



CITY OF URBANA

REQUEST FOR QUOTES

Quotes for the following item(s) or service are sought:

A 6" X 8.5" post card mailing to all City of Urbana residents using camera ready artwork provided by the City of Urbana and including postage.

Requesting Department:

Attention: Andrea Ruedi
706 S. Glover Avenue
Urbana, IL 61802
(217) 402-3678

Date of Request:

January 21, 2021

The original plus one (1) copy of your proposal(s) MUST be submitted to the Requesting Department at or before the date and time specified below to receive full consideration:

PROPOSAL DUE DATE: February 5, 2021

PROPOSAL DUE TIME: 5:00 PM PREVAILING TIME

All proposals submitted in response to this Request shall be irrevocable for a period of One Hundred Twenty (120) days after the proposal due date and may not be withdrawn by the Vendor during this period. After such time has elapsed, the Vendor may withdraw the proposal if it has not been selected prior to the request to withdraw. Such withdrawal shall be requested in writing.

The City reserves the right to waive technicalities or to accept or reject any proposal or combination of proposals based upon the City's determination of its best interest.

SECTION 1. GENERAL PROVISIONS

1.1 Vendor Questions

ALL questions pertaining to this Request (RFP or RFQ) must be submitted in writing at least five (5) business days prior to the deadline for submission to:

Andrea Ruedi
Senior Advisor for Integrated Strategy Development
City of Urbana
706 S. Glover Avenue
Urbana, IL 61802
Facsimile:
Email: alruedi@urbanaininois.us

Vendors are prohibited from contacting staff of the City of Urbana regarding this Request except as specifically set forth herein. Failure to comply with this provision may result in rejection of any or all proposals.

1.2 Proposal Content and Format

Your proposal(s) must include the following information:

Section 1 Vendor Information:

- (A) Name, address, phone number and website of the Vendor;
- (B) Name of the contact person for the Vendor;
- (C) Document the availability of all persons assigned to the project and whether the Vendor has sufficient resources to complete the project within the City's time constraints.
- (D) A Statement of Qualifications, including a narrative or other statement by the firm of its qualifications for the proposed project.

Section 2 Acknowledgments:

Acknowledgment of any response to questions or addenda sent by the City.

Section 3 Proposal Information:

The proposal shall contain at a minimum the following:

- (a) General information about the items or services proposed;
- (b) Detailed technical response to each and every requirement listed in the Specifications;
- (c) Detailed costs and charges;
- (d) If a proposal form is provided, any additional information required by the City in the Proposal Form.

Section 4 Attachments:

- (a) A copy of all standard Vendor or manufacturer warranties must be included or will NOT be considered part of this contract.
- (b) The Vendor must submit completed contract documents along with the proposal to receive full consideration unless otherwise stated in the Specifications.
- (c) Any other documents required by the Specifications.

Section 5 References:

List of two (2) references that may be contacted. Include the name, address, phone number, website and a contact person for each reference.

1.3 Evaluation Criteria

The City will conduct an evaluation of the proposal(s) submitted. The evaluation will be based on criteria set forth in the Specifications.

1.4 Rights to Submitted Materials

All proposals, responses, inquiries, or correspondence relating to or in reference to this Request, and all reports, charts, displays, and other documentation submitted by the Vendor shall become the property of the City when received and shall not be returned to the Vendor. The City reserves the right to use the material or any ideas submitted in this proposal in response to the Request whether amended or not. Selection or rejection of any proposal does not affect this right.

1.5 Proprietary Information

Any restrictions on the use of information contained within a proposal shall be clearly stated as such within the proposal. The City will only be able to comply with a request for confidentiality to the extent allowed by law.

1.6 Cost of the Vendor to Respond

The City is not responsible for any cost incurred by a Vendor in the process of responding to this Request or for any pre-contract costs incurred by any Vendor participating in the selection process.

1.7 Public Advertising

The Vendor is specifically denied the right to use the name of the City of Urbana for public advertising or reference in any form or medium without the express written permission of the City.

1.8 Termination

The City reserves the right to terminate the selection process at any time, to reject any or all proposals and to award a contract in the best interest of the City of Urbana.

SECTION 2. SPECIFICATIONS

Project Title

A 6" X 8.5" post card mailing to all City of Urbana residents using camera ready artwork provided by the City of Urbana and including postage.

The following specifications are provided to allow vendors to accurately estimate the project's costs and provide a bid that reflects the maximum cost to provide the required specifications.

Proof of Qualifications

Responders must provide a minimum of three samples of similar work performed for other clients, along with the final costs of those projects.

Production and mailing timeline

Production must start by 2/15/21 and mailing date must be no later than 3/1. Provide a timeline with days required for production, printing, mailing date, and delivery time. Also, include any tracking service that is provided for client to be notified when mailings arrive.

Paper size and quality of paper

Paper must be 80# gloss cover weight paper, size 6" x 8.5".

Post cards quantity based on responder's purchased list, included in the price

State the number of City of Urbana residents the post card will be mailed to.

Source for names/addresses

What is the source for the responder's mailing list and include statements attesting to the accuracy of names and addresses?

How post cards will be addressed, i.e. actual name or resident at (address)

Detail how will the post cards be addressed.

Full color, two sided printing

This is a full color piece and is double sided.

Postage rate and total cost

What is the per piece cost to mail the post cards and what is the total cost to be included in the cost?

Return address included on the post cards

City of Urbana Comprehensive Plan, 706 S. Glover Avenue, Urbana, IL 61802

Contract Expiration

Contract will expire when past card mailing has been completed by the required timeline.