

FAX (810) 231-4295  
TELEPHONE: (810) 231-1000



P.O. Box 157  
10405 Merrill Road  
Hamburg, MI 48139

April 10, 2017

Re: **Request for Proposal**  
Printing & Marketing Materials

Dear Sirs,

Hamburg Township is hereby soliciting proposals for the 2017 Parks & Recreation marketing material.

Enclosed please find the Request for Proposal bid documents. Printers wishing to submit a proposal should submit to:

Deby Henneman  
Parks Coordinator  
10405 Merrill Road, P.O. Box 157  
Hamburg, MI 48139

The Township must receive all proposals no later than **2:00 PM on Friday, May 5, 2017**

Questions about the project should be directed to Deby Henneman, Parks & Recreation Coordinator, at the above address or at: Telephone: (810) 231-1000 Ext. 218, Direct Line: (810) 222-1124 or Email: [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us).

Thank you for your time,

A handwritten signature in blue ink, appearing to read "Deby Henneman", with a long horizontal flourish extending to the right.

Deby Henneman  
Parks and Recreation Coordinator

FAX: (810) 231-4295  
TELEPHONE: (810) 231-1000



P.O. Box 157  
10405 Merrill Road  
Hamburg, MI 48139

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**REQUEST FOR PROPOSAL  
FOR  
PARKS & RECREATION MARKETING MATERIALS**

Issue Date: April 10, 2017

Proposal Deadline: [2:00 PM on Friday, May 5, 2017](#)  
Hamburg Township  
Deby Henneman, Parks Coordinator  
Parks & Recreation Department  
10405 Merrill Road, P.O. Box 157  
Hamburg, MI 48139

Purchasing Contact: Deby Henneman, Parks Coordinator  
Phone: (810) 231-1000 Ext. 218  
Direct: (810) 222-1124  
Fax: (810) 231-4295  
Email: [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us)

**DESCRIPTION:** Proposals are being solicited for Parks & Recreation Marketing Materials

This solicitation, along with all attachments and addenda may be downloaded from the Hamburg Township Parks & Recreation Department website at [hamburg.mi.us](http://hamburg.mi.us). Copies of this solicitation document and any issued addenda may also be obtained from the Parks Coordinator, Hamburg Township Parks & Recreation Department, 10405 Merrill Road, P.O. Box 157, Hamburg, MI 48139, (810) 231-1000 Ext. 218. Please note that if a vendor elects to obtain documents directly from the Parks & Recreation Department, it is then the responsibility of the vendor to contact the Parks Coordinator to find out if any additional addenda or attachments have been issued.

Proposals must be time stamped by the Parks Coordinator by the exact date and time indicated above. Late proposals will not be accepted.

**REQUEST FOR PROPOSAL  
TOWNSHIP OF HAMBURG  
Parks & Recreation Marketing Materials**

**A. Introduction**

The Parks and Recreation Department is looking for an outside vendor to supply printed materials such as brochures, flyers and score cards.

**B. Project Background**

With the development of the park facilities and addition of informational kiosks, the Township has a need to provide printed information outlining our services.

**C. Project Description**

The Hamburg Township Parks & Recreation Committee is seeking pricing on the following marketing materials for quantities of 1,000, 2500 & 5,000 for all items below. Samples can be found at <http://www.hamburg.mi.us/park-rec/>.

**1. Score Cards - Disc Golf**

Disc Golf Score Cards – 4.25” H x 14” L, White 67# Vellum Bristol copied both sides, black print, with center score for folding (delivered flat). Township to provide artwork. Sample available upon request.

**2. Brochures – Disc Golf**

Disc Golf Brochures – 8.5” H x 11”L, Trifold design, copied both sides, full color. Township to provide artwork. [Sample available online](#). Provide pricing for flat and pre-folded.

Alternate pricing requested - 8.5” H x 11”L, Trifold design, copied both sides, colored paper with black only print. Township to provide artwork. [Sample available online](#). Provide pricing for flat and pre-folded.

**3. Brochures – Lakelands Trail**

Lakelands Trail Brochures – 8.5” H x 11”L, Trifold design, copied both sides, full color. Township to provide artwork. [Sample available online](#). Provide pricing for flat and pre-folded.

Alternate pricing requested - 8.5” H x 11”L, Trifold design, copied both sides, colored paper with black only print. Township to provide artwork. [Sample available online](#). Provide pricing for flat and pre-folded.

**4. Brochures – Manly Bennett**

Manly Bennett Brochures – 8.5” H x 11”L, Trifold design, copied both sides, full color. Township to provide artwork. [Sample available online](#). Provide pricing for flat and pre-folded.

Alternate pricing requested - 8.5” H x 11”L, Trifold design, copied both sides, colored paper with black only print. Township to provide artwork. [Sample available online](#). Provide pricing for flat and pre-folded.

