



City of Beverly Hills

Request for Proposals #17-58

**Notice Inviting Submission of Proposals
for**

Printing and Mailing Services

Due Date: December 29, 2017

**City of Beverly Hills
Beverly Hills, CA**

**REQUEST FOR PROPOSAL
For
Printing and Mailing Services**

RFP # 17-58

December 1, 2017

OVERVIEW

The City of Beverly Hills ("City") requests proposals from businesses ("Contractor") who can perform printing and mailing services under the purview of the Policy and Management Department.

OBJECTIVES AND SCOPE

The Contractor will provide printing and mailing services for the citywide newsletter, post cards, letters and other printing and mailing services that may be requested by the City.

Contractor shall utilize a mailing list maintained by them for all City mailings. Mailing list shall be no older than one hundred twenty (120) days. Alternatively, the City may choose to provide a mailing list obtained from a third party.

Upon request by City, Contractor shall provide an electronic copy of the mailing list to City for proof of mailing services.

Information by the City for printing and mailing services is time sensitive. Upon receipt of the final print file, the Contractor will have a maximum of three to five business days to print and mail the newsletter. The Contractor shall provide a proof to the City for approval prior to performing the requested printing and mailing service. The City may request expedited, next day printing and mailing services.

The City may desire to send out post cards or letters to specific areas within the city or citywide. The Contractor shall be able to provide printing and mailing services for these items.

For all projects, the City will contact the Contractor to obtain a quote. Each project will be quoted by the Contractor at the specified rates in the final Agreement signed by the City and the Contractor.

SCHEDULE

The anticipated schedule is as follows:

Solicitation issued:	December 1, 2017
Deadlines for receipt of questions	December 15, 2017
City response to questions	December 22, 2017
Proposal due date	December 29, 2017
Anticipated award date	January 23, 2018

Anticipated start date

January 24, 2017

QUESTIONS

Questions regarding the Requests for Proposal are to be submitted by email only to Cindy Owens at cowens@beverlyhills.org and copied to Logan Phillippo at lphillippo@beverlyhills.org, **no later than 4:30 PM PST on Friday, December 15, 2017**. The subject title of such emails should read "RFP No. 17-58 Potential Respondent - (Insert Firm Name)." Any inquiry should state the question only, without additional information. Questions emailed by potential respondents and any additional information that the City provides in response to such questions will be posted on the City's website by **Friday, December 22, 2017 at 6:00 PM PST**. Oral responses by any City employee or agent of the City are not binding and shall not in any way be considered as a commitment of the City.

MINIMUM QUALIFICATIONS

Respondents must have been in the business of providing printing and mailing services similar to those detailed in this RFP for at least five (5) years.

Respondents must have provided printing and mailing services similar to those described within this document to a local jurisdiction for at least five (5) years.

Respondent must possess a City of Beverly Hills Business License and be licensed to do business in the State of California by the Secretary of State.

Respondents must provide complete proposals, including all documents included in Appendix A

ORGANIZATION OF PROPOSAL

The proposal shall include the forms listed in Appendix A. No other documentation will be required; however, the respondent may include up to three (3) additional pages which may include a cover page, further description of work experience, and sample work projects from other local jurisdictions.

SUBMITTAL REQUIREMENTS

Proposals must be prepared in English, and include the forms listed in Appendix A in a readable font as a PDF file.

Proposals must be submitted electronically in PDF format to Cindy Owens at cowens@beverlyhills.org, and copied to Logan Phillippo at lphillippo@beverlyhills.org no later than **Friday, December 29, 2017 at 2:00 PM PST**. Late proposals will not be accepted. Emailed proposals should be titled "RFP No. 17-58 – Printing and Mailing Services."

EVALUATION CRITERIA

The City will evaluate the proposals with the intent of selecting the most qualified Contractor. More than one Contractor may be selected by the City for performing printing and mailing services. Evaluation criteria include, but are not limited to, the following:

- 1) Completeness and thoroughness of the proposal (25%)
- 2) Ability to provide printing and mailing services as outlined in the scope of work (25%)

3) Work experience with other government agencies (50%)

The most qualified proposers may be selected to be interviewed by City representatives. The City reserves the right to interview as many or few proposers as it deems appropriate. The City also reserves the right to make its selection without conducting interviews.

