

**TOWN OF LINCOLN  
INVITATION TO BID  
2021 TOWN CALENDAR  
RFP #2021-05**

**Sealed bids are due by 10:00 a.m. on Monday, October 5, 2020**

Bid Specs are available online at:

<http://www.lincolnri.org/departments/list/purchasing.php#buttontarget>

or can be picked up at:

Lincoln Town Hall

100 Old River Road

Lincoln, RI 02865

Hours 8:30 am – 4:30 pm

**TOWN OF LINCOLN  
INVITATION TO BID  
2021 TOWN CALENDAR  
RFP #2021-05**

The Town of Lincoln seeks bids for printing services of our 2021 Town Calendar. Sealed bids, in duplicate, clearly marked "Town Calendar" will be accepted in the office of the Finance Director, 100 Old River Road, Lincoln, RI 02865. Bids will be opened publicly in the Town Council Chambers at Lincoln Town Hall, 100 Old River Road, Lincoln, RI on **Monday, October 5, 2020, at 10:00 a.m.**

Specifications are available at the Finance Office between the hours of 8:30 a.m. and 4:30 p.m. weekdays or online at <http://www.lincolnri.org/departments/list/purchasing.php#buttontarget>. The Town of Lincoln reserves the right to accept or reject, without prejudice, any or all proposals or to waive any irregularities therein, or to accept the proposal deemed to be in the best interest of the Town of Lincoln. Individuals requesting interpreter service for hearing impaired must request such service 48 hours in advance of the scheduled opening.

John Ward – Finance Director  
Town of Lincoln, RI

**Town of Lincoln, Rhode Island  
Invitation to Bid  
Professional Printing Services  
RFP #2021-05**

The Town of Lincoln, Rhode Island is soliciting bids from qualified companies to provide professional printing services for the production of our annual Town Calendar. The selected company must perform services and deliver the product no later than **December 18, 2020**. The Town will assign one contact person to assist in the production of the annual calendar. The Town of Lincoln reserves the right to accept or reject, without prejudice, any or all bids or to waive any irregularities therein, or to accept a bid deemed to be in the best interest of the Town of Lincoln.

**1.0 scope of Services**

The following is a list of the requirements.

- Quantity – 5000 Calendars
- Stock: Text 80# gloss text – Cover 80# gloss cover
- Ink: 4 color process all pages
- Number of pages: 32 text plus 4 page cover (36 total pages)
- Finished size: 8 ½ x 11
- Binding: Saddle stitched
- Drill hole: One 1/8” drill hole for hanging
- Bleeds on front cover only
- Software: Adobe PDF files with all photos, text and layout on disk to be supplied by the Town

**2.0 Project Schedule**

The Town requires that the performance of this contract be completed and submitted to the Town no later than **December 18, 2020**.

**3.0 Submission**

Two (2) copies of the bid shall be submitted no later than **10:00 a.m. on Monday, October 5, 2020**.

To: John Ward, Finance Director  
C/o Town of Lincoln, Rhode Island  
100 Old River Road  
P.O. Box 100  
Lincoln, Rhode Island 02865

**BID PROPOSAL**

TO: JOHN WARD, FINANCE DIRECTOR  
TOWN OF LINCOLN  
100 OLD RIVER ROAD  
P.O. BOX 100  
LINCOLN, RI 02865

WE, THE UNDERSIGNED, PROPOSE TO FURNISH TO THE TOWN OF LINCOLN:

**5,000 Calendars**

PER ATTACHED SPECIFICATIONS FOR THE PRICE(S) STATED BELOW:

PRICE IN WORDS: \_\_\_\_\_

PRICE IN FIGURES: \_\_\_\_\_

DELIVERY: \_\_\_\_\_ CALENDAR DAYS ARO.

ACKNOWLEDGEMENT OF ADDENDA: \_\_\_\_\_

DID YOU DEVIATE FROM THE SPECIFICATIONS IN ANY WAY: \_\_\_YES \_\_\_NO  
(IF YES, YOU MUST SUBMIT DETAILED DESCRIPTIONS OF ALL DEVIATIONS)

BY: \_\_\_\_\_  
(SIGNATURE) (COMPANY NAME)

\_\_\_\_\_  
(PRINT NAME AND TITLE) (ADDRESS)

\_\_\_\_\_  
(DATE) (TELEPHONE)

\_\_\_\_\_  
EMAIL ADDRESS OF CONTACT PERSON

# **TOWN OF LINCOLN GENERAL SPECIFICATIONS**

## **1. RECEIPT AND OPENING OF PROPOSALS**

Sealed bids (proposals) will be accepted in the Office of the Finance Director, Town Hall, Lincoln, RI, until the time indicated on the attached advertisement for bids, for the commodities, equipment, or services listed in the specifications, and will be then publicly opened and read at the prescribed time in the Town Hall Council Chambers.

## **2. FORM OF BID**

Proposals shall be submitted in duplicate or as indicated in ad on form provided, with supplemental information, drawings, warranties and other required documentation, literature and material to be provided, with the bid, on the bidders own form.

## **3. SUBMISSION OF BIDS**

- a. Envelopes containing bids must be sealed and addressed to the Finance Director, Town Hall, 100 Old River Road, P.O. Box 100, Lincoln, RI 02865 and must be marked with the name and address of the bidder, date and hour of opening, and name of item in bid call.
- b. The Purchasing Agent will decide when the specified time has arrived to open bids, and no bid received thereafter will be considered.
- c. Any bidder may withdraw his bid by written request at any time prior to the advertised time for opening. Telephone bids, amendments, or withdrawals will not be accepted.
- d. Unless otherwise specified, no bid may be withdrawn for a period of thirty (30) days from time of bid opening.
- e. Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it has been opened.
- f. Proposals received prior to the time opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a proposal not properly addressed and identified.
- g. Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder shall indicate the item or part with the deviation and indicate how the bid will be deviated from specifications.

