



NO: B7002  
DATE ISSUED: 5/9/2014  
DATE DUE: 5/23/14  
TIME: 9:00 a.m.  
CATEGORY: 52010

**REVISED**

### **NOTICE TO BIDDERS**

Sealed bids will be received by the Purchasing Agent of the Des Moines Independent Community School District at his office, Division of Purchasing, Des Moines Independent Community School District, 1915 Prospect Road, Suite 1200, Des Moines, Iowa 50310, until 9:00 a.m. on the 23<sup>rd</sup> day of May 2014 for furnishing the following, according to the specifications now on file at the Division of Purchasing:

#### **PRINTING OF COMMUNITY EDUCATION PROGRAM CATALOGS**

The award of contract may be made by the Board of Directors of the Des Moines Independent Community School District to the lowest responsible bidder meeting the specifications. The right is reserved to reject any or all bids, or any part thereof, and to waive informalities, and to enter into such contract or contracts as shall be deemed in the best interests of the Des Moines Independent Community School District.

By virtue of statutory authority, a preference will be given to products and provisions grown and coal produced within the State of Iowa, and to Iowa domestic labor.

All bids will be governed by applicable provisions in the Iowa Code and Board Policies.

Secretary of the Board  
Des Moines Independent  
Community School District



**REVISED**

**FORM OF PROPOSAL**  
**Des Moines Public Schools**  
**Division of Purchasing**  
**1915 Prospect Road**  
**Suite 1200**  
**Des Moines, IA 50310**  
**Phone (515)242-7751**  
**Fax (515)242-7550**

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BIDS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED WILL BE RECEIVED AT THE ABOVE OFFICE UNTIL, BUT NOT LATER THAN, THE DATE AND TIME ABOVE STATED AND THEN PUBLICLY OPENED FOR FURNISHING THE FOLLOWING SUPPLIES, EQUIPMENT AND/OR SERVICE F.O.B. DESTINATION Mark Mattiussi, Purchasing Agent

Item No.	Quantity	Unit	Description	Unit Price	Amount
			<p><b>All Labor/ Materials for the Printing of the Community Education Program Catalogs</b>            In accordance with the enclosed Form of Proposal, Detailed Specifications and General Conditions</p> <p><u>Period of Contract</u>            This contract is for the period July 1, 2014 through June 30, 2015. The District reserves the option to renew the contract with the successful bidder for up to four additional years. The amount of the contract for the second through the fifth year shall be negotiated at the close of each preceding year. The renewal option may not be exercised if it is not in the District's best interest</p>		
				<b>Total</b>	<b>\$</b>

The undersigned bidder certifies, by responding to this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal, State or Local department or agency. In compliance with the above invitation for Bids, and subject to all the terms and conditions thereof, the undersigned offers, and agrees, if this bid be accepted within \_\_\_\_\_ calendar days from the date of the opening, to furnish any and all of the items upon which prices are quoted at the price set opposite each item, delivered at the point specified and unless otherwise specified within \_\_\_\_\_ calendar days after receipt of order. Delivery shall be to the Des Moines Independent Community School District between the hours of 8:00 a.m. and 3:30 p.m. at: DMPS 1915 Prospect Road Des Moines, IA 50310

Bidder \_\_\_\_\_ Street Address \_\_\_\_\_

By \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 (Signed)

Title \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

SUBJECT TO THE TERMS AND CONDITIONS HERETO ATTACHED. THIS FORM AND EACH ADDITIONAL FORM OF PROPOSAL, IF ANY, MUST BE SIGNED. Terms & conditions found @ <http://www.dmschools.org/wp-content/uploads/2011/10/GeneralTermsConditions2012.pdf>

Detailed Specifications  
Community Education Catalogs

**Revised**

Bidder Name \_\_\_\_\_

Bidder Signature \_\_\_\_\_

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The District plans to print the Community Education Des Moines Public Schools program catalog four times a year: Fall, winter, spring, and summer.

Pricing is to be per edition, NOT a total for the year. All proposals should include a representative sample of similar work performed in the recent past.

Printing Specifications:

- Booklet format, approximately 8.25" x 10.75" trimmed & bound (glue binding preferred; specify if other)
- Full process color throughout, with bleeds
- 50# premium paper or better throughout
- Artwork to be provided as electronic files, proofing included
- Maximum one (1) week turn-around, finished artwork to delivery of printed catalog

Bidders are to provide pricing on the Form of Proposal matrix for 24, 32, and 40 page editions for quantities ranging from 75,000 to 150,000, as well as a price per 1,000 for additional quantities falling between 150,000 and 200,000. Bidders must also indicate if they are capable of printing in page counts in other than 8 page increments, and if so, what increment. ***Due to the organizational structure of the District's Community Educational program the District intends to work directly with a printer and cannot accept proposals from third party brokers.***

QUANTITY	Price for 24 pages	Price for 32 pages	Price for 40 pages
75,000			
100,000			
150,000			
Add'l per 1,000 for up to 200,000			

Bidder is capable of other than 8 page increments: Yes \_\_\_ No \_\_\_ If yes, increment possible: \_\_\_