



CITY OF AVONDALE  
Finance and Budget Department  
11465 West Civic Center Drive  
Suite 250  
Avondale, AZ 85323-6807  
Phone: 623-333-2043  
Fax: 623-333-0200

**REQUEST FOR QUOTATION  
FOR  
POSTCARD PRINTING AND MAILING SERVICES**

**21-063**

**All quotes due by June 10, 2021, 3:00 P.M., Local Time, Phoenix, Arizona.**

The City of Avondale (the "City") is seeking qualified vendor(s) to provide all material and labor required as described below on an as-needed basis for a period of one year, with four renewable one-year options, as set forth below.

**Section I – Project Information**

- 1.1 The Purpose: Vendor(s) will provide the City with postcard printing and mailing services (the "Materials and Services") as more particularly described in the Scope of Work and Price Sheet, respectively attached hereto as Exhibit A and Exhibit B and Incorporated herein by reference.

At the City's discretion, the Contract created by this request and the resulting quotation will automatically renew for up to four successive one-year terms (each, a "Renewal Term"), unless the Contractor notifies the City in writing of its desire to terminate the Contract. If extended, the then-current prices shall be applicable during the subsequent Renewal Term unless the Contractor notifies the City in writing of any rate increase and the City approves the increase with an authorized signature, prior to the end of the then-current term. By consenting to a Renewal Term, Contractor shall be deemed to affirmatively assert that (i) the City is not currently in default, nor has been in default at any time prior to the Renewal Term, under any of the terms or conditions of the Contract and (ii) any and all Contractor claims, known and unknown, relating to the Contract and existing on or before the commencement date of the Renewal Term are forever waived.

- 1.2 Scope of Work: Printing and mailing services required:

- 1.2.1 The Vendor must be able to print and mail first-class 4.25" x 6" postcards utilizing a City-provided template, project information and address list. The postcards must be printed in a matte finish in black and white on the address side and black, white and color on the opposite side (the "Materials"). A sample postcard is attached hereto as Attachment 1 and incorporated herein by reference.
- 1.2.2 The Vendor shall provide all labor, equipment and supplies necessary to produce the Materials.
- 1.2.3 The Vendor must be able to receive and reproduce text, including, but not limited

to, all MS Office and Adobe file formats, as well as word processing compatible graphics via electronic files (email, internet, disk, or drive).

- 1.2.4 All designs, drawings, pictures, blueprints, or any document provided by the City Representative for use in the production of Materials are property rights of the City, which must be held confidential and not be improperly reproduced or used by the Vendor.
- 1.2.5 The Vendor may need to work and coordinate with the City Representative(s) or contracted vendors for completion of the services.
- 1.2.6 The quality of the Materials produced by the Vendor must meet the highest industry standards.
- 1.2.7 The Vendor must maintain both an electronic and a hard copy sample reference catalogue of the City's Materials.
- 1.2.8 Materials orders will be submitted to the Vendor by the City Representative(s) on an "as-needed" basis. The City will not be obligated to any minimum or maximum quantity and will not be financially responsible for more than the quantity ordered, unless the City Representative agrees to an estimated amount at the time the Materials order is placed.
- 1.2.9 All orders will require proofs (submitted electronically), approved by the City Representative prior to production of the Materials. Any additional information or clarification needed by the Vendor must be obtained prior to submission of the proofs. If corrections or revisions are required, a new proof must be submitted to the City Representative for final approval prior to production of the Materials.
- 1.2.10 The City has the right to increase or decrease the amount of the Materials order prior to final proof approval stage.
- 1.2.11 Any change in the production of Materials or extra work that results in additional charges to the City must be discussed with the City Representative and approved in writing by a duly authorized City employee prior to production. Invoices for additional charges will not be accepted without written authorization.
- 1.2.12 All Materials are subject to final inspection and acceptance by the City Representative who placed the order. Materials failing to conform to the specifications, drawings, data, instructions or quality standards will be rejected and returned to the Vendor. If so returned, all costs will be the sole responsibility of the Vendor.
- 1.2.13 Turnaround time (including printing and mailing) is not to exceed three business days. If the Vendor determines it is unable to deliver the Materials by the due date, the City Representative must be notified immediately.
- 1.2.14 Payment for the Materials and Services will not be authorized until verification of mailing is received and approved by the City Representative who placed the order.

- 1.2.15 After printing, the Vendor shall mail the printed and addressed postcards, via first-class mail, utilizing the address list provided by the City.
- 1.2.16 Vendor shall mail the postcards under Vendor's presorted first-class mail permit.
- 1.2.17 An Affidavit of Mailing executed by an authorized representative of the Vendor shall be submitted to the City electronically by the close of the next business day following the mailing.

