



Lebanon County Commissioners

Room 207, Municipal Building • 400 South Eighth Street • Lebanon, Pennsylvania 17042-6794
Telephone: 717-228-4427 • Fax: 717-274-8094 • Website: www.lebcounty.org

Robert J. Phillips
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County Commissioners

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County Purchasing Agent

REQUEST FOR BIDS FOR PRINTING SERVICES

LEBANON COUNTY MUNICIPAL BUILDING

Contact: Dennis A. Firestone
Purchasing Agent
Telephone: (717) 228-4427

**SUBMISSIONS ARE DUE AT THE ADDRESS SHOWN BELOW
NO LATER THAN**

May 1, 2013 – By 4:30 p.m.

At

*Lebanon County Commissioners Office
400 South 8th Street, Room 207
Lebanon, PA 17042*

THE RESPONSIBILITY FOR SUBMITTING A RESPONSE TO THE LEBANON COUNTY COMMISSIONERS ON OR BEFORE THE STATED TIME AND DATE IS SOLELY AND STRICTLY THE RESPONSIBILITY OF THE BIDDER. LEBANON COUNTY COMMISSIONERS ARE NOT RESPONSIBLE FOR DELAYS CAUSED BY U.S. MAIL, PACKAGING OR COURIER SERVICE, OR CAUSED BY ANY OTHER OCCURRENCE.

**LEBANON COUNTY BOARD of COMMISSIONERS
LEBANON COUNTY MUNICIPAL BUILDING
400 SOUTH 8th STREET, LEBANON, PA 17042
(TEL) 717-228-4427 (FAX) 717-274-8094**

**REQUEST FOR BID
Printing Services**

The Lebanon County Commissioners will accept bids for PRINTING SERVICES at the Municipal Building, effective July 1st, 2013.

1. PREPARATION OF BID:

a. Submit bid using the enclosed Bid Form. All bids shall be submitted in a clear, concise and legible manner.

b. No oral, telephone or faxed quotes will be considered. Corrections, deletions, or additions to bids may be made by sealed correspondence provided that correspondence is received prior to the designated due date and time noted. No telephonic corrections, deletions or additions will be accepted.

c. The County Commissioners reserve the right to reject any and all bids, and to waive any or all formalities in connection therewith.

2. BID SUBMISSION:

a. Bids are to be submitted in a sealed envelope and addressed as follows:

Lebanon County Commissioners
Attn: Dennis Firestone
Request for Bid
400 South 8th Street, Room 207
Lebanon, PA 17042

b. Please be advised that the person signing the bid must be authorized by your company to contractually bind your company with regards to prices and related contractual obligations for the subject project.

c. Bids shall be received no later than 4:30 p.m. on Wednesday, May 1st, 2013. All bids received will be opened, on Thursday, May 2nd, 2013, at 10:00 a.m., at the public meeting.

3. INVOICES:

All invoices must be sent to: Lebanon County Commissioners
ATTN: Purchasing Agent

400 South 8th Street, Room 207
Lebanon, PA 17042

4. BACKGROUND:

The County of Lebanon is accepting bids for printing and related services to departments under the employ of the Lebanon County Commissioners.

The County currently generates approximately 180,000 pages per month as follows and these amounts should be used for completing this Request for Proposal:

- 93,750 Basic printing – white paper
- 31,250 Basic printing – color paper
- 8,750 Printed #10 standard envelopes
- 11,250 Printed #10 window envelopes

35,000Printed NCR impressions

5. SCOPE OF WORK:

This bid is intended to cover all labor, tools, equipment, materials, and training necessary to provide complete printing and related services to the County of Lebanon for a period of 3 years with the option to renew on a year by year basis. Printing services are defined as those services which are normally part of an in-house print shop and may include but not be limited to the following:

Cutting	Collating	Padding	3-hole punching	Folding
Stapling	Binding	Perforating	2-sided copies	Numbering

Photocopying for the purpose of this Bidis defined as the reproduction of printed materials using a xerographic-type machine to reproduce the image. Some of the reproduction required by the County of Lebanon falls into the photocopying category. Typical reproduction work performed by the County includes single and double-sided forms and brochures in various sizes including but not limited to letter, legal and 11" X 17" sizes.

You must provide your bid on the attached bid form based on the breakdown of categories as provided on the form. (APPENDIX A)

6. SPECIFICATIONS AND PERFORMANCE STANDARDS:

- a. Services must be available to be provided Monday thru Friday, anytime between 8:00 a.m. and 4:30 p.m. except on County Holidays.
- b. Turnaround time for printing copying jobs must be 24 hours (1 business day) or less for all jobs, with some sensitive jobs requiring immediate turn-around. Failure to provide promised delivery times may be cause for termination of the contract.
- c. All print jobs will be submitted in hard copy via daily delivery or pick-up or web submission using a customized digital store front.
- d. Supplier should have the ability to receive, edit and enhance print jobs electronically from county employees in formats such as MS Office and ADOBE applications and make minor formatting changes and/or corrections before printing.

- e. Supplier should have the ability to pick-up and deliver product(s) at no cost to the end user(s) by an in house employee of the contracted supplier.
 - f. All copies produced must be commercially accepted quality, i.e. properly aligned, no fading, smearing, correct contrast, and color and packaged in a manner to protect the documents from damage in transit. Supplier mistakes or copies of unacceptable quality shall be corrected immediately at no cost to the County of Lebanon.
7. The complete Request for Bid is available from Dennis Firestone, 400 South 8th Street, Room 207, Lebanon, PA 17042, telephone 717-228-4427.

Sealed written bids on the form (APPENDIX A) included with Request for Bid, must be submitted no later than 4:30 p.m., Wednesday, May 1st, 2013.

APPENDIX A

BID PRICE SUMMARY
Lebanon County Commissioners
Printing Services

We, the undersigned company, agree to furnish to the Lebanon County Commissioners, County of Lebanon, Pennsylvania the following items in accordance with the attached Request for Bid.

In addition, the undersigned has read the specifications and performance requirements and agrees to furnish the requested services at the following prices.

Currently the Lebanon County Print Shop does approximately 180,000 copies per month and these numbers are the basis for submitting this bid:

	Monthly Cost
93, 750 Basic printing – white paper	\$ _____
31,250 Basic printing – color paper	\$ _____
8, 750 Printed #10 standard envelopes	\$ _____
11,250 Printed #10 window envelopes	\$ _____
35,000 Printed NCR impressions	\$ _____

Attach to your Bid Proposal, any other price charts for paper and documents that will be used to provide estimates for other jobs not covered by the proposal items.

Authorized Signature of Bidder: _____
Name of Signatory: _____
Title: _____
Name of Bidder: _____
Address: _____

Telephone #: _____
FAX#: _____
E-Mail: _____
Federal EN: _____
Date: _____