CONTRACT

The City will prepare an Agreement for implementation between the successful respondent and the City (See Appendix B for a Sample). The Contractor's standard form contract will not be considered as an acceptable substitute. The Contractor shall maintain at a minimum the insurance requirements specified in the sample Agreement.

GENERAL INFORMATION AND INSTRUCTION

All communications concerning this RFP should be directed to Cindy Owens, Senior Management Analyst by email at cowens@beverlyhills.org and copied to Logan Phillippo, Senior Management Analyst by email at lphillippo@beverlyhills.org.

No questions or comments are to be directed to the Mayor of the City of Beverly Hills, the Mayor's Office, Beverly Hills City Council, City of Beverly Hills Director of Finance, any public official, or any City of Beverly Hills trustee.

Any information obtained by the selected respondent is confidential, and the selected respondent shall not release or use the information in conjunction with any other endeavor.

Respondents are responsible for all expenses associated with this RFP response. This Request for Proposals does not commit City of Beverly Hills to award a contract.

Respondents are responsible for complying with all federal, state, and local rules and regulations. Respondents agree that City may, in its sole discretion, at any time prior to the execution of a final contract, accept, reject or cancel all or any part of a proposal, issue another proposal with terms and conditions similar or different to those set forth above, extend any deadline and/or supplement, amend or otherwise modify the proposal.

By submission of a proposal, respondents acknowledge and agree that the City of Beverly Hills, as a public trust, is subject to state and local public disclosure laws and, as such, is legally obligated to disclose to the public documents, including proposals, to the extent required thereunder. Without limiting the foregoing sentence, the City's legal obligations shall not be limited or expanded.

Respondents are advised to become familiar with all conditions, instructions and specifications governing this RFP. Once the award has been made, a failure to have read all the conditions, instructions and specifications of this RFP document shall not be cause to alter the contract or for respondent to request additional compensation.

This RFP process does not commit the City to award any contract, and the City is not liable for any costs incurred by the proposer in the preparation and submission of a proposal.

The successful respondent shall not assign the contract or subcontract, in whole or in part, without the prior written consent of the City. Such consent shall neither relieve the respondent from its obligation nor change the terms of the contract.

Each respondent shall submit in full this completed original RFP document and all necessary catalogues, descriptive literature, etc., needed to fully describe the materials or work it proposes to furnish. **Respondent's failure to fully and adequately respond to this RFP may render the bid non-responsive and is grounds for rejection by the City.**

Upon the award of the contract to the successful respondent, the City will require evidence of insurance coverage be furnished prior to issuing a purchase order. The amounts and types of coverage are specified in Section IV of this RFP document. **All insurance forms must be in a format acceptable to the City.**

Every supplier of materials and services and all contractors doing business with the City shall be an "Equal Opportunity Employer" as required by Section 2000e of Chapter 21, Title 42 of the United States Code Annotated and Federal Executive Orders #11375, and as such shall not discriminate against any other person by reason of race, creed, color, religion, age, sex or physical or mental handicaps with respect to the hiring, application for employment, tenure, terms or conditions or employment of any person.

Prices quoted herein must be firm for a period of not less than ninety (90) days after closing date of this RFP.

RFPs calling for other than a "lump sum" total may be awarded by single item, by groups of items, or as a whole, as the City deems to be in the best interest of the City.

The City will be the sole and exclusive judge of quality, compliance with RFP specifications or any other matter pertaining to this RFP. The City reserves the exclusive right to award this RFP in any manner it deems to be in the best interest of the City.

Contractor shall cooperate with the City in all matters relating to taxation and the collection of taxes. It is the policy of the City to self-accrue use tax associated with its own purchases. The City requests that its contractors self-accrue their use tax, **when applicable**, and report the use tax to the State Board of Equalization with a City- assigned permit number. The City's own use tax which is self-accrued by the City will be remitted to the State of California pursuant to the City's permit with the State Board of Equalization.