## **Section II – Instructions and Conditions**

1. This is an indefinite quantity and indefinite delivery Agreement for Services, which shall only be provided when the City chooses to move forward with a pending project and proper authorization and documentation have been approved. The City does not guarantee any minimum or maximum amount of Services will be requested under this Agreement.
2. Contractors must state the manufacturer of each product quoted on in conformity with the specifications.
3. All quotations must contain the quoting firm's name and be signed by an authorized agent, officer or employee.
4. Award will be made to the Contractor whose quotation is the most advantageous to the City.
5. Please attach your Quotation behind the Exhibit A cover sheet and submit this document to the address above.
6. Contractor shall provide the Services in accordance with a safety plan that is compliant with Occupational Safety and Health Administration ("OSHA"), American National Standards Institute and National Institute for Occupational Safety and Health standards. If, in the Contractor's sole determination, the Services to be provided do not require a safety plan, Contractor shall notify the City, in writing, describing the reasons a safety plan is unnecessary. The City reserves the right to request a safety plan following such notification.

If you need additional information or have questions, please contact Tessa Prater by email [tprater@avondale.org](mailto:tprater@avondale.org).

## **Section III – Pricing**

The Quotation shall be attached hereto as Exhibit A and shall contain pricing.

**Note:** Prices offered shall include applicable state and local taxes.

## **Section IV – Execution and Submission**

By executing this document and submitting a quotation to the City of Avondale, the authorized agent agrees (i) he/she has read the City's Standard Terms and Conditions, dated March 16, 2020, as set forth on the City of Avondale website (<https://www.avondaleaz.gov/government/departments/finance-budget/standard-terms>), which are incorporated into and become a part of the company's quotation offer as if set forth fully herein and (ii) the company shall be bound by the Standard Terms and Conditions, dated March 16, 2020. By signing below the company is offering to provide the services set forth in Exhibit A and upon written acceptance of the company's offer by the City, it will have entered into a binding agreement. The offer shall be considered held open for 60 days from the quotes due date set forth above.

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

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Company Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_ Telephone No. \_\_\_\_\_

**Quotations for amounts exceeding \$50,000 will not be authorized and will require a formal procurement process.**

**ACCEPTANCE OF OFFER AND CONTRACT AWARD (For City of Avondale Use Only)**

The Contractor Offer is hereby accepted. The Contractor shall not commence any billable work or provide any materials or service under this Contract prior to the date this Contract is executed.

City of Avondale, an Arizona municipal corporation

\_\_\_\_\_  
PROCUREMENT AGENT

Date: \_\_\_\_\_

EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
Postcard Printing and Mailing Services

[Contractor's Quotation]

(See following page(s).)

ATTACHMENT 1  
TO  
EXHIBIT A  
TO  
REQUEST FOR QUOTATION  
FOR  
POSTCARD PRINTING AND MAILING SERVICES

[Sample Postcard]

(See following page.)

# NOTICE OF UPCOMING PUBLIC HEARINGS



**Dear Property Owner:** The purpose of this mailing is to inform you that public hearings are scheduled to review and solicit public input on application (insert Case No.) for (insert specifics of request) located at (insert location).

[INSERT PROJECT LOCATION MAP OR SITE PLAN]

Meetings are scheduled as follows:

<b>Planning Commission Hearing</b> (insert date), 6:30 P.M. Avondale City Hall Council Chambers 11465 W Civic Center Drive Avondale, Arizona 85323	<b>City Council Hearing</b> (insert date), 7:00 P.M. Avondale City Hall Council Chambers 11465 W Civic Center Drive Avondale, Arizona 85323
---	--

Please feel free to contact staff if you would like to learn more or provide input on this request.  
**Staff Contact:** (insert staff contact information)

Back – Black,  
White and  
Color

(Insert staff contact name)

City of Avondale  
 Development & Engineering Services  
 11465 W Civic Center Drive, Suite 110  
 Avondale, AZ 85323

PRESORTED  
 FIRST-CLASS MAIL  
 U.S. POSTAGE PAID  
 (insert permittee)  
 (insert permit number)

APN 500-55-005  
 John Jones  
 1211 South 4<sup>th</sup> Street  
 Avondale, AZ 85323

[ADDRESS BAR CODE]



Front –  
Black and White

EXHIBIT B  
TO  
REQUEST FOR QUOTATION  
FOR  
POSTCARD PRINTING AND MAILING SERVICES

[Price Sheet]

(See following page.)



**PRICE SHEET**

Postcard Printing and Mailing Services  
21-063

**NOTE: All pricing blanks must be filled in. Incomplete or unfilled spaces in the Price Sheet shall be deemed as a NO BID entry for that item.**

DESCRIPTION	QUANTITY	UNIT	UNIT PRICE Including Postage (Regular Turnaround)	UNIT PRICE Including Postage (24-hr Turnaround)
Print and mail first-class 4.25" x 6" postcards in accordance with the specification in the Scope of Work.	1-499	Each		
	500-1499	Each		
	1500-2499	Each		
	2500+	Each		
Set-up price per order	1	Each		