

**BID to the
City of Piqua, Ohio
Purchasing Department**

I.F.B. 2016 - Reply No Later Than: 10:00 AM FRIDAY, JANUARY 8, 2021
VIA FAX TO 937-778-1130 OR VIA E-MAIL TO BYOUNT@PIQUAOH.ORG

The undersigned proposes and agrees to furnish any or all items bid and to deliver them to 201 W. Water St., Piqua, at the prices stated herein. Your prices should include any artwork or set-up fees for the various departments or individuals. All items will be ordered at the same time.

NOTE: The following are **DELIVERED** prices.

Item	Quantity	Description	Unit Price	Total
1.	3 BX	BOND LETTERHEAD FOR VARIOUS CITY DEPARTMENTS - 25% COTTON CONTENT PAPER WITH TWO COLOR BIKE LOGO AT TOP - 2 COLORS ARE BRIGHT RED PMS-185 & BLUE PMS-641	\$ _____ /BX	\$ _____
2.	2 BX	REGULAR LETTERHEAD FOR VARIOUS CITY DEPARTMENTS - 20# PAPER WITH TWO COLOR BIKE LOGO AT TOP - 2 COLORS ARE BRIGHT RED PMS-185 & BLUE PMS-641	\$ _____ /BX	\$ _____
3.	6 BX	#10 STANDARD ENVELOPES FOR VARIOUS CITY DEPARTMENTS - WITH A TWO COLOR BIKE LOGO 2 COLORS ARE BRIGHT RED PMS-185 & BLUE PMS-641	\$ _____ /BX	\$ _____
4.	26 BX	#10 WINDOW ENVELOPES THAT ARE MACHINE INSERTABLE FOR VARIOUS CITY DEPARTMENTS WITH A TWO COLOR BIKE LOGO 2 COLORS ARE BRIGHT RED PMS-185 & BLUE PMS-641	\$ _____ /BX	\$ _____
5.	3 BX	BUSINESS CARDS FOR VARIOUS CITY DEPARTMENTS - BOND PAPER WITH QUALITY OF LIFE LOGO 3 COLORS ARE BRIGHT RED PMS-185, BLUE PMS-641, and BLACK	\$ _____ /BX	\$ _____

GRAND TOTAL FOR ALL ITEMS: \$ _____

Call Bev Yount at 937-778-4002 with any questions. Please see the attached listing for individual department orders. We are to use the font "Geometric Slabserif 712" Light & Bold. Proofs will need to be approved by Bev Yount before final printing is done. Logos and color swatches can be emailed to you upon request.

THE UNDERSIGNED HEREBY CERTIFIES THAT ITEMS FURNISHED AS A RESULT OF THIS BID WILL BE IN FULL ACCORDANCE WITH THE CITY OF PIQUA SPECIFICATIONS APPLYING THERETO UNLESS EXCEPTIONS ARE STATED ABOVE. The City of Piqua reserves the right to reject any or all bids, to waive any irregularities in a bid, or to accept the bid or bids which the judgment of proper officials, is to the best interest of the City. The City of Piqua reserves the right to accept a part or parts of a bid unless otherwise restricted in the bid. If you are not in a position to quote, advise to this effect so we may keep your name on our active bid list.

All delivery costs are included in this quotation regardless of F.O.B. designation.

Cash Discount Allowed: _____% 10th Proximo.
Leave blank if your terms are Net 30 days.

Delivery will be made within _____ calendar days after receipt of order.

Prices quoted will remain firm for acceptance within 60 calendar days after bid opening unless otherwise stated.

