



REQUEST FOR QUOTATIONS: SEMI-ANNUAL TOWNSHIP NEWSLETTER & NEW RESIDENT HANDBOOK

Request for Quotations:

Springfield Township is soliciting and accepting quotes for layout design, editing, publishing and delivery services for the Township's Semi-annual Newsletter as well as the printing of a New Resident Handbook. The Newsletter would be delivered by the selected vendor to approximately 7,450 locations with another 150 extra copies to be delivered to the Township for in-person distribution.

Deadline

Submissions are to be received electronically or via standard mail
by 10:00 AM on Friday, January 5, 2024 to

*Springfield Township
1510 Paper Mill Road,
Wyndmoor, PA, 19038.*

Submissions and/or Questions relating to this project may be addressed to:

Jamie DePaul, Community Relations Specialist
1510 Paper Mill Rd
Wyndmoor, PA 19038
Phone: 215-836-7600
Email: jdepaul@springfieldmontco.org

INTRODUCTION

Springfield Township is a 6.16 square mile suburban community located along the Northwest border of the City of Philadelphia. Situated in the Southeastern part of Montgomery County, Springfield is surrounded by the Townships of Abington, Cheltenham, Upper Dublin and Whitemarsh, as well as the Chestnut Hill section of Philadelphia.

SCOPE OF WORK

The Township currently issues two (2) Newsletters annually. The Newsletters are generally mailed out in March (our Spring/Summer edition) and September (our Fall/Winter edition) each year to every household and business in the Township. Combined, the Newsletter is mailed to approximately 7,450 locations with another 150 copies retained by the Township for in-person distribution. Each newsletter is approximately 12 pages in length, printed front to back in full color. Additionally, the vendor would be responsible for the printing of a 16 page welcome guide for new residents that the Township would design in-house.

Quotations from vendors interested in responding to this solicitation should include itemized pricing for the following services:

- Spelling and grammatical editing of article content
- Professional design and layout of articles, pictures, graphs, tables and/or graphics
- Newsletter size averages twelve (12) standard 8" x 11" pages front and back – *Bidders should offer separate quotes are required for full color versus black and white print only as well as for versions printed on matte versus gloss paper (see proposal form on PAGE 3);* Inserts will be necessary on occasion
- Approximately 7,600 Newsletters to be printed, of which 7,450 are to be mailed to residents and businesses - *Bidders should clarify the necessary postage charge and whether payment for mail is required to print or if payment will be accepted after.*
- Ability to update and maintain an accurate mailing list of businesses - *Bidders should indicate their capability to update and maintain an accurate mailing list via test program or other relevant software and the fee involved for such service.*
- Provide a Master electronic PDF version of the final Newsletter that is high resolution but no greater than 7 MB in file size
- Provide a final newsletter draft prior to publishing deadline for Township review and approval in correspondence with the timeline provided by the Township.
- Bidders are to submit a base quote for the provision of the services identified above over the course of one (1) calendar year (January-December), which include a total of two (2) Newsletter editions. Alternates for the provision of services beyond the base quote of one (1) calendar year will also be accepted. Alternates should cover only those services identified above and for a period not exceeding three (3) calendar years.

- Bidders should also submit a quote for the printing of approximately 50, 16 page welcome guides twice a year, which will be designed in-house by the Township.

WITHDRAWAL OF PROPOSALS

Any person or business may withdraw the proposal by written request at any time prior to the scheduled time frame for the opening of proposals.

SUBMISSION PREPARATION AND ECONOMY

Quotes should be prepared simply and economically, providing a straightforward, concise description of the Bidder's capabilities to satisfy the requirements of this Request using the quote submission form attached. All submissions should also include a target timeline/lead time to complete a typical publication as well as a recent physical or digital sample of work completed for existing customers.

The Bidder shall be responsible for costs incurred in the quote's preparation and delivery. The quote should provide an itemized and detailed breakdown of all associated costs to fully implement and complete the project, along with the specifications outlined in this proposal.

EVALUATION PROCESS

The Township will consider candidates based on the following criteria;

- a) The Townships needs and requests are being met.
- b) The quality of the work being presented is professional, organized, and attractive.
- c) Demonstrates adaptability to changes and deadline constraints.
- d) Overall cost of production

TOWNSHIP OBLIGATIONS

The Township will provide a draft of the content for each newsletter edition in a Microsoft Word format. Any additional content such as photos, images, logos, and/or clip art may be submitted by Township staff to be inserted in conjunction with specific articles or news stories. Such documents will likely be in pdf, gif, jpg, and/or png formats.

TERMS AND CONDITIONS

All proposals shall be good for not less than (60) days from the date of the RFQ deadline. Springfield Township reserves the right to reject any and all quotes and to negotiate any particulars in the quotes received. Collusion between applicants is sufficient cause to disqualify all those involved. All proposals and submittals will be considered final. No additions, deletions, adjustments, or corrections will be accepted after RFQ deadline. Proposals received after the designated deadline will not be considered.

The successful Bidder is specifically denied the right of using in any form or medium the name of Springfield Township for public advertising unless express written permission is granted.

END OF REQUEST FOR QUOTATIONS

<i>Name of Vendor</i>	<i>Contact Person</i>
<i>Business Address</i>	<i>Contact Information</i>

Scope of Work

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Itemized Service	Price (\$)
Full Color	
Black and White	
Matte Paper	
Gloss Paper	

Postage Charge (\$)		
Payment for mail required to print	YES	NO

Mailing list test program/software available	YES	NO
If answer is “Yes” Please Indicate Fee (\$)		

Printing quote for 50, 16-page welcome guides semi-annually (\$)	
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Total Cost: