



**Town of Apple Valley**  
**Request for Bid**  
***Printing of***  
***2015 Community Calendar***

**DATE OF ISSUANCE: Tuesday, September 2, 2014**

**DEADLINE FOR SUBMITTAL: Monday, September 15, 2014**

\* \* \* \* \*

**Email, deliver or mail bid to:**

Town of Apple Valley  
Attn: *Charlene Engeron, Public Relations Specialist*  
14955 Dale Evans Parkway  
Apple Valley, CA 92307  
Ph: (760) 240-7000 x 7072

**BID INFORMATION**

A. **EVALUATION OF BIDS**

The Town of Apple Valley reserves the right to accept or reject any and all bids and to award a contract to the bidder who best meets its requirements. Relevant factors which shall be considered in evaluating the bids are: completeness and accuracy of bid; past experiences of the Town of Apple Valley with the bidder; references regarding past work done by the bidder; ability to complete the job in the specified time with the specified quality of workmanship; as well as the lowest and best price.

B. **DELIVERY POINT**

The **2015 Community Calendar** to be furnished shall be delivered to the Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley, California, 92307.

C. **SCOPE OF WORK**

Please submit bid for:

- 17" X 11" FLAT, 8 1/2 X 11" FOLDED
- Fold, collate, saddle stitch on the 11" side, drill one 1/8" hang hole
- 24 pages inside; plus cover pages - Total pages 28
- Cover: 80# coated cover 4/4 (Alternative, price reducing options requested)
- Insides: 70# coated book 4/4 (Alternative, price reducing options requested)
- 5,000 copies

1. The Town aims for the most ecological process possible including the use of recycled paper, soy or vegetable based ink and the like. Please include descriptions of what you can use and varying prices if necessary.
2. The Town will provide all the event dates, text, and digital artwork and photos by Tuesday, November 4, 2014.
3. Printer will layout the publication. Samples of previous years are available for viewing at Town Hall upon request.
4. Quote should include any delivery charge. Advance delivery notification is mandatory.
5. The final product is to be delivered to Town Hall, 14955 Dale Evans Parkway, Apple Valley, CA 92307, by Monday, December 1, 2014

D. PROPOSAL FORMS

**Samples must be provided with this Bid Proposal Form.**

Bidder: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

\_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Printed name Title

**PROPOSER IDENTIFICATION**

1. Legal name of Proposer: \_\_\_\_\_

2. Proposer's Project Manager: \_\_\_\_\_

3. Street Address: \_\_\_\_\_

4. Mailing Address: \_\_\_\_\_

5. Business Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

7. Email Address: \_\_\_\_\_

8. Type of Business:  Sole Proprietor  Partnership  Corporation Other: \_\_\_\_\_

If corporation, indicate State where incorporated: \_\_\_\_\_

9. Business License number issued by the City where the Proposer's principal place of business is located.

Number: \_\_\_\_\_ Issuing City: \_\_\_\_\_

10. Town of Apple Valley Business License number, if available: \_\_\_\_\_

Successful bidder will be required to obtain a Town of Apple Valley Business License before any contracts are signed.

11. Federal Tax Identification Number: \_\_\_\_\_

**SIGNATURE AUTHORIZATION**

Proposer/Bidder: \_\_\_\_\_

A. I hereby certify that I have the authority to offer this proposal/bid to the Town of Apple Valley for the above listed individual or company. I certify that I have the authority to bind myself/this company in a contract should I be successful in my proposal/bid.

\_\_\_\_\_  
SIGNATURE

**CUSTOMER REFERENCES**

Proposer: \_\_\_\_\_

<b>LIST THREE AGENCIES YOU HAVE DONE BUSINESS WITH WITHIN THE LAST THREE YEARS</b>		
1.	Name of Agency	
	Address	
	Contact Person Name:	
	Contact Person Phone:	
2.	Name of Agency	
	Address	
	Contact Person Name:	
	Contact Person Phone:	
3.	Name of Agency	
	Address	
	Contact Person Name:	
	Contact Person Phone:	