Bidding Company: _____

Address: _____

City State Zip Code

By: _____
(please print or type) Name and Title

Signature: _____

Phone No.: _____/Fax No.: _____

Fed. I.D. No.: _____

E-mail Address: _____

Standard Terms and Conditions

1. **BILLING:** All goods or services must be billed to the City of Piqua and at prices not exceeding those stated on the purchase order. If prices or terms do not agree with your quotation, you must notify the Purchasing Department within three business days or your disagreement is waived.
2. **INVOICE:** Prepayment or progress payments are not permitted unless prior permission is obtained from the Finance Department. All invoices are to be in duplicate and are to be mailed to the Finance Department and shall reference the City's purchase order number. Failure to include the purchase order number may prevent timely payment. Each purchase order must be invoiced separately. Unless specified otherwise, the invoice will only be paid upon completion of the order. The City of Piqua may issue payments to vendors electronically upon mutual agreement of both parties.
3. **CASH DISCOUNTS:** All cash discount terms will be effective from date of actual receipt and acceptance of the items purchased, or receipt of correct and acceptable invoice, whichever is later.
4. **FREIGHT: NO COLLECTION FREIGHT SHIPMENTS WILL BE ACCEPTED.** All quotations are solicited on a "delivered price" basis. When, in rare instances, the City accepts a quotation not including all shipping charges, your claim for reimbursement, must be itemized on the invoice and supported with a copy of the original freight bill.
5. **TAXES:** The City of Piqua is exempt from payment of Federal excise taxes and State retail sales taxes. Our Federal Excise Tax Exemption Certificate Number is 31-6000136. You are responsible for all Social Security taxes and Workers' Compensation contributions for yourself or any of your employees.
6. **DELIVERIES:** All deliveries on this order must be in full accordance with specifications, properly identified with the purchase order number and must not exceed the quantities specified.
7. **CANCELLATION:** The City of Piqua reserves the right to cancel this order by written notice if you do not fulfill your contractual obligations with respect to timeliness, quality and/or any other reason.
8. **DEFAULT PROVISIONS:** In case of your default, the City of Piqua may procure the items from other sources and hold you responsible for any excess costs occasioned thereby and any other damages permitted by law, if you have been notified in writing by the City of Piqua you are in default and you have failed to cure the default within the time specified.
9. **NO VERBAL AGREEMENTS:** The City of Piqua will be bound only by the terms and conditions of this order, and will not be responsible for verbal agreements made by any officer or employee of the City of Piqua. In order to be binding on the parties, any changes made to these Terms and Conditions shall be in writing and signed by both parties.
10. **PATENT AND COPYRIGHT INFRINGEMENT:** It is hereby understood (and by acceptance of this order) you agree to defend, indemnify and save harmless the City of Piqua, Ohio, its officers, agents and employees from any and all loss, costs or expense on account of any claim, suit or judgment as a result of, caused by, or incident to any patent, copyright or trademark infringement and/or royalty, actual or claimed, because of the use or disposition by said City of any article enumerated on this order and sold to said City pursuant to this order.
11. **INSPECTION:** The City of Piqua may inspect the items ordered hereunder during their manufacture, construction and/or preparation at reasonable times and shall have the right to inspect such items at the time of their delivery and/or completion. Items furnished hereunder may at any time be rejected for defects revealed by inspection, analysis, or by manufacturing operations or use after delivery even though such items may have previously been inspected and accepted. Such rejected items may be returned to you for full refund to City of Piqua including shipping and transportation charges.
12. **WARRANTY:** You warrant that the items and their production or completion shall not violate any federal, state or local laws, regulations or orders. You warrant all items delivered hereunder to be free from defects of material or workmanship, to be good quality, and to conform strictly to any specifications, drawings or samples which may have been specified or furnished by the City of Piqua, and you further warrant that you have good title to the items free and clear of all liens and encumbrances and will transfer such title to the City of Piqua. Said warranties shall not negate nor limit any implied warranties of merchantability or fitness. This warranty shall survive any inspection, delivery, acceptance or payment by the City of Piqua.
13. **RISK OF LOSS:** Title and risk of loss to and with respect to the items shall remain with you until the items in a complete state have been delivered to and accepted by the City of Piqua or to an agent or consignee duly designated by the City of Piqua at the location specified on the face hereof, items which are to be shipped shall be shipped F.O.B. destination unless otherwise specified by the City of Piqua. A packing slip must accompany each such shipment and if a shipment is to a consignee or an agent of the City of Piqua, a copy of the packing slip shall be forwarded concurrently to the City of Piqua. If no such packing slip is sent, the count or weight by the City of Piqua or its agent or consignee is agreed to be final and binding on you with respect to such shipment.
14. **SAVE HARMLESS:** You shall indemnify and hold the City of Piqua, its officers, elected officials, agents, consignees, employees, volunteers, and representatives harmless from and against all expenses, damages, claims, suits, or liabilities (including attorney's fees of the City of Piqua) of every kind whatsoever by reason of, arising out of, or in any way connected with, accidents, occurrences, injuries or losses to or any person or property which may occur before or after acceptance of the completed items by the City of Piqua upon or about in any way due to resulting from, in whole or in part, the preparation, manufacture, construction, completion, and/or delivery of the items, including such as are caused by your subcontractors and excluding only such as are caused by the sole negligence of the City of Piqua other than where the City of Piqua's negligence consists of its failure to discover a condition caused or permitted to exist by you or any subcontractor of yours.
15. **INSURANCE:** If requested by the City of Piqua, you shall maintain policies of liability insurance such types and such amounts and with such companies as may be designated by the City of Piqua, which policies shall be written so as to protect the City of Piqua and you from the risks enumerated in Section 14. Such policies of insurance shall not be cancelable except upon thirty (30) days written notice to the City of Piqua and proof of such insurance shall be furnished by you to the City of Piqua. In addition, such policies shall protect all your subcontractors. You agree to make prompt written report to the insurance company involved of all accidents, occurrences, injuries or losses which may occur and of any and all claims made against the persons insured under said policies of insurance and to send copies of such reports to the City of Piqua within twenty-four (24) hours of the time that you obtained knowledge of the occurrence thereof.
16. **SPECIFICATIONS CONFIDENTIAL:** Any document marked confidential or proprietary, received from The City of Piqua, shall not be released by the Company prior to the City's consent that the information to be released is disclosable and/or a public record. The City shall receive immediate notice of any other document disclosed by the Company.
17. **EXAMINATION OF PREMISES:** If work is to be performed hereunder on the premises of the City of Piqua, you represent that you have examined the premises and any specifications or other documents furnished in connection with the items and that you have satisfied yourself as to the condition of the premises and site and agrees that no allowance shall be made in respect of any error as to such on your part.
18. **CLEANING OF PREMISES:** If work is to be performed hereunder on the premises of the City of Piqua, you shall at all times keep the premises free from accumulation of waste material or rubbish. At the completion of the items you shall leave the premises and the items broom-clean.
19. **EQUAL EMPLOYMENT OPPORTUNITY:**
 - (a) You agree that you will not discriminate against any employee or applicant for employment because of race, color, religion, sex, ancestry, national origin, place of birth, age, marital status, or handicap with respect to employment, upgrading promotion, or transfer, recruitment or recruitment advertising, lay-off determination; rates of pay or other forms of compensation; and selection for training, including apprenticeship.
 - (b) It is expressly agreed and understood by you that Section 19 (a) constitutes a material condition of this contract as fully as specifically rewritten herein, also that failure to comply therewith shall constitute a breach thereof entitling the City to terminate the contract at its option.
20. **AGREEMENT TO BE EXCLUSIVE:** This purchase order contains the entire agreement between the parties and supersedes all other oral agreements only when there is no executed contract between the parties. The parties acknowledge and agree that neither of them has made any representation with respect to the subject matter of this purchase order or any representation inducing the execution and delivery of this purchase order, except such representations as are specifically set forth here, and each party acknowledges that it has relied on these representations in connection with its dealings with the other.
21. **GOVERNING LAW:** This purchase order, the performance under it, and all suits and special proceedings under it, shall be construed in accordance with the laws of the State of Ohio. In any action, special proceeding or other proceeding that may be brought arising out of, in connection with, or by reason of this agreement, the laws of the State of Ohio shall be applicable and shall govern to the exclusion of the laws of any other forum, without regard to the jurisdiction in which the action or special proceeding may be instituted.
22. **ADDITIONAL RIGHTS:** Any rights or remedies granted to the City of Piqua in any part of this purchase order shall not be exclusive of, but shall be in addition to, any other rights or remedies granted in another part of this purchase order and any other rights or remedies that the City of Piqua may have at law or in equity in any such instance. Any litigation arising from disputes herein shall be instituted only in Miami County, Ohio.
23. **GOVERNING DOCUMENT:** Should there be any conflict between the terms of the executed contract and this purchase order, the terms of the contract govern.
24. **INDEPENDENT CONTRACTOR:** The contractor, his assigns, heirs, successors, employees and any and all subcontractors are independent contractors and are not agents and/or employees of the City of Piqua.
25. **ASSIGNMENT:** This purchase order is not assignable to any other entity or contractor. Assignment of the purchase order shall void the purchase order.

