

## **NOTICE TO BIDDERS**

### **Production and Delivery of 2010 Play it Safe in Ocean City Senior Guides Worcester County, Maryland**

The Worcester County Commissioners are currently accepting bids for the production and delivery of 75,000 36-page 4" x 7" 2010 Play it Safe in Ocean City Senior Guides and 500 11" x 17" Play it Safe posters for the Worcester County Health Department. Bid specification packages and bid forms are available from the Office of the County Commissioners, Room 1103 - Worcester County Government Center, One West Market Street, Snow Hill, Maryland 21863-1195. Sealed bids will be accepted until **1:00 p.m., Monday, January 25, 2010** in the Office of the County Commissioners at the above address, at which time they will be opened and publicly read aloud. Envelopes shall be marked "**2010 Play it Safe Bid**" in the lower left-hand corner. After opening, bids will be forwarded to the Health Department for tabulation, review and recommendation to the County Commissioners for their consideration at a future meeting. In awarding the bid, the Commissioners reserve the right to reject any and all bids, waive formalities, informalities and technicalities therein, and to take whatever bid they determine to be in the best interest of the County considering lowest or best bid, quality of goods and work, time of delivery or completion, responsibility of bidders being considered, previous experience of bidders with County contracts, or any other factors they deem appropriate. All inquiries shall be directed to George King, Health Department Agency Procurement Specialist, at 410-632-1100.

## **PLAY IT SAFE IN OCEAN CITY SENIOR GUIDE**

### Specification Sheet

75,000 36-page booklets 4" x 7"

500 posters 11" x 17"

Fluorescent color covers and posters with black ink. (Samples of possible color choices may be requested). Covers and posters will be on 65 lb. uncoated.

Booklets will be saddle bound.

All final content will be supplied to the printer by March 1, 2010. A printing proof must be provided to Worcester County Health Department by March 10, 2010 for review. Any necessary changes/corrections will be made and returned to the printer. A final proof must be available by March 16, 2010. The final proof with any corrections will be returned to the printer on or by March 19, 2010.

The completed booklets and posters are to be counted and shipped to various locations in Maryland and other states. Shipping costs will be reimbursed separately but must be invoiced with accompanying dated postage receipts.

#### **SPECIAL TERMS:**

1. The total bid price will be reduced by 3% if all booklets and posters have not been shipped by April 23, 2010.
2. An additional 3% will be deducted if all booklets and posters have not been shipped by April 30, 2010.

# Bid Form

## Production and Delivery of “2010 Play it Safe in Ocean City Senior Guides” Worcester County, Maryland

I have reviewed the specifications and provisions for production and distribution of “2010 Play it Safe in Ocean City Senior Guide” booklets and posters including the special terms which provide for reduced payment if they have not been shipped by the deadline. I understand and accept said terms and requirements.

I hereby propose to produce and distribute these booklets and posters as specified (please attach your specific proposal hereto) at the following cost:

<u>Quantity</u>	<u>Description</u>	<u>Total Delivered Price</u>
75,000	36-page booklets	\$ _____
500	11" x 17" posters	\$ _____

**BID MUST BE SIGNED TO BE VALID.**

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

Signature: \_\_\_\_\_

Typed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_