



Borough of Hanover

44 Frederick St.

Hanover, PA 17331

www.HanoverBoroughPA.gov

717-637-3877

Invitation to Bid

Publishing / Printing / Postal Services

Issue Date: May 15, 2023

Bid Opening June 12, 2023, 11:00AM EST

Proposals received after the deadline will be returned unopened.

Proposal Submission Summary

The Borough of Hanover is soliciting proposals from qualified parties (“Vendor”) for printing and delivering the Borough’s Quarterly Newsletter. The publication will be sent by post to residents four times per year, seasonally in the winter, spring, summer, and fall. In addition, other print services are requested including letterhead, business cards, and other documents as needed.

Proposal Due Date Monday, June 12, 2023 at 11:00AM EST
Submit: One (1) Sealed Bid for publishing/printing/postal services plainly marked “Sealed Bid for Publishing/Printing/Postal Services”, and signed, including each of the required forms attached. No electronic submissions will be accepted.
Send to: Borough of Hanover
Attn: Valerie Meyers
44 Frederick St.
Hanover Borough, PA 17331

Listed below are specific (*) and anticipated dates and times of actions related to this bid. Actions with specific dates must be completed as indicated unless otherwise changed.

Milestones	Date
Invitation to Bid	May 15, 2023
Proposals due from Vendors*	June 12 by 11:00AM EST*
Contract Award Date	June 28, 2023

Section A

Overview

The Borough is conducting this competitive solicitation process and will make an award based on Vendor competence, accurate evaluation of the project, and competitive pricing to provide the best product and value for the Borough.

Proposal Format and Forms

Vendors will submit their proposals including the information and format described in Section C of this proposal submission summary.

Selection Criteria

Responses to this bid will be evaluated by a selection team consisting of Borough department stakeholders.

Evaluation Criteria	Value
Pricing – The firm’s Proposed Fees for the Services Requested	40%
Quality of Work and Services Offered	25%
Qualifications and Experience	20%
References	15%
Total	100%

Section B

Project Details

The Borough is requesting proposals for the printing, assembling, and delivery of its quarterly newsletter to be published March, June, September, and December. Every residential, commercial and post office box within the Borough limits will receive the newsletter four times annually. This project begins with the September 2023 edition and ends with the June 2024 edition with the option to renew the contract annually at the Borough’s discretion. Previous issued newsletters are available on the Borough’s website: www.HanoverBoroughPA.gov under the tab *How Do I* under the heading *Find*. In addition, the Borough requests proposals for print letterhead and business cards as added items to this proposal. (Other document production may be requested on an as needed basis.)

Printing and Estimated Quantity, Postage and Related Expenses

Newsletter Specifics: The completed, folded or flat depending on the number of pages, and stapled newsletter is 8.5” x 11”. (This size is flexible if Vendor has suggested recommendations.) The quantity to be printed per issue is approximately 7,550 newsletters, which includes approximately 7,300 mailed by post and 300 additional copies. Publication is to occur four (4) times annually for a total of approximately 30,200 newsletters annually. Proposals should include price per edition, postage for the mailed copies, cost of delivery services to post office and any other related expenses. In regard to the editing process, there shall be no additional charges for corrections and/or changes made prior to final proof. After the final proof has been presented for approval, any corrections and/or changes made will be at the Borough’s expense, unless it is an error made by the Vendor. Additional printing specifications are suggested as below but are open to proposal by the Vendor:

The newsletter will be designed by Borough staff and formatted in PDF format for file sharing. The Vendor will prepare the copy for print, making any necessary technical adjustments then will send a digital copy to the Borough’s Communications Manager via email until the copy in full has been approved for publication. Prior to printing an estimated cost for mailing will be submitted to the Communications Manager. Upon publication and delivery, the Borough will reimburse the Vendor for postage fees as an added line item to each invoice or through a separate invoice.

Letterhead and business cards will be handled in the same manner as the newsletter without actions related to postal delivery. Costs related to delivery of these items to the Borough office should be included.

