

**KENT COUNTY LEVY COURT  
DEPARTMENT OF COMMUNITY SERVICES  
NEWSLETTER BID SPECIFICATIONS**

The Kent County Levy Court is seeking a Licensed Printing Company to produce a newsletter, advertising the County's services and programs. The successful contractor will be responsible for all work involved in the printing of the newsletter. Subcontracts are permissible but Kent County shall have no contact with, nor responsibility for, said subcontractor. A representative of the contractor must be available to make service calls to the Department of Community Services to assist the staff with expertise pertaining to the design and layout of the newsletter. The newsletter information will be sent to the successful contractor via email formatted in Microsoft Office Word 2010 & Adobe PDF. Kent County gives preference to those bidders who do not subcontract portions of the work.

Lump Sum Bid is to be valid **September 30, 2017 through September 30, 2019** and **includes eight (8)** quarterly (winter, spring, summer and fall) printings. Lump Sum Bid is also to be based on the following specifications:

Quantity per printing: 78,500 - Kent County reserves the right to request additional copies at the cost specified in the Newsletter Bid Form submitted by successful contractor.

Booklet: 24 pages+/- 4 pages (2-sided), web or sheet fed printed - page 8 ½" x 10 ½" or comparable with an image area of 8 x 10 or comparable.

Bindery: Glued or stitched

Stock: 60# Offset or 50# Web

Ink: Requesting quotes for black plus one (1) additional color.

Artwork: Some artwork may be supplied by the County but the primary responsibility for artwork will be with the contractor.

Layout & Design: The County will submit specific layout specifications for pages 1 – 24 +/- 4 pages which will include proper use of indents, leading and carry over's.

Photographs: Black and white and/or color photographs may be included by the County.

Proof: At least one (1) set of page layouts for proofing purposes and one (1) Blueline. Electronic submission will be acceptable to meet this requirement, using PDF format.

Final Approval: A pre-press meeting will be held to approve the newsletter before printing. It will be the responsibilities of the successful bidder to have a qualified representative meet with the County at 1683 New Burton Road, Dover, Delaware.

Delivery: A specified number of newsletters are to be delivered to the County's bulk mailing company and the remaining newsletters are to be delivered to the Kent County Department of Community Services, Parks & Recreation Division, at 1683 New Burton Road, Dover, Delaware 19904. A delivery date will be specified by Kent County when newsletter information is supplied.

Submission of Sealed Bid **must** include a sample brochure, as described in these Specifications.

Contract award shall be made to the lowest responsive and responsible bidder whose sample brochure displays sufficient professional standards relevant to production of the Kent County Levy Court's newsletter. The same newsletter will be judged for overall quality of product, clarity of print, composition, and aesthetic appearance.

***Kent County reserves the right to reject any and all Bids.***

**KENT COUNTY LEVY COURT  
DEPARTMENT OF COMMUNITY SERVICES  
NEWSLETTER BID FORM**

The undersigned, representing that he/she has read and understands the Newsletter Bid Specifications and that his/her price quote is based on the conditions, services and all other responsibilities required by the Newsletter Bid Specifications without exception, hereby proposes to and agrees to provide all labor and services required to execute the work described by the Newsletter Bid Specifications.

Lump Sum Bid, together with sample brochure, must be in a sealed envelope and clearly marked as "Sealed Bid – Kent County Levy Court Newsletter Bid Package" and returned to the Kent County Department of Community Services, Parks & Recreation Division, 1683 New Burton Road, Dover, Delaware 19904 no later than 12:00 noon on Tuesday, **July 11, 2017** and will be opened and read publicly at 12:01 p.m. on that date. Successful contractor will be required to sign a contract with the Kent County Levy Court on or before **September 29, 2017**.

Lump Sum Bid for the printing of 78,500 copies of the Newsletter (24 Pages) (Black plus one (1) additional color) (Cost per printing)	\$ _____
Cost for additional 4 pages (28 Pages)	\$ _____
Cost for 4 less pages (20 Pages)	\$ _____
Cost for each additional 100 copies of the Newsletter	\$ _____
Cost for each black and white photograph included in the Newsletter, if additional	\$ _____
Cost for each color photograph included in the Newsletter, if additional	\$ _____

The undersigned declares that the person signing this Bid Form on behalf of the company listed is fully authorized to agree to all the conditions and provisions (Bid Specifications) of this Bid.

Submitted this \_\_\_\_\_ day of \_\_\_\_\_, 2017.

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

Company Address \_\_\_\_\_

Company Phone Number \_\_\_\_\_ E.I.# \_\_\_\_\_

Signature \_\_\_\_\_ Title \_\_\_\_\_

Are you planning on sub contracting this project out? \_\_\_\_\_ Yes \_\_\_\_\_ No

Subcontractor Name \_\_\_\_\_

Subcontractor Address \_\_\_\_\_

Subcontractor Phone Number \_\_\_\_\_ E.I.# \_\_\_\_\_