%	\$0.564
250	\$0.00	\$86.55	\$46.99	78.13%	\$0.346
500	\$0.00	\$128.76	\$89.20	83.69%	\$0.258
750	\$0.00	\$169.62	\$130.06	85.71%	\$0.226

Salesperson: Greg

Terms: Net 30 days

3.99% Surcharge for Credit card payments
 No Surcharge for Debit card payments
 No Surcharge for Cash or Check payments

Thank You.

WE DESIGN, PRINT & PROMOTE... YOU!



Minuteman Press of Santa Rosa
 112 Commercial Court #4
 Santa Rosa, CA 95407
 Phone: 707-578-6004 Fax: 707-578-3205
 www.santarosa.minutemanpress.com
 santarosa@minutemanpress.com

Quotes

11/27/2019

Bill to: Jennifer Myles
 Jennifer Myles, Buyer
 City of Santa Rosa
 635 1st Street - Second Floor
 Santa Rosa, CA 95404

Ship to: Delivery
 City Of Santa Rosa
 City Hall
 100 Santa Rosa, Ave. Room #3
 Santa Rosa, CA 95404

Phone: 707-543-3023
 Email: jmyles@srcity.org

Phone: 707-543-3023

1000 Postcards - 2-sided 4/1 - 8.5 x 5.5 - w/addressing - No sorting - No Bleed
 (Job ID 52910)

Unit Price: \$0.23
 Subtotal: \$227.34
 Tax: \$0.00
 Total: \$227.34

Component 1 of 1:

Design

Typesetting:

Printing

1,000 Finished Pieces

2 sides

Duplex Top/Top

Tabloid (11 x 17) • 80# Exact Vellum Bristol Cover • White

Side 1 Ink(s): Full Color

Side 2 Ink(s): Process Black

Finishing

Cut to 5.5 x 8.5

Volume Discount Savings

Quantity	Tax	Price	Difference	Savings	Price per Unit
1,000	\$0.00	\$227.34			\$0.227
3,000	\$0.00	\$501.71	\$274.37	26.43%	\$0.167
5,000	\$0.00	\$697.95	\$470.61	38.33%	\$0.140
7,000	\$0.00	\$889.51	\$662.17	44.05%	\$0.127
10,000	\$0.00	\$1,130.47	\$903.13	50.22%	\$0.113

Salesperson: Greg

Terms: Net 30 days

3.99% Surcharge for Credit card payments
 No Surcharge for Debit card payments
 No Surcharge for Cash or Check payments

Thank You.

WE DESIGN, PRINT & PROMOTE... YOU!