



**CITY OF WATERTOWN
INVITATION TO BID**

PRINTING OF GENERAL OFFICE PAPER SUPPLIES

WATERTOWN, WI

**ADVERTISE:
July 31 & August 7, 2015**

**BID DEADLINE:
August 14, 2015, 9:30 a.m. Local Time**



Bid Invitation

Your firm is invited to submit a bid for the following project:

Project Name: Printing of General Office Paper Supplies

Address: City of Watertown, 106 Jones Street

City, State, Zip: Watertown, WI 53094

Project Description:

The City of Watertown is looking to print business cards, letterhead, permit forms, envelopes, and other general office paper supplies for ten different City departments. These office supplies will include the new City logo and other pertinent information each department deems necessary. The City logo will be provided electronically.

Bid Due Date and Time: 8/14/2015 @ 9:30 A.M., local time

Owner Project Contact Information:

Name: Jaynellen J. Holloway, P.E., City Engineer

Phone Number: (920) 262-4050 (No telephone questions will be answered)

Email Address: jaynellenh@cityofwatertown.org

Bid Documents:

Complete project bidding documents are available on the City's website, www.ci.watertown.wi.us.

Project Schedule:

Contract Start Date: September 1, 2015

Contract Completion Date: January 6, 2016

Bid Response:

Please return your bid response by Email to Owner (See "Owner Contact Information" Above) on or before the Bid Due Date and Time. You may also turn in your bid physically; addressed to:

Bid Invitation

ATTN: Jaynellen J. Holloway, P.E., 106 Jones St. Watertown, WI 53094; "Sealed Bid for City Printing Contract", no later than 9:30 a.m. local time on August 14, 2015.

Local Bidders' Benefit Policy:

It should be noted that the City of Watertown has a local bidders' benefit policy, the details of which are attached to these bidding documents.

Mandatory:

You must notify Owner if you plan to bid on the above mentioned project a minimum of three days prior to Bid Due Date and Time.

NOTE:

Samples of miscellaneous existing department letterheads, business cards, permit forms, envelopes and other general office paper supplies may be examined at the Engineering Department from 8:00 a.m. to 4:30 p.m. weekdays.

Dated: July 31, 2015

Owner: Jaynellen J. Holloway, P.E.

Title: City Engineer

Publish: July 31, 2015 and August 7, 2015

**Printing of General Office Paper Supplies
Watertown, WI**

Bid Form

Item	Quantity	Unit	Price
1. Letterhead, 1 Full Color Logo (3 colors)			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
2. Letterhead, 2 Full Color Logos (3 - 8 colors)			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
3. Letterhead, 3 Full Color Logos (3 - 8 colors)			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
4. Envelopes, 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
5. Envelopes, 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
6. Envelopes, 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	

7. Business Cards, 1 Full Color Logo (3 Colors), Front Only, Offset Stock			
	500	Ea.	
	1,000	Ea.	
8. Business Cards, 2 Full Color Logos (3 - 8 colors), Front Only, Offset Stock			
	500	Ea.	
	1,000	Ea.	
9. Business Cards, 3 Full Color Logos (3 -8 colors), Front Only, Offset Stock			
	500	Ea.	
	1,000	Ea.	
10. Business Cards, 1 Logo (3 Colors), Front & Back, Offset Stock			
	500	Ea.	
	1,000	Ea.	
11. Business Cards, 2 Logos (3 - 8 colors), Front & Back, Offset Stock			
	500	Ea.	
	1,000	Ea.	
12. Business Cards, 3 Logos (3 - 8 colors), Front & Back, Offset Stock			
	500	Ea.	
	1,000	Ea.	
13. Permits, 8.5" x 11", Duplicate, 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
14. Permits, 8.5" x 11", Triplicate, 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
15. Permits, 8.5" x 11", Duplicate, 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
16. Permits, 8.5" x 11", Triplicate, 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	

17. Permits, 8.5" x 11", Duplicate, 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
18. Permits, 8.5" x 11", Triplicate, 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
19. Permits, 1/2 Sheet, Duplicate, 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
20. Permits, 1/2 Sheet, Triplicate, 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
21. Permits, 1/2 Sheet, Duplicate, 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
22. Permits, 1/2 Sheet, Triplicate, 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
23. Permits, 1/2 Sheet, Duplicate, 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	

24. Permits, 1/2 Sheet, Triplicate, 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
25. Door Hanger, Card Stock, 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
26. Door Hanger, Card Stock, 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
27. Door Hanger, Card Stock, 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
28. Posting, White Card Stock, 8.5" x 11", 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
29. Posting, White Card Stock, 8.5" x 11", 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
30. Posting, White Card Stock, 8.5" x 11", 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	

31. Posting, Colored Card Stock, 8.5" x 11", 1 Logo, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
32. Posting, Colored Card Stock, 8.5" x 11", 2 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	
33. Posting, Colored Card Stock, 8.5" x 11", 3 Logos, Black Ink			
	500	Ea.	
	1,000	Ea.	
	1,500	Ea.	
	2,000	Ea.	
	2,500	Ea.	



Engineering Dept.

Jaynellen J. Holloway, P.E.
(920) 262-4050

Jay Haberkorn
(920) 262-4047

Secretary Nikki Zimmerman
(920) 262-4040

**INVITATION TO BID (ITB)
PRINTING OF GENERAL OFFICE PAPER SUPPLIES**

BID COVER SHEET

Contact Name: _____

Firm Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Phone Number: () _____

FAX Number: () _____

Email Address: _____

Company Uniform Resource Locator (URL): _____

By Signature of this bidding cover sheet, I certify that my firm is in agreement with the terms of submission specified in this invitation to bid. I also certify that the bid will remain in effect for 60 days from the due date of submission of August 14, 2015.