APPENDIX A**EXPERIENCE FORM AND QUALIFICATIONS QUESTIONNAIRE**

The Respondent shall provide the following information. Failure to fully complete the required information shall render the Proposal non-responsive and possibly eliminate the proposal from further consideration. Experience must include printing and mailing services for municipal government organizations.

1. Respondent has been engaged in the printing and mailing service business under the present business name of _____ for _____ years.

(Name of Business)
(Number)
2. Business license # _____ Issued by _____.

(Name of City for Business License)
3. How many municipal government organizations is your company currently providing printing and mailing services to? _____.
4. For all clients referenced in Question #2, the Respondent will provide on company business letterhead:
 - a. Municipal Government name, location, and personal contact at that agency with telephone number.
 - b. Brief description of the scope of work
 - c. Number of years the Respondent has continuously serviced the account.
5. The Respondent understands that all listed clients and references may be contacted by the City for the purpose of evaluating proposals. _____
6. Briefly describe in the space provided below your qualifications for providing printing and mailing services to the City as described in the scope of service in this RFP. One additional sheet may be submitted. Font shall be Arial and font size shall be 11.

 Print Name

 Signature

 Date

PRICING SHEET

The Respondent shall provide fully the following information. Failure to fully complete the required information shall render the Proposal non-responsive and possibly eliminate the proposal from further consideration.

Description	Quantity	Unit Cost	Stock	Ink
8 1/2" x 11" Newsletter - 8 Page Self Cover – Double Sided Print – Printed on 11 x 17 paper and folded				
Print & Mailing	1-5,000		80# Gloss Book	4-color
Print & Mailing	5,001-10,000		80# Gloss Book	4-color
Print & Mailing	10,001 -15,000		80# Gloss Book	4-color
Print & Mailing	15,001-20,000		80# Gloss Book	4-color
Print & Mailing	20,000-25,000		80# Gloss Book	4-color
Print & Mailing	25,001-30,000+		80# Gloss Book	4-color
Postage - Standard Rate				
8.5" x 11" Folded Letter with Double Sided Print & #10 Envelope				
Letter	1-5,000		60# uncoated	Black & White
Letter	5,001-10,000		60# uncoated	Black & White
Letter	10,001 -15,000		60# uncoated	Black & White
Letter	15,001-20,000		60# uncoated	Black & White
Letter	20,000-25,000		60# uncoated	Black & White
Letter	25,001-30,000+		60# uncoated	Black & White
#10 Envelope	1-5,000		24# ww regular	Black & White
#10 Envelope	5,001-10,000		24# ww regular	Black & White
#10 Envelope	10,001 -15,000		24# ww regular	Black & White
#10 Envelope	15,001-20,000		24# ww regular	Black & White
#10 Envelope	20,000-25,000		24# ww regular	Black & White
#10 Envelope	25,001-30,000+		24# ww regular	Black & White
Mailing Service	1-5,000			
Mailing Service	5,001-10,000			
Mailing Service	10,001 -15,000			
Mailing Service	15,001-20,000			
Mailing Service	20,000-25,000			
Mailing Service	25,001-30,000+			
Postage - Standard Rate				
5.5" x 8.5" Postcard				
5.5" x 8.5" Postcard	1-5,000		16 point c2s	4-color
5.5" x 8.5" Postcard	5,001-10,000		16 point c2s	4-color
5.5" x 8.5" Postcard	10,001 -15,000		16 point c2s	4-color
5.5" x 8.5" Postcard	15,001-20,000		16 point c2s	4-color
5.5" x 8.5" Postcard	20,000-25,000		16 point c2s	4-color
5.5" x 8.5" Postcard	25,001-30,000+		16 point c2s	4-color
Mailing Service	1-5,000			
Mailing Service	5,001-10,000			
Mailing Service	10,001 -15,000			
Mailing Service	15,001-20,000			
Mailing Service	20,000-25,000			
Mailing Service	25,001-30,000+			
Postage - Standard Rate				

Expedited Printing and Mailing Service Charge/Fee: _____

APPENDIX B

**AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND <Insert
name of Contractor> FOR PROFESSIONAL PRINTING AND MAILING
SERVICES**