CURRENT REQUIREMENT BREAKDOWN

NOTE: ALL ARE 500/BOX

SAMPLES CAN BE EMAILED IF REQUESTED

Bond Letterhead

25% cotton content with 2 color (blue & red) bike logo at top

- 1 BX – Health
- 1 BX – Human Resources
- 1 BX – City Manager

Regular Letterhead

20# paper with 2 color (blue & red) bike logo at top

- 1 BX – Human Resources
- 1 BX – Health

#10 Standard Envelopes

2 color (blue & red) bike logo

- 2 BX – Development
- 2 BX – Law
- 2 BX – Human Resources

#10 Window Envelopes – Machine Insertable

2 color (blue & red) bike logo

- 2 BX - Health
- 24 BX – Tax Dept.

Business Cards

A Quality Life style

Horizontal style

- 1 BX – Aaron Morrison
- 1 BX – Income Tax Dept.
- 1 BX - Power Dept.

Bidder's list for IFB #2016:

1. Eagle Printing & Graphics, LLC
Bob DeLaet
318 N. Wayne St., Piqua, OH 45356-2230
937-773-7900 or eagleprinting@bizwoh.rr.com
2. Western Ohio Graphics
Kathy DeBrosse Kathy@westernohiographics.com
402 E. Main St., Troy, OH 45373
937-335-8769 or info@westernohiographics.com
3. Coriographics, Inc.
Natasha Corrigan
1041 W. Main St., Troy, OH 45373
937-339-9425 or Natasha@coriographics.com
4. Preferred Printing Co.
Gil Bornhorst
3700 W. Michigan St., Sidney, OH 45365
937-492-6961 or fax 937-492-6942
Preferred-orders@bizwoh.rr.com
5. KM Printing, LLC DBA Strategic Factory
Scott Stein scotts@strategicfactory.com
111195 Dolfield Blvd.
Owings Mills, MD 21117
410-527-1388
6. Westendorf Printing
4220 Interpoint Blvd., Dayton, OH 45424
937-235-5678 or dave@westendorfprinting.com
7. VPP Industries
Christine Hageman, 937-526-3213, chageman@vppind.com
960 E. Main St.
Versailles, OH 45380
8. Brower Stationers
Ms. Diana Brower, 937-335-2117
browerstationers@gmail.com
16 S. Market St.
Troy, OH 45373
9. Minuteman Press
Steve Heitbrink, 937-606-2145
120 W. Water St.
Piqua, OH 45356
piqua@minutemanpress.com