

**INVITATION TO BID**  
**“Bid #1197 – Pulse Points”**

**ST. CHARLES COUNTY AMBULANCE DISTRICT**

4169 OLD MILL PARKWAY

ST. PETERS, MO 63376



**St. Charles County  
Ambulance District**

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FOR ADDITIONAL INFORMATION CONTACT:

Allison Callison

e-mail: [Bidquestions@sccad.com](mailto:Bidquestions@sccad.com)

Phone: 636-344-7656

**Bid Closing Date/Time: Friday, June 24, 2019 at 3:30 p.m. CST**

BIDDERS' COMPANY NAME \_\_\_\_\_

REPRESENTATIVE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

\_\_\_\_\_ INITIALS

**A. INTRODUCTION AND GENERAL INFORMATION**

St. Charles County Ambulance District is soliciting competitive **sealed bids** for the **printing, mailing and postage** of our newsletter “Pulse Points”.

1. This contract will be for a period of (1) year with an option to renew for up to (2) one year periods by mutual agreement of both parties. The items purchased under this agreement may be subject to a price increase at the time of renewal, by mutual agreement. The exact increase or maximum percent increase shall be indicated on the price sheet of this bid packet. Price decreases are allowed at any time. Request for a price increase must be presented to the District at least sixty (60) days before the expiration of the current agreement. If a request for increase is not presented, the prices will remain.
2. The selected vendor needs to be able to accept and work with a hi-res PDF document file for the newsletters and an Excel file with a database of names and addresses. Bleeds are accounted for in the files. (Original AI files can be provided if vendor needs them for some reason)
3. The District reserves the right to accept or reject any or all bids received, to waive any informality in the bidding process, and to purchase from any or all vendors.
4. Pricing in this bid is to be complete **including all set-up and delivery charges.**
5. State of Missouri Sales Taxes are not applicable to sales made to St. Charles County Ambulance District and must be excluded.
6. St. Charles County Ambulance District does not qualify for not-for-profit indicia.
7. Each edition of “Pulse Points” should be invoiced individually. The District understands that postage rates may change over the course of the year. The District is only obligated to pay increases set by the USPS. Vendor should bid the postage using current rates. Payment terms will be assumed as net thirty (30) days unless otherwise indicated.
8. **Signature: Initial all pages of this bid and return with the signed signature page.** All bids must be signed by a duly authorized representative of the person, partnership or corporation offering the bid. Failure to sign the Invitation to Bid document may result in automatic disqualification of the bid. The District reserves the right to request written confirmations of persons authorized to sign all bids on behalf of a company.
9. **Bid must be in writing,** addressed and delivered to Headquarters **OR** delivered via e-mail as outlined below:

\_\_\_\_\_ INITIALS

**HEADQUARTERS**

Bid #1197 – Pulse Points  
St. Charles County Ambulance District  
4169 Old Mill Pkwy  
St. Peters, MO 63376

**E-MAIL**

Bid may be e-mailed to [sealedbid@sccad.com](mailto:sealedbid@sccad.com). Subject line should contain “**Bid #1197 – Pulse Points**”.

**B. SPECIFICATIONS:**

Pulse Points is published based on the needs of the district – issues communicate operational enhancements and specific events, and thus, our timing is flexible. Generally speaking, though, we anticipate that in a given year, we’ll produce three issues.

Please indicate on your production timeline on your bid. For instance, if we were to provide PDF files on the 1<sup>st</sup> of a given month, on what day could we expect e-proofs, hard proofs, delivery to post office, etc.

This bid does not obligate the District to contract for all services specified herein. St. Charles County Ambulance District will only be obligated to pay for issues that the District has directed to be produced and mailed.

**Newsletter including Printing, Mailing, and Postage**

- Full color
- Full Bleed
- 25.5” x 11” tri-folded, then folded down to 5.5” x 8.5” for mailing (*sample available upon request*)
- 80# text gloss or equivalent
- Print Quantity: 81,500 mailed copies, additional run of 150 provided to SCCAD for handouts

Mailing list is comprised of an estimated 81,500. Mailing lists will be provided to the successful bidder prior to each issue. **Vendor must have the ability to combine and de-duplicate some lists (new additions, requests for removal, etc.). Any fee for this service should be incorporated into the printing cost.**

**C. PRICING:**

Please indicate below pricing for this job.

	Newsletter	Maximum % Increase per Year	# of business days in advance vendor needs artwork to meet deadlines.
Printing/Mailing	\$		
Postage	\$		
<b>TOTAL</b>	\$		

Indicate any other costs involved with this job:

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**D. SIGNATURE:**

**I have read and understand this Invitation to Bid and certify that I am a duly authorized representative of the person, partnership, or corporation offering this bid:**

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Company

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Company Address

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City State Zip Code

---

Telephone Number FAX Number

---

e-mail address

---

Federal Tax Identification Number

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Signature & Title

**Please return all pages of this bid document. Thank you.**

\_\_\_\_\_ INITIALS