NAME OF CONTRACTOR: TBD

RESPONSIBLE PRINCIPAL OF CONTRACTOR: TBD

CONTRACTOR'S ADDRESS:

Attention: TBD

CITY'S ADDRESS:

City of Beverly Hills
455 N. Rexford Drive
Beverly Hills, CA 90210
Attention: Mahdi Aluzri, City Manager

COMMENCEMENT DATE:

January 22, 2018

TERMINATION DATE:

June 30, 2021

CONSIDERATION:

Not to exceed <TBD>

AGREEMENT BETWEEN THE CITY OF BEVERLY HILLS AND <Insert
name of Contractor> FOR PROFESSIONAL PRINTING AND MAILING
SERVICES

THIS AGREEMENT is made by and between the City of Beverly Hills (hereinafter called "CITY"), and (hereinafter called "CONTRACTOR").

RECITALS

A. CITY desires to have certain services and/or goods provided as set forth in Exhibit A (the "Scope of Work"), attached hereto and incorporated herein.

B. CONTRACTOR represents that it is qualified and able to perform the Scope of Works.

NOW, THEREFORE, the parties agree as follows:

Section 1. CONTRACTOR's Scope of Work. CONTRACTOR shall perform the Scope of Work described in Exhibit A in a manner satisfactory to CITY and consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. City shall have the right to order, in writing, changes in the Scope of Work. Any changes in the Scope of Work by CONTRACTOR must be made in writing and approved by both parties. The cost of any change in the Scope of Work must be agreed to by both parties in writing.

Section 2. Time of Performance.

CONTRACTOR shall commence its services under this Agreement upon THE Commencement Date or upon a receipt of a written notice to proceed from CITY. CONTRACTOR shall complete the performance of services by the Termination Date set forth above and/or in conformance with the project timeline established by the City Manager or his designee.

Section 3. Compensation.

(a) Compensation

CITY agrees to compensate CONTRACTOR for the services and/or goods provides under this Agreement, and CONTRACTOR agrees to accept in full satisfaction for such services, a sum not to exceed the Consideration set forth above and more particularly described in Exhibit B, attached hereto and incorporated herein.

(b) Expenses

The amount set forth in paragraph (a) shall include reimbursement for all actual and necessary expenditures reasonably incurred in the performance of this Agreement (including, but not limited to, all labor, materials, delivery, tax, assembly, and installation, as applicable). There shall be no claims for additional compensation for reimbursable expenses.

(c) Additional Services. City may from time to time require CONTRACTOR to perform additional services not included in the Scope of Services. Such requests for additional services shall be made by City in writing and agreed upon by both parties in writing.

Section 4. Method of Payment. CITY shall pay CONTRACTOR said Consideration in accordance with the method and schedule of payment set forth in Exhibit B.

Section 5. Independent Contractor. CONTRACTOR is and shall at all times remain, as to CITY, a wholly independent contractor. Neither CITY nor any of its agents shall have control over the conduct of CONTRACTOR or any of CONTRACTOR's employees, except as herein set forth. CONTRACTOR shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of CITY.

Section 6. Assignment. This Agreement shall not be assigned in whole or in part, by CONTRACTOR without the prior written approval of CITY. Any attempt by CONTRACTOR to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

Section 7. Responsible Principal(s)

(a) CONTRACTOR's Responsible Principal set forth above shall be principally responsible for CONTRACTOR's obligations under this Agreement and shall serve as principal liaison between CITY and CONTRACTOR. Designation of another Responsible Principal by CONTRACTOR shall not be made without prior written consent of CITY.

(b) CITY's Responsible Principal shall be the City Manager or his designee set forth above who shall administer the terms of the Agreement on behalf of CITY.

Section 8. Personnel. CONTRACTOR represents that it has, or shall secure at its own expense, all personnel required to perform CONTRACTOR's Scope of Work under this Agreement. All personnel engaged in the work shall be qualified to perform such Scope of Work.

Section 9. Permits and Licenses. CONTRACTOR shall obtain and maintain during the Agreement term all necessary licenses, permits and certificates required by law for the provision of services under this Agreement, including a business license.

