



January 25, 2019

To Whom It May Concern:

Bids are being solicited for printing and mailing of the **next three** Recreation Guides for the Charter Township of Independence. The Recreation Guide is a 52 (to 60) page catalog of all the seasonal offerings of the Parks, Recreation & Seniors Department, as well as other Township Departments, local businesses and organizations. The Guide is mailed out to an average of 21,000 households. Project details outlined on page 2 & 3.

Please submit **a sealed bid by 3pm, Thursday, February 14, 2019** to:

Barbra Pallotta, Township Clerk  
Independence Township  
6483 Waldon Center Drive  
Clarkston, MI 48346

The bid opening is at 3pm on 2/14/19 and a decision will be made at the first regularly scheduled Township Board meeting in March. The awardee will be notified with a phone call. To view our current Recreation Guide, log on to [www.indtwp.com](http://www.indtwp.com), click Departments, and then choose Parks, Recreation & Seniors. Our latest edition can be found on the homepage.

**The Charter Township of Independence maintains the right to refuse or reject any or all quotes & bids and act in the best interest of the Township. A visit to your printing facility and offices may be requested.**

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## **RECREATION GUIDE SPECIFICATIONS:**

### **DETAILS:**

**QUANTITY:** 21,000-22,000 Guides (est 20,000 mailed)

Actual quantity will be determined during printing timeframe by running a current household count via USPS website. A list of routes will be provided by ITPRS, plus one additional mailing list spreadsheet.

**SIZES:** 8 3/8 x 10 7/8, 4/4 Process

**PAPER/INK:**

Cover page, 60# White Gloss Text, Bleeds

Interior pages, 60# White Matte Text, Bleeds

For the Summer Recreation Guide ONLY:

For the 8 (pages 23-30) centered interior pages,

60# of a different color (decided on at a later date)

Matte Text, Bleeds (Camp Guide section)

### **PAGES & TIMELINES for all 3 PUBLICATIONS:**

You will receive final copy of the Recreation Guide electronically, no later than 10 business days prior to the post office delivery dates. The following post office delivery dates will be required if the complete file was furnished by that 10-day window.

#### **SUMMER 2019 RECREATION GUIDE Pages**

Drop dead date to post office-Week of April 15, 2019

#### **FALL 2019 RECREATION GUIDE Pages**

*This Guide will include Clarkston Community Schools section (flip style)*

Drop dead date to post office-Week of August 19, 2019

#### **WINTER SPRING 2020 RECREATION GUIDE Pages**

*This Guide will include Clarkston Community Schools section (flip style)*

Drop dead date to post office-Week of December 23, 2019

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**COSTS TO BE PROVIDED:**

**PRINT COST**-Include costs for Trim, Fold, Collate, Saddle Stitch, Skid Pack for 22,000 Recreation Guides.

**MAILING COST**-Include cost for mailing services

**DELIVERY COST**-Include cost to deliver (to post office & to Clarkston Community Schools/Independence Township offices)

**ADDITIONAL NOT SIMPLIFIED FILE COST**-Include costs to address Recreation Guides for a separate mailing list file provided in excel, up to 250 addresses.

**SPECIAL NOTES:**

Postage payment will be prepared by the Township and delivered to Post Office based on cheapest available rates.

For additional information, please contact Lisa Christensen at (248) 625-8223 or via email at lchristensen@indetwp.com. Thank you for your interest.