



TOWN OF WESTWOOD COMMONWEALTH OF MASSACHUSETTS

REQUEST FOR QUOTES

Finance Committee Printing Quote # BOS-23-Q-007

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Quotes must be delivered no later than **10:00 am on March 21, 2023** to:

Procurement Department
Westwood Town Hall
580 High Street
Westwood MA 02090

- Quotes may be emailed to 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-23-Q-007, FinCom Printing.*” Mailed quotes should be in a sealed envelope clearly marked “*Quote # BOS-23-Q-007, FinCom Printing.*”
- Questions concerning this Request for Quotes (RFQ) must be submitted in writing to: Procurement Department, 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 submitted** with the bid documents.
 - Attachment A – Bid Pricing Sheet

II. PURCHASE DESCRIPTION/SCOPE OF SUPPLIES/SERVICE

- The Finance Committee produces two documents to communicate financial work to Westwood residents: the Summary Document and the Annual Report. Each document is digitally printed once per year and is mailed to each Westwood household. The documents are mailed at different



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times. The scope of the work includes labor, material and equipment to print and mail the documents.

- Each Annual Report document shall be black and white perfect bound books. Documents shall consist of up to approximately 6,410 documents printed and mailed to residents. An additional 40 documents shall be delivered to Westwood Town Hall. Pricing shall account for 6,450 documents per issue. The Annual Report shall be printed in full color on the cover with internal pages printed in black and white. The Annual Report document is estimated to be approximately 175 pages.
- The Summary document shall be printed on 60lb white offset paper. Printing shall be on no-bleed, laser quality paper. Ink jet quality is not acceptable. Document shall be printed in black and white. The Summary document is estimated to be no more than 10 pages.
- Cost per issue shall include stamping and delivery to post office.
- Samples of previous documents are provided as Reference Documents
- The Contractor is required to prepare, print, stamp and mail all documents within 4 days of receiving the file from Town. The Town will provide a pdf document with all addresses. This listing may be updated for each issue.
- The Contractor shall provide pricing for one partial year and one full year. The pricing for Fiscal Year 2023 (FY23) shall be for the Annual Report document only. The pricing for FY24 will be for both the Summary document and the Annual Report.
 - The total price shall include printing and mailing. The contractor shall break out pricing for printing and mailing.
- The Town intends to award a contract for FY23 with an option to extend an additional year.
- 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.



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

- The documents not mailed shall be delivered to:

Westwood Town Hall
580 High Street
Westwood MA 02090

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
COMMONWEALTH OF MASSACHUSETTS**

ATTACHMENT A

**QUOTE PRICING SHEET
FINANCE COMMITTEE PRINTING**

BIDDER: _____

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

FY23 PRINTING PRICE	\$ _____
FY23 MAILING PRICE	\$ _____
FY23 FINCOM PRINTING PRICE	\$ _____
FY24 PRINTING PRICE	\$ _____
FY24 MAILING PRICE	\$ _____
FY24 FINCOM PRINTING PRICE	\$ _____
TOTAL PRICE	\$ _____

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