Section 10. Interests of CONTRACTOR. CONTRACTOR affirms that it presently has no interest and shall not have any interest, direct or indirect, which would conflict in any manner with the performance of the Scope of Work contemplated by this Agreement. No person having any such interest shall be employed by or be associated with CONTRACTOR.

Section 11. Insurance.

(a) CONTRACTOR shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

(1) A policy or policies of Comprehensive General Liability Insurance, with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by CONTRACTOR.

(2) A policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit, covering any vehicle utilized by CONTRACTOR in performing the Scope of Work required by this Agreement.

(3) Workers' compensation insurance as required by the State of California.

(b) CONTRACTOR shall require each of its sub-contractors to maintain insurance coverage which meets all of the requirements of this Agreement.

(c) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least a A+;VII in the latest edition of Best's Insurance Guide.

(d) CONTRACTOR agrees that if it does not keep the aforesaid insurance in full force and effect CITY may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, CITY may take out the necessary insurance and pay, at CONTRACTOR's expense, the premium thereon.

(e) At all times during the term of this Agreement, CONTRACTOR shall maintain on file with the City Clerk a certificate or certificates of insurance on the form set forth in Exhibit C, attached hereto and incorporated herein, showing that the aforesaid policies are in effect in the required amounts. CONTRACTOR shall, prior to commencement of work under this Agreement, file with the City Clerk such certificate or certificates. The general and auto liability insurance shall contain an endorsement naming the CITY as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to CITY, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement.

(f) The insurance provided by CONTRACTOR shall be primary to any coverage available to CITY. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(g) Any deductibles or self-insured retentions must be declared to and approved by CITY. At the option of CITY, CONTRACTOR shall either reduce or eliminate the deductibles or self-insured retentions with respect to CITY, or CONTRACTOR shall procure a bond guaranteeing payment of losses and expenses.

(h) The insurance coverage amounts required under the Agreement do not limit CITY's right to recover against CONTRACTOR and its insurance carriers.

Section 12. Indemnification. CONTRACTOR agrees to indemnify, hold harmless and defend CITY, City Council and each member thereof, and every officer, employee and agent of CITY, from any claim, liability or financial loss (including, without limitation, attorneys fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of CONTRACTOR or any person employed by CONTRACTOR in the performance of this Agreement.

Section 13. Termination.

(a) CITY shall have the right to terminate this Agreement for any reason or for no reason upon five calendar days' written notice to CONTRACTOR. CONTRACTOR agrees to cease all work under this Agreement on or before the effective date of such notice.

(b) In the event of termination or cancellation of this Agreement by CITY, due to no fault or failure of performance by CONTRACTOR, CONTRACTOR shall be paid based on the percentage of work satisfactorily performed at the time of termination. In no event shall CONTRACTOR be entitled to receive more than the amount that would be paid to CONTRACTOR for the full performance of the services required by this Agreement. CONTRACTOR shall have no other claim against CITY by reason of such termination, including any claim for compensation.

Section 14. CITY's Responsibility. CITY shall provide CONTRACTOR with all pertinent data, documents, and other requested information as is available for the proper performance of CONTRACTOR's Scope of Work.

Section 15. Information and Documents. All data, information, documents and drawings prepared for CITY and required to be furnished to CITY in connection with this Agreement shall become the property of CITY, and CITY may use all or any portion of the work submitted by CONTRACTOR and compensated by CITY pursuant to this Agreement as CITY deems appropriate.

Section 16. Records and Inspections. CONTRACTOR shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of 2 years. City shall have access, without charge, during normal business hours to such records, and the right to examine and audit the same and to make copies and transcripts therefrom, and to inspect all program data, documents, proceedings and activities.

Section 17. Changes in the Scope of Work. The CITY shall have the right to order, in writing, changes in the scope of work or the services to be performed. Any changes in the scope of work requested by CONTRACTOR must be made in writing and approved by both parties.