#### **D. Contract Time Period**

- RFP released: 04/10/17
- Proposals due: 2:00 pm on 05/05/17
- Planned Award Date: 05/26/17
- Project will be ongoing as supplies require replenishment

#### **E. Vendor Selection**

The Parks Coordinator will review the proposals and make a recommendation of award to the Township Clerk. To the extent that any proposals are over budget, cost may also be a determining factor and may require approval of the Parks Committee and/or Township Board

#### **F. Submissions**

Vendors wishing to be considered for this project should submit one (1) written copy or 1 hard copy and disc with digital version of their proposal to:

Deby Henneman, Parks Coordinator  
Parks & Recreation Department  
10405 Merrill Road, P.O. Box 157  
Hamburg, MI 48139  
Email: [dhenneman@hamburg.mi.us](mailto:dhenneman@hamburg.mi.us)

Proposals can be submitted via email or submitted in sealed envelopes or packages with the following information clearly printed on the outside:

1. Name and address of prime vendor
2. Due date and time
3. Envelope contents (technical and cost proposals)
4. Project name

Questions about the project should be directed to Deby Henneman, Parks & Recreation Coordinator, at the above address or at:

Telephone: (810) 231-1000 Ext. 218

Direct Line: (810) 222-1124  
Email: dhenneman@hamburg.mi.us

### **G. Proposal Terms**

Vendors are hereby advised that Hamburg Township is a public body and its records, including statements submitted in response to this request are considered public records. All proposals become the property of the Township upon submission. The expense of preparing and submitting a proposal is the sole responsibility of the vendor. The Township reserves the right to waive or not waive informalities or irregularities in submittals, and to accept or further negotiate cost, terms, and conditions of any proposal determined by the Township to be in the best interest of the Township even though not the lowest cost proposal. All bidders shall be advised that the Township is not bound in any manner to automatically accept the lowest bid. This solicitation in no way obligates the Township to award a contract.

If a proposal is selected, it will be the most advantageous proposal with respect to price, quality of service, and other factors that Hamburg Township may consider. The Township reserves the right to consider proposals for modifications at any time before a Contract is awarded, and negotiations would be undertaken with that provider whose proposal is deemed to best meet the Township's specifications and needs.

The Township requests 30-day net for payment of services.

The Township must receive all proposals no later than **2:00 PM on Friday, May 5, 2017**. Proposals received after this time will not be accepted or reviewed. No facsimile-machine produced proposals will be accepted, however email proposals will be accepted.

### **H. Terms and Conditions and Proposed Agreement**

The selected Vendor will be asked to enter into an Agreement that may include, but is not limited to, the following contract provisions:

- The Vendor will provide the required services personally and will not subcontract or assign the services without the Township's written approval.
- The Vendor will not hire any Township employee to provide any of the required services.
- The Vendor will maintain, at its own expense during the term of the Contract, Liability Insurance in an amount acceptable to Hamburg Township.
- The vendor will provide all necessary documents requested such as W-9 and Certificate of Insurance

**REQUEST FOR PROPOSAL AND STATEMENT OF QUALIFICATION  
TO PROVIDE PRINTING SERVICES FOR MARKETING MATERIAL**

**TO THE TOWNSHIP OF HAMBURG, MICHIGAN**

The undersigned as Bidder hereby declares that this Proposal is made in good faith without fraud or collusion with any person or persons bidding on the same Contract; that he has read and examined the Request for Proposal and understands all of the same.

**AWARD OF CONTRACT:** The Contract will be awarded to the lowest responsive, responsible Bidder based on total bid price for all work as specified.

**PROPOSAL PRICE:** The Bidder agrees to complete the Project for the following sums:

**ITEM NO. 1.                    Score Cards - Disc Golf**

Disc Golf Score Cards – 4.25” H x 14” L, White 67# Vellum Bristol copied both sides, black print, with center score for folding (delivered flat).

Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

**ITEM NO. 2.                    Brochures – Disc Golf**

Disc Golf Brochures – 8.5” H x 11”L, Trifold design, copied both sides, full color.

(flat)

Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

(pre-folded)

Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

Alternate pricing - 8.5" H x 11"L, Trifold design, copied both sides, colored paper with black only print.

(flat)  
Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

(pre-folded)  
Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
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5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

ITEM NO. 3.

**Brochures – Lakelands Trail**

Lakelands Trail Brochures – 8.5" H x 11"L, Trifold design, copied both sides, full color.

(flat)  
Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

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(pre-folded)  
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5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

Alternate pricing requested - 8.5" H x 11"L, Trifold design, copied both sides, colored paper with black only print.

(flat)  
Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

(pre-folded)  
Qty.

1,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
2,500 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )  
5,000 \_\_\_\_\_ Dollars (\$ \_\_\_\_\_ )

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*



ITEM NO. 4.

**Brochures – Manly Bennett**

Manly Bennett Brochures – 8.5” H x 11”L, Trifold design, copied both sides, full color.

(flat)

Qty.

1,000 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

2,500 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

5,000 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

(pre-folded)

Qty.

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2,500 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

5,000 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

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Alternate pricing requested - 8.5” H x 11”L, Trifold design, copied both sides, colored paper with black only print.

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2,500 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

5,000 \_\_\_\_\_ Dollars (\$\_\_\_\_\_)

*Amount shall be shown in both words and figures. In case of a discrepancy, the amount shown in words shall govern).*

Dated and Signed at \_\_\_\_\_

this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

OFFICIAL ADDRESS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone

BIDDER'S NAME

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

By

\_\_\_\_\_

Title

**Proposal Accepted and Notice to Proceed given:**

By: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Mike Dolan  
Hamburg Township Clerk