



**TOWN OF WESTWOOD  
COMMONWEALTH OF MASSACHUSETTS**

***REQUEST FOR QUOTES***

**Westwood Word Newsletter  
Quote # BOS-22-Q-003**

**I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS**

- All Quotes must be delivered no later than **10:00 am on April 1, 2022** to:

Procurement Department  
Westwood Town Hall  
580 High Street  
Westwood MA 02090

- Quotes may be emailed to [procurement@townhall.westwood.ma.us](mailto:procurement@townhall.westwood.ma.us).
- Quotes received after the time and date established herein **SHALL NOT** be accepted or considered, regardless of the cause for delay in the receipt of such proposal(s).
- Emailed Quotes should be titled “*Quote # BOS-22-Q-003, Westwood Word Newsletter.*” Mailed quotes should be in a sealed envelope clearly marked “*Quote # BOS-22-Q-003, Westwood Word Newsletter.*”
- Questions concerning this Request for Quotes (RFQ) must be submitted in writing to: Procurement Department, [Procurement@townhall.westwood.ma.us](mailto:Procurement@townhall.westwood.ma.us).
- Any and/or all work is subject to available funds. The Town reserves the right to waive any informalities in, or to reject, any or all bids should the Town deem it to be in the Town’s best interest to do so.
- The Town of Westwood may cancel this RFQ, or reject in whole or in part any and all proposals, if the Town determines that cancellation or rejection serves the best interests of the Town.
- Below is a list of all Attachments. Bidders should note that Attachment A **must be completed and be submitted** with the bid documents.
  - Attachment A – Bid Pricing Sheet

**II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE**

- The Westwood Word is a community Newsletter mailed to each Town resident. The scope of the work includes labor, material and equipment to print and mail an issue of the Westwood Word Newsletter three (3) times per year.



## TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

- Each issue of the Westwood Word shall consist of up to 6,100 newsletters printed and mailed to Westwood residents. An additional 100 newsletters shall be delivered to Town Hall. Pricing shall account for 6,200 newsletters per issue.
  - Paper size must be 11" x 7" folded and stapled.
  - Paper quality must be 60 lb., Navigator platinum. Newspaper quality paper is not acceptable.
  - Printing shall be on no bleed, laser quality paper. Ink jet quality is not acceptable.
  - Newsletters shall be printed in full color and shall not bleed.
  - Cost per issue shall include stamping and delivery to post office.
  - Each issue is estimated to be 16-20 pages.
- The Contractor is required to prepare, print, stamp and mail all newsletters within 4 days of receiving newsletter from Town.
- The Contractor shall provide pricing for two (2) years: 2022 and 2023. The Town shall award a contract for 2022 with options to extend for up to an additional year. Each calendar year of pricing shall include three (3) issues of the newsletter.
- If the Contractor fails to supply and/or deliver in time to meet the requirements of the Town, the Town reserves the right to obtain these services from another source. Any additional costs incurred by the Town as a result of a price differential between the price paid on the open market and the contract price will be charged against the contractor or deducted from any balance owed to the contractor.
- All quotes must be firm and continue in effect for a period of thirty (30) days from date of submittal.

### **Unit Quantities Specified:**

- If the actual Work requires greater or lesser quantities than those quantities indicated in the Bid Form, Contractor shall provide the required quantities at the unit price contracted.

**Delivery Requirements:** All delivery charges shall be included in the price of the service.

- The newsletters not mailed shall be delivered to:

Town of Westwood  
580 High Street  
Westwood MA 02090



## TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

### III. PRICING AND PAYMENT

- Unit Prices
  - Item and the quantity of units completed. Unit prices are to include cost of all necessary materials, labor, equipment, overhead, profit and other applicable costs.
  - The Town reserves the right to increase or decrease the scope of the Contract work by up to and including twenty-five percent (25%) of the original scope without adjusting the lump sums or unit prices.
- The Town shall pay and the Contractor shall receive the prices stipulated in the bid made a part hereof as full compensation for everything performed and for all risks and obligations undertaken by the Contractor under and as required by the Contract.
- Final payment for Work governed by unit prices will be made based on the actual quantities accepted by the Town multiplied by the unit price for work that is incorporated in or made necessary by the Work.

### IV. QUALITY REQUIREMENTS

- Bidders must provide all of the items described in Section II: Purchase Description/Scope of Services and comply with all Section I: Proposal Submission Requirements. Missing information may cause the proposal to be considered unresponsive.
- All deliveries must comply with the Specifications identified above in Section II, Purchase Description/Scope of Supplies/Services.
- Bidders must have satisfactory performance under at least two (2) different contracts similar in size to the proposed contract.



**TOWN OF WESTWOOD  
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**ATTACHMENT A**

**QUOTE PRICING SHEET  
WESTWOOD WORD NEWSLETTER**

BIDDER: \_\_\_\_\_

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

2022 NEWSLETTER PRICE	\$ _____
2023 NEWSLETTER PRICE	\$ _____
<b>TOTAL PRICE</b>	<b>\$ _____</b>

**Please specify all specifications for the above quoted item**

\_\_\_\_\_

The quote price for each item on the form shall be stated in figures. Discrepancies between indicated sum of any column(s) and the correct sum of any column(s) will be resolved in favor of the correct sum. Please Attach Additional Sheets if necessary.

\_\_\_\_\_  
Signature of individual submitting bid or proposal

\_\_\_\_\_  
Printed Name of individual submitting bid or proposal

\_\_\_\_\_  
Business Phone Number

\_\_\_\_\_  
Email of individual submitting bid or proposal