



DRUMHELLER

INFRASTRUCTURE SERVICES



REQUEST FOR PROPOSAL

PROPOSAL: Drumheller Community Guide 2019/2020 Printing

DATE: October 1, 2019

FROM: APRIL HARRISON

TOWN OF DRUMHELLER REPRESENTATIVE

DATE PROPOSAL REQUIRED:

YEAR: 2019 MONTH: OCTOBER DAY: 17 TIME: 2:00 PM Local Time

- SUBMIT PROPOSAL IN A CLEARLY MARKED & SEALED ENVELOPE -

SEND TO MAILING ADDRESS: **TOWN OF DRUMHELLER**
224 Centre Street
Drumheller, Alberta T0J 0Y4
Attention: Darryl E. Drohomerski, C.E.T.
Chief Administrative Officer

RFP: Drumheller Community Guide 2019/2020 Printing

YOUR FIRM IS INVITED TO SUBMIT A PROPOSAL, PURSUANT TO THE GENERAL CONDITIONS FOR THE SCOPE OF WORK AS DESCRIBED THE PROPOSAL MUST INCLUDE LABOUR, MATERIALS, EQUIPMENT AND OVERHEAD. THIS REQUEST SHALL NOT BE CONSIDERED AUTHORIZATION TO PROCEED WITH THE WORK HEREIN DESCRIBED.

SECTION #1

INITIATOR OF REQUEST: April Harrison, FCSS Coordinator

YEAR: 2019 MONTH: October DAY: 01

1. SCOPE OF WORK:

The Town of Drumheller is requesting proposals from any firm interested in providing the services related to the printing of the Drumheller Community Guides for 2019 and 2020. There is one (1) issue to be printed in 2019 and two (2) issues to be printed in 2020. The 2019 Guide will be sent to your firm for printing the end of November with the intent for guides to be delivered to our Drumheller location the first week of December. The two (2) issues of the 2020 Guides will be sent to your firm at the end of May for delivery to be in June and then again in November for delivery to be in December.

SECTION #2 (TO BE COMPLETED BY CONTRACTOR)

1. COST OR PROJECT PROPOSAL(EXCLUDING GST but INCLUDING DELIVERY)

SPECIFICATIONS:

Drumheller Community Guide, 48 pg plus cover

Cover – Finished Size: 8” X 10.5”

Flat Size: 16” x 10.5”

Stock: 80lb House Coated Text – Gloss

Colours – CMYK 4 / 4

48 pg Text – Finished Size: 8” X 10.5”

Stock: 60lb House Coated Text – Gloss

Colours – PMS 2 / 2

Trim, Fold and Saddle Stitch

Box and Ship

FOB: Drumheller

Quantity 2000 per issue

TAXES ARE NOT TO BE INCLUDED IN PRICING. STANDARD DELIVERY TO ONE DRUMHELLER LOCATION IS TO BE INCLUDED IN YOUR PRICE

ISSUE	DELIVERY DATE	QUANTITY	PRICE (Excluding GST) and Including Delivery
2019 Winter/Spring Edition	December 2019	2000	\$
2020 Summer/Fall Edition	June 2020	2000	\$
2020 Winter/Spring Edition	December 2020	2000	\$
	3 EDITIONS	TOTAL PRICE	\$

PROPOSAL SUBMISSION PRICE IN EFFECT FOR _____ DAYS FROM DATE OF ACCEPTANCE FROM THE TOWN OF DRUMHELLER.

NOTE:

ALL PROCUREMENT PROCESSES WILL BE IN COMPLIANCE WITH THE TOWN OF DRUMHELLER PURCHASING POLICY.

SECTION #3 (TO BE COMPLETED BY CONTRACTOR)

REFERENCES:

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

Company Name: _____

Primary Contact: _____

Phone Number: _____

PROPOSAL INELIGIBILITY

PROPOSALS THAT ARE UNSIGNED, INCOMPLETE, IMPROPERLY SIGNED OR SEALED, CONDITIONAL, ILLEGIBLE, OBSCURE, CONTAIN ARITHMETCAL ERRORS, ERASURES, ALTERATIONS OR IRREGULARITIES OF ANY KIND, MAY BE CONSIDERED INVALID.

THE LOWEST, OR ANY EVALUATED PROPOSAL, MAY NOT NECESSARILY BE ACCEPTED. THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO REJECT ANY OR ALL PROPOSALS, OR TO ACCEPT THE PROPOSAL EVALUATED TO BE IN THE BEST INTEREST OF THE TOWN OF DRUMHELLER.

THE TOWN OF DRUMHELLER RESERVES THE RIGHT TO TERMINATE THIS CONTRACT WITHIN FOURTEEN (14) DAYS WRITTEN NOTICE TO THE OTHER PARTY WITHOUT PREJUDICE TO THE TOWN'S RIGHTS HEREUNDER IF THE SUCCESSFUL CONTRACTOR FAILS TO MEET CONTRACT EXPECTATIONS OR REQUIREMENTS OF CONTRACTOR.

INTENT

THE UNDERSIGNED CONTRACTOR HEREBY PROVIDES A PROPOSAL TO PERFORM THE PROJECT/WORK AS DESCRIBED WITHIN ITS ENTIRETY FOR THE COST AS DESCRIBED IN SECTION #2, ITEM #1.

CONTRACTOR: _____

PRINT NAME OF AUTHORIZED PERSONNEL: _____

SIGNATURE: _____

EMAIL: _____

TELEPHONE: _____

TOWN OF DRUMHELLER: _____

PRINT NAME OF AUTHORIZED PERSONNEL: _____

SIGNATURE: _____

DATE: YEAR MONTH DAY

UPON COMPLETION OF SIGNATURES ABOVE, THIS DOCUMENT WILL REPRESENT A CONTRACT AGREEMENT BETWEEN THE CONTRACTOR AND TOWN OF DRUMHELLER.