



**TOWN OF WESTWOOD
COMMONWEALTH OF MASSACHUSETTS**

REQUEST FOR QUOTES

**Westwood Word Newsletter
Quote # SCH-25-Q-004**

I. GENERAL INFORMATION AND PROPOSAL SUBMISSION REQUIREMENTS

- All Quotes must be delivered no later than **11:00 am on October 30, 2024** to:

Procurement Department
Westwood Town Hall
580 High Street
Westwood MA 02090

- Quotes may be emailed to procurement@townhall.westwood.ma.us. Emailed Quotes should be titled “Quote # SCH-25-Q-004, Westwood Word Printing.”
- Sample documents should be in a sealed envelope clearly marked “Quote # SCH-25-Q-004, Westwood Word Newsletter Printing.” Submissions should not use any binders, folders or staples. Paper clips and clamps are acceptable.
- 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).
- 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 Attachments **must be completed and submitted** with the bid documents.
 - Attachment A – Bid Pricing Sheet
 - Attachment B – References
 - Attachment C – Sample Document in digital format
 - Attachment D – Sample Document in paper formats. This document should be mailed or delivered to: Town of Westwood, Procurement Office, 580 High Street, Westwood MA 02090.



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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 the Westwood Word Newsletter three (3) times per fiscal year. The municipal fiscal runs from July 1 to June 30 (ex: FY25 is July 1, 2024 – June 30, 2025; FY26 is July 1, 2025 to June 30, 2026 and FY27 is July 1, 2026 to June 30, 2027.)
- Each issue of the Westwood Word shall consist of up to 6,100 newsletters printed and mailed to Westwood residents. An additional 50 newsletters shall be delivered to Town Hall. Pricing shall account for 6,100 newsletters per issue.
 - Paper size must be 11” x 17” 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.
 - Each issue is estimated to be 16-20 pages.
 - Cost per issue shall include stamping and delivery to post office.
 - Before mailing, newsletters must be separated by postal zone. There are 15 postal zones.
 - Each set of 25 newsletters must be assembled with a rubber band
 - The origin of mail is the US Post Office, 1 Central Street, Norwood MA 02026
 - Contractor may need to schedule an appointment with the Post Office to coordinate mailing.
- The document will be delivered to the Contractor in a pdf format for printing. If the Contractor must make any changes to the pdf document before printing, those changes must be approved by the Town before printing.
- The Contractor is required to prepare, print, stamp and mail all newsletters **within 4 days** of receiving newsletter from Town. Newsletters shall be received by residents **within 7 days** of receiving newsletter from Town. The Town may delegate the responsibility of delivering a prepared newsletter to the newsletter creator and the newsletter creator will deliver the product to the printer.
- The Contractor shall provide pricing for three (3) fiscal years: 2025, 2026 and 2027. Fiscal year 2025 pricing shall include two (2) issues of the newsletter. Fiscal years 2026 and 2027 pricing shall include three (3) issues of the newsletter.
- The Town shall award a contract for fiscal year 2025 with options to extend for up to an additional two years.
- 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



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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 calendar (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 additional 50 newsletters shall be delivered to:

Town Administrator's Office
Town of Westwood
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.
- If the U.S. Post Office increases postage rates, the contract will be adjusted accordingly.
- 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.



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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.

V. RULE FOR AWARD

- Award shall be made to the responsible and responsive vendor offering the needed quality of supply and service at the lowest price quotation.



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ATTACHMENT A

**QUOTE PRICING SHEET
WESTWOOD WORD NEWSLETTER**

BIDDER: _____

BIDS MUST BE TYPED OR LEGIBLY WRITTEN

For Pricing purposes, assume a 16-page document and 20.2 cents for postage

FY 2025 PRINT PRICE (A) \$ _____

FY 2025 MAIL PRICE (B) \$ _____

FY 2026 PRINT PRICE (C) \$ _____

FY 2026 MAIL PRICE (D) \$ _____

FY 2027 PRINT PRICE (E) \$ _____

FY 2027 MAIL PRICE (F) \$ _____

TOTAL PRICE* \$ _____

Total Price = A+B+C+D+E+F

***Used for Rule of Award**

Please specify all specifications for the above quoted item

FY25 PRICES PER EDITION

12 Page Newsletter Printed and Mailed: \$ _____

16 Page Newsletter Printed and Mailed: \$ _____

20 Page Newsletter Printed and Mailed: \$ _____

24 Page Newsletter Printed and Mailed: \$ _____



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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



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ATTACHMENT B

REFERENCES