Authorized Signature: _____

Authorizing Name/Title: _____

Bidding Firm Name: _____

Date: _____

**A RESOLUTION TO AMEND CITY RESOLUTION DATED MAY 21, 1997,
"PURCHASING POLICY,"
CREATING PARAGRAPH 5(C) OF THE CITY PURCHASING POLICY,
"TAXPAYERS BENEFIT"**

Sponsor: Ald. Ken Berg
From: Public Works Commission

WHEREAS, many "local businesses" in the City of Watertown are struggling financially for a variety of reasons, some of which are local economic factors or conditions unique to our City; and,

WHEREAS, The City of Watertown has a fiduciary responsibility entrusted with the care of tax monies and property of the Citizen Taxpayers of Watertown, and the conduct of good government to ensure and promote the economic viability of the City; and,

WHEREAS, citizens directly gain a **Taxpayers Benefit** by having local businesses prosper. These businesses contribute to the City's property tax base, provide local employment, and contribute to the overall economic prosperity and vitality of the City which in turn attracts other new business; and,

WHEREAS, buying locally promotes a sense of community, since most people who work at local businesses live locally. Therefore, buying from these businesses, helps your neighbors keep their jobs, which benefits the whole community; and,

WHEREAS, in consideration of the aforesaid, it is deemed desirable to modify paragraph 5 of the City Purchasing Policy in accordance with the initiatives stated herein to allow approval of expenditures for the purchase of goods and services within budget authorization after application of the Tax Payer Benefit Deduct as described below; and,

WHEREAS, the Public Works Commission has reviewed the foregoing proposed modification and recommends approval;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown that paragraph 5(c) of the City Purchasing Policy is created to read as follows:

* * *

SECTION 1.

5. **EXPENSE WHICH IS WITHIN BUDGET AUTHORIZATION**

* * *

- c) That with respect to every expense constituting a purchase of any good or service that is not subject to Wis. 62.15(1), Stats., wherein, additionally, such expenditure to result from the purchase is within budget authorization as required under the May 6, 1997 Purchasing Policy herein, and otherwise conforms to the procedure under paragraphs 5 a) and b) above, the competitive bidding, award and all procedures

administered in connection therewith shall conform as follows when one or more local businesses participate in the competitive process:

1. Include in the bid solicitation and any other procurement document or communication notice in substantially the following form: *"It should be noted that the City of Watertown has a local bidders benefit policy, the details of which may be obtained from the City Clerk's office."* The policy, generally known as the Taxpayer Benefit, will be used in the evaluation of bids or quotes, along with unit costs to be applied under the local bidder's benefit formula as described below.
2. On the bid or quote summary for each local business competitor list first the base bid or quote amount. On a separate line item labeled "Taxpayers Benefit" list an amount calculated at 1.5% of the local competitor's base bid or quote which is then deducted to establish the cumulative total for Bid or Quote Comparison Amount. For competitive bids or quotes under \$5,000.00 being solicited, the Taxpayer Benefit Deduct shall be 2%, while all competitive bidding or quotes of \$5,000.00 or more shall have a Taxpayer Benefit Deduct of 1.5% of the local competitor's base bid or quote. Where one or more local businesses are competing for the successful bid or quote, the lowest responsible bid or quote shall prevail. In addition, where the local business competes with a business that is not a local business in a bid or quote process, the lowest responsible bid or quote shall prevail, after the Taxpayer Benefit Deduct has been applied.

(EXAMPLE ONLY):

BIDDERS		AMOUNT
Watertown Cars	Base Bid	\$55,000.00
	1.5% Taxpayer Benefit Deduct	\$825.00
	Bid Comparison Amount	\$54,175.00
 A QUOTE		 AMOUNT
Watertown painting services proposal	Base Quote	\$4,295.00
	2% Taxpayer Benefit Deduct	\$85.90
	Quote Comparison Amount	\$4,209.10

9/16/14 Amended to include: "Any purchase of goods or services made using any federal or state funds will not apply the Taxpayer Benefit Policy."

SECTION 2. For the purposes of this Resolution, a "local business" shall mean a business organized under the laws of the State of Wisconsin as confirmed by records maintained by the Wisconsin Department of Financial Institutions and physically situated within the corporate limits of the City of Watertown.

(September 16, 2014) Exhibit #8072

SECTION 3. The Resolution adopting the City Purchasing Policy issued May 6, 1997 and all provisions thereof shall remain in full force and effect in all respects thereunder subject only to the aforescribed amendment offered under this, the September 16, 2014 Resolution amending the City Purchasing Policy issued May 6, 1997.

SECTION 4. The force and effect of this Resolution creating paragraph 5(c), more particularly, to be described as a City purchasing policy known as the "Taxpayers Benefit," shall commence upon passage and continue through September 15, 2016 (inclusive) after which time such Resolution shall repeal upon its own terms without Common Council measure or action unless otherwise modified or repealed by Common Council measure or action prior to such time.

This is to certify that I have compared the attached copy with the original record now on file in my office and that the same is a correct transcript thereof and of the whole thereof. In Testimony Whereof, I have hereunto subscribed my name and affixed the seal of the City of Watertown this Sept. 17th day of _____, 2014.

Cynthia D. Ruppel

City Clerk/Treasurer

ADOPTED Sept. 16, 2014

Cynthia D. Ruppel

CITY CLERK/TREASURER

APPROVED Sept. 17, 2014

John Dainoff

MAYOR

