

PRICE SCHEDULE – REVISED 1-14-19

*****NEW–PRICE SCHEDULE MUST BE SUBMITTED IN A SEPARATE SEALED ENVELOPE ONLY OR BIDDER WILL BE DEEMED NON-RESPONSIVE AND WILL NOT BE CONSIDERED FOR AWARD. INCLUDING THE PRICE SCHEDULE IN ANY AREA OTHER THAN A SEPARATE SEALED ENVELOPE WILL RESULT IN THE BID BEING DEEMED RESPONSIVE.*****

ITEM NO.	COMMODITIES OR SERVICES	ESTIMATED NUMBER OF UNITS*	UNIT PRICE	EXTENDED AMOUNT
1.	Residential Collection Procedure Brochure (English version), 8.5 x 11, print with a four color process on each side, 80# Gloss Text, tri-fold to 3.67 x 8.5.	10,000	\$_____.	\$_____.
2.	Residential Curbside Recycling Program Brochure (Spanish version), 8.5 x 11, print with a four color process on each side, 80# Gloss Text, tri-fold to 3.67 x 8.5.	1,000	\$_____.	\$_____.
3.	Door hanger, with a four color process on each side, plastic, 4.25x11.25 finish size.	180,000	\$_____.	\$_____.
4.	Residential Holiday Collection Schedule Brochure, 8.5 x 11, print with a four color process on each side, 80# Gloss Text, tri-fold to 3.67 x 8.5.	10,000	\$_____.	\$_____.
TOTAL (ITEMS 1-4)				\$_____
ADDITIONAL OPTIONS**				
5.	Price for printing each additional existing brochures listed below: 1. Residential Collection Procedures Brochure (English version) 2. Residential Collection Procedures Brochure (Spanish version) 3. Door hanger 4. Residential Holiday Collection Schedule Brochure (Note: Some or all brochures may be subject to changes or alterations)	1.\$_____ea. 2.\$_____ea. 3.\$_____ea. 4.\$_____ea.		
6.	Price for minor and/or major changes or alterations on approved design.	\$_____/hr.		

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NOTES TO SUPPLIER:

NOTE 1: Contractor must furnish all materials, equipment, set-up and labor necessary to provide printing service for brochures.

NOTE 2: Public Works – Sanitation Division will provide the artwork/design and information for the various brochures and the door hanger.

NOTE 3: The creation of mail items shall be identical to samples provided by Public Works – Sanitation Division. Contractor must provide the design proof (preferably via e-mail) within three (3) business days of sample receipt and Public Works – Sanitation Division must approve the design proof prior to printing. Hard copies of proofs must be furnished free of charge on freight to printing and mailing services.

NOTE 4: There may be minimal changes to the collection procedures brochure. However, there will be major changes to the content of the holiday collection schedule brochure. Any design change will be done in-house by the Public Works - Sanitation Division.

NOTE 5: All major printing projects will be provided to Contractor at least thirty (30) days in advance of the anticipated/requested project completion date, except under extenuating circumstances or emergency situations that warrant slightly less advance notice. **For 2020 brochures, printing must be done in fall 2019.**

NOTE 6: Public Works – Sanitation Division may request the first proof 15 days in advance of the project completion date.

NOTE 7: Public Works – Sanitation Division reserves the right to request as many proofs as possible until all design and content requirements have been met.

NOTE 8: The original files of all literature created, revised and printed by the Contractor must be provided to Public Works – Sanitation Division at the end of each printing project.

***NOTE 9:** The Estimated Units are for bid evaluation purposes. They may or may not reflect the actual usage.

****NOTE 10:** Items 5 and 6 are additional options which may be needed from time to time. Public Works – Sanitation Division reserves the right to utilize services based on prices submitted in this bid.

NOTE 12: OFFICIAL DEKALB COUNTY HOLIDAYS

JANUARY 1	YEAR’S DAY
THIRD MONDAY IN JANUARY	M. L. KING’S BIRTHDAY
THIRD MONDAY IN FEBRUARY	PRESIDENT’S DAY
LAST MONDAY IN MAY	MEMORIAL DAY
JULY 4	INDEPENDENCE DAY
1 ST MONDAY IN SEPTEMBER	LABOR DAY
NOVEMBER 11	VETERAN’S DAY
4 TH THURSDAY IN NOVEMBER	THANKSGIVING DAY
4 TH FRIDAY IN NOVEMBER	DAY FOLLOWING THANKSGIVING
DECEMBER 25	CHRISTMAS DAY

Whenever a legal holiday occurs on Saturday, the previous Friday will be observed. Whenever a legal holiday occurs on a Sunday, the Monday following will be observed. Exact dates may be confirmed by the Department concerned

