

City of Waycross

Purchasing Department

Linda E. Jones
Purchasing Director

TO: ALL VENDORS
FROM: LINDA E. JONES, CPPB, PURCHASING DIRECTOR
DATE: May 13, 2019
RE: Annual Printing Services Bid

The City of Waycross, Georgia will receive sealed bids until 1:00 P.M.

Wednesday May 29, 2019

For : Annual Printing Services

As specified in the attached specifications.

The city reserves the right to accept or reject any or all bids, to waive formalities and technicalities, to make an award in the best interest of the City and to make an award item by item unless otherwise stipulated by the bidder. Bidder must comply with all Federal, State and Local Laws.

Factors to be considered in making this award, if awarded, will be prices, delivery, and availability of parts and service, and the suitability of the product for the using agency. The City will be the sole judge of the weights given these factors.

Bids will be opened and read aloud in the conference room at City Hall, on the second floor – 417 Pendleton Street, Waycross, Georgia, on the hour and date specified above. No bids will be accepted after bid opening time.

BIDS SHOULD BE MAILED TO: CITY OF WAYCROSS, PURCHASING DIRECTOR
P. O. DRAWER 99
WAYCROSS, GEORGIA 31502-0099

OR HAND DELIVERED TO: CITY HALL – PURCHASING DEPARTMENT
(PRIOR TO OPENING) 417 PENDLETON STREET, ROOM 201
WAYCROSS, GEORGIA 31501

BID ENVELOPE SHOULD BE MARKED: Bid # FY19-22 Printing

The city has provided a bid form for your convenience. All blank spaces shall be completed and returned with your bid form.

Prices quoted shall be firm prices and remain firm until delivery is made. If awarded, the City will place an order with the successful bidder within thirty (30) days after bid opening.

P. O. Drawer 99
Waycross, Georgia 31502-0099
(912) 287-2956

MEMO TO: ALL PRINTING VENDORS

FROM: Linda Jones, Purchasing Director

DATE: May 13, 2019

RE: Invitation to Bid – Printing FY19-22

The City of Waycross will receive sealed bids from Printing Vendors until **1:00 p.m., Wednesday, May 29, 2019**. Bid forms may be obtained from the Purchasing Department, City Hall, 2nd floor, 417 Pendleton Street, Waycross, Georgia. The bid will be for the period beginning July 1, 2019 through June 30, 2020 and may be extended annually for an additional 3 years if all parties are in agreement.

A sample book containing each department's forms has been compiled and is available for vendor inspection. Each vendor will be allotted a 3 day period to review the book and return it to the Purchasing Department. A description of the form and estimated annual usage has been written on each form. The estimated annual usage does not mean that the City will order that amount within the next year.

Orders will be placed on an as needed basis. Orders shall be delivered within 5 working days; unless it is specified as an emergency order which shall be cleared through the Purchasing Department.

Standard padded forms, or packs, shall be 50 each unless otherwise stipulated.

No hidden charges to be included. (Ex: freight, delivery, finance charges, etc.) If set-up charges are separate from bid quote then so state on bid form.

The City reserves the right to reject printing of awarded vendor if printing; paper quality or service is not acceptable to the City.

WPD-104
WPD-118
WPD-120
WPD-206

PUBLIC WORKS

PW-1
PW-2
PW-3
PW-4
PW-5
PW-6
PW-7

DATA PROC/UB

UB-1
DP-2
DP-3
DP-4

WAREHOUSE

WH-1
WH-2
WH-3

MAINSTREET

MS-1
MS-2
MS-3
MS-4
MS-5
MS-6
MS-7
MS-8
MS-9

COMPANY NAME

DATE

AUTHORIZED SIGNATURE

STREET ADDRESS

CITY

STATE

ZIP