Section 18. Notice. Any notices, bills, invoices, etc. required by this Agreement shall be deemed received on (a) the day of delivery if delivered by hand during the receiving party's regular business hours or by facsimile before or during the receiving party's regular business hours; or (b) on the second business day following deposit in the United States mail, postage prepaid to the addresses set forth above, or to such other addresses as the parties may, from time to time, designate in writing pursuant to this section.

Section 19. Attorney's Fees. In the event that either party commences any legal action or proceeding to enforce or interpret the provisions of this Agreement, the prevailing party in such action shall be entitled to reasonable attorney's fees, costs and necessary disbursements, in addition to such other relief as may be sought and awarded.

Section 20. Entire Agreement. This Agreement represents the entire integrated agreement between CITY and CONTRACTOR, and supersedes all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both CITY and CONTRACTOR.

Section 21. Exhibits; Precedence. All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail.

Section 22. Governing Law. The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California.

Section 23. City Not Obligated to Third Parties. CITY shall not be obligated or liable under this Agreement to any party other than CONTRACTOR.

Section 24. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

EXECUTED the ____ day of _____, 20____, at Beverly Hills, California.

CITY OF BEVERLY HILLS
A Municipal Corporation

LILI BOSSE
Mayor of the City of Beverly Hills, California

ATTEST:

_____(SEAL)
BYRON POPE
City Clerk

CONSULTANT:

Name
Title

APPROVED AS TO FORM:

LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:

MAHDI ALUZRI
City Manager

Department Head Name
Title

SHARON L'HEUREUX DRESSEL
Interim Risk Manager

EXHIBIT A

SCOPE OF WORK

CONTRACTOR shall perform the following services:

The CONTRACTOR shall provide printing and mailing services for the citywide newsletter, post cards, letters and other printing and mailing services that may be requested by CITY.

CONTRACTOR shall utilize a mailing list maintained by them for all CITY mailings. Mailing list shall be no older than one hundred twenty (120) days. Alternatively, CITY may choose to provide a mailing list obtained from a third party.

Upon request by CITY, CONTRACTOR shall provide an electronic copy of the mailing list to CITY for proof of mailing services.

Information provided to CONTRACTOR by CITY for printing and mailing services is time sensitive. Upon receipt of the final print file, CONTRACTOR will have a maximum of three to five business days to print and mail the newsletter. CONTRACTOR shall provide a proof to CITY for approval prior to performing the requested printing and mailing service. CITY shall approve the proof in writing before CONTRACTOR prints the entire mailer request. On occasion, CITY may request expedited, next day printing and mailing services from CONTRACTOR. CITY shall compensate CONTRACTOR for the expedited request as outlined in Exhibit B.

CITY may desire to send out post cards or letters to specific areas within the CITY or citywide. The CONTRACTOR shall be able to provide printing and mailing services for these items.

CITY will contact CONTRACTOR to obtain a quote. CONTRACTOR shall provide a written cost proposal per project at the rates specified in Exhibit B.

EXHIBIT B

SCHEDULE OF PAYMENT AND RATES

Description	Quantity	Unit Cost	Stock	Ink
8 ½" x 11" Newsletter - 8 Page Self Cover - Double Sided Print - Printed on 11 x 17 paper and folded				
Print & Mailing	1-5,000		80# Gloss Book	4-color
Print & Mailing	5,001-10,000		80# Gloss Book	4-color
Print & Mailing	10,001 -15,000		80# Gloss Book	4-color
Print & Mailing	15,001-20,000		80# Gloss Book	4-color
Print & Mailing	20,000-25,000		80# Gloss Book	4-color
Print & Mailing	25,001-30,000+		80# Gloss Book	4-color
Postage - Standard Rate				
8.5" x 11" Folded Letter with Double Sided Print & #10 Envelope				
Letter	1-5,000		60# uncoated	Black & White
Letter	5,001-10,000		60# uncoated	Black & White
Letter	10,001 -15,000		60# uncoated	Black & White
Letter	15,001-20,000		60# uncoated	Black & White
Letter	20,000-25,000		60# uncoated	Black & White
Letter	25,001-30,000+		60# uncoated	Black & White
#10 Envelope	1-5,000		24# ww regular	Black & White
#10 Envelope	5,001-10,000		24# ww regular	Black