#### **4. RHODE ISLAND SALES TAX**

The Town is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph 1, as amended.

#### **5. FEDERAL EXCISE TAXES**

The Town is exempt from the payment of any excise tax or federal transportation taxes. The price bid must be exclusive of taxes and will be so construed.

#### **6. QUALIFICATION OF BIDDERS**

The Town may make such investigations as it deems necessary to determine the ability of the bidder to perform the work. The bidder shall furnish the Town with all such information and data for the purpose as may be requested.

#### **7. ADDENDA AND INTERPRETATIONS**

No interpretation on the meaning of the plans, specifications or other contract document will be made to any bidder orally. Every request for such interpretations should be in writing addressed to the Town of Lincoln, Office of the Finance Director, 100 Old River Road, P.O. Box 100, Lincoln, RI 02865 and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of the bids.

#### **8. DELIVERY**

All bids are to be FOB to the Town of Lincoln, 100 Old River Road, Lincoln, RI. No extra charges for delivery, handling or other services will be honored. Only inside delivery and set-up, where required, will be accepted. **The vendor must notify the town of Lincoln 24 hours prior to delivery at 401.333.8431.** All claims for damage in transit shall be the responsibility of the successful bidder. The Town will not make payment on damaged goods, they must be replaced or adjustments made at the option of the Town. The Town of Lincoln is only represented by the Finance Director in these matters and that division, or its appointed representative or agent, shall be the only entity to negotiate any settlements. Deliveries must be made during normal working hours.

#### **9. BID SECURITY**

**Only when requested**, each bid must be accompanied by bid security in the form of a certified check, cashier's check, treasurer's check or bid bond in the amount of five percent (5%) of the total bid.

## **NOTICE TO VENDORS**

- 1.** Contracts shall be awarded by the Town council to the lowest responsible bidder. In determining “lowest responsible bidder”, in addition to price, the Town Council may consider:
  - a. The ability, capacity and skill of the bidder to perform the contract or provide the service required;
  - b. Whether the bidder can perform the contract or provide the service promptly or within the time specified without a delay or interference;
  - c. The character, integrity, reputation, judgment, experience and efficiency of the bidder;
  - d. The quality of performance of previous contracts or services;
  - e. Previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
  - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service;
  - g. The quality, availability and adaptability of the supplies or contractual services to the particular use required;
  - h. The ability of the bidder to provide future maintenance and service for the use of the subject contract;
  - i. The number and scope of conditions attached to the bid.
- 2.** No proposal will be accepted if made in collusion with any other bidder.
- 3.** A bidder who is an out-of-state corporation shall qualify or register to transact business in this State, in accordance with RI General Laws (as amended), Sections 7-1.1-99, 7-1.1-105, and 7-1.1-106.
- 4.** The Town of Lincoln reserves the right to reject any and all bid(s).
- 5.** In determining the lowest responsible bidder, cash discounts for payment less than thirty (30) days will not be considered.
- 6.** Where prices are the same, the Town of Lincoln reserves the right to award to one bidder, or to split the award.

7. Competitive prices may be obtained by all bidders attending formal bid opening. After a reasonable lapse of time, tabulation bids may be seen by applying in person at the Finance Department. Telephone or written requests for the above will not be honored.
8. As the Town of Lincoln is exempt from the payment of Federal Excise Taxes and Rhode Island Sales Tax, prices quoted are not to include these taxes.
9. In case of error in the extension of prices quoted, the unit price will govern.
10. The contractor will not be permitted to either assign or underlet the contract nor assign either legally or equitable any monies hereunder, or its claim thereto without the previous written consent of the Finance Director.
11. Delivery dates must be shown in your bid. If no delivery date is specified, it will be assumed that an immediate delivery from stock will be made.
12. A certificate of insurance may be required of a successful vendor.
13. Bids may be submitted on an "equal" in quality basis. We reserve the right to decide equality. Bidders must indicate brand or the make being offered and submit detailed specifications if other than brand requested.
14. All vendors doing business within the Town are subject to the requirements as stated in the Code of Ethics as established by the town Ordinance No. 92-15 (9/22/92).
15. For contracts involving construction, alteration and/or repair work, the provisions of State Labor Laws concerning payment of prevailing wage rates apply. (See RI General Laws Section 37-13-1 et seq, as amended.)
16. No goods should be delivered or work started without a Purchase Order.
17. The Town requests that you submit one original and one copy of your bid.
18. Compensation to the contractor for professional services shall be based upon and measured by the following elements which are set forth below:
  - The successful bidder will submit to the Town of Lincoln an invoice for each completed project no later than the 2<sup>nd</sup> week of every month. This invoice will then be added to the Town Council agenda; the Council meeting is the 3<sup>rd</sup> Tuesday of every month. Following the review and acceptance of the Invoice by the town Council, a payment will be made to the Contractor within 30 days.



- **Additional Work:** If, during the performance of this Agreement, other or additional services are required for this contract, the Town may order the contractor to perform such additional services; payment to the Contractor for the same shall be as provided above. In order to be eligible for payment for additional services, Contractor must receive, prior to commencement of work, authorization from the town of Lincoln.
- **Abandonment of Project.** If the Town of Lincoln shall at any time during the performance of this Agreement, deem it necessary for the town to abandon or involuntarily defer the work under this Agreement, the contractor shall be entitled to compensation for any work uncompensated, work performed prior to such time. Or compensation shall be withheld if the Town deems the work performed of poor quality
- **Termination.** In the event that either party shall default in its obligations to perform in accordance with this Agreement, the other party may demand, in writing to terminate this Agreement by giving 48 hours written notice.