Schedule and Proofs

Once the content is deemed complete, the Vendor will have two (2) business days to prepare and deliver a digital PDF proof to the Communications Manager for approval or edits. Upon final approval, the Vendor shall guarantee compliance with any postal requirements, specifying cost per item and expected delivery date.

Term

The contract term for this project shall be from the contract effective date through June 30 2024, with an option to renew annually at the Borough's discretion.

Additional Information

As regards the quarterly newsletter, the project is relatively similar each quarter and it is estimated that the majority of the issues will be a maximum of 16 pages. However, it is possible that the pages of each issue could vary throughout the year due to unknown or unpredictable content. The criteria that may fluctuate include the following:

- The number of pages per issue;
- The quantity to be printed and mailed – based on postal addresses being added to or removed from the mailing list;
- The delivery date of the files to the printer is based on the timing of the receipt and/or confirmation of information relevant to content.

Section C

Proposal Requirements

To facilitate an accurate analysis of responses to this bid, the Vendor is required to submit their proposals on the bid form, as provided, including the requested documents (attach additional documents as necessary).

1. Company Operating History & References
 - Describe the Company's experience with projects of similar size and scope.
 - Include at least two (2) references for organizations for which the Company has provided similar services.
2. Product Proposals
 - Relating to the quarterly newsletter, submit at least two detailed printing options, including size and stock options, binding options, postal/delivery options, and timetables for production.
 - Relating to letterhead and business card services, submit two options for paper with related printing costs and a timetable for production.
3. Price Proposal
 - Relating to the quarterly newsletter, include a completed price proposal including the cost per issue of newsletter (7,300 postal copies + 300 additional copies) all postal expenses, all permits, goods/materials, facility fees, work, transportation, documentation, and expenses necessary to perform the work in accordance with the scope of services.
 - Relating to other print services, include a completed price proposal including cost of materials, quantity options as indicated on the bid form, and all expenses necessary to perform the work (including set up fees or layout) in accordance with the scope of services.
4. Sample Documents
 - Provide at least two (2) sample newsletters/publications for which the Vendor performed similar services requested in this bid.
 - Provide at least two (2) sample letterhead/business card publications for which the Vendor performed similar services requested in this bid.

Publishing / Printing / Postal Services BID FORM *

Date: _____

Business Name: _____ Contact Name: _____
 Business Phone: _____ Contact Title: _____
 Business Website: _____ Contact Phone: _____
 Address: _____ Contact Email: _____
 City/State/Zip: _____ Signature: _____

CONTENTS	Included	
	YES	NO
Company Operating History & References		
Experience & Similar Projects		
References (2)		
Product Proposals		
Newsletter Specs		
Other Printing Specs		
Price Proposals		
Newsletter Cost Proposal Including Cost/Issue & Postal Costs		
Letterhead Cost Proposal		
Business Card Cost Proposal		
Sample Documents		
Newsletter Sample		
Other Print Samples		

* The Borough of Hanover is exempt from all state and federal taxes.

PRICE QUOTES	QUOTE Attach cost breakdown.	
Newsletter Price Quote	Option 1*	Option 2** _
Newsletter Print Cost 8 Pg. (7,300 Postal + 300 Additional Copies)		
Newsletter Print Cost 12 Pg. (7,300 Postal + 300 Additional Copies)		
Newsletter Print Cost 16 Pg. (7,300 Postal + 300 Additional Copies)		
Newsletter Postage Cost 8 Pg. (7,300 in the 17331 Zip Code Area)		
Newsletter Postage Cost 12 Pg. (7,300 in the 17331 Zip Code Area)		
Newsletter Postage Cost 16 Pg. (7,300 in the 17331 Zip Code Area)		
Letterhead Price Quote 70# Uncoated	Printed Page	Matching Blank Page
Quantity 250		
Quantity 500		
Quantity 1,000		
Quantity 2,000		
Business Card Price Quote 14 Pt. / One Color / Standard 3.5"x2"	One Sided	Two Sided
Quantity 100		
Quantity 250		
Quantity 500		

* Please include details as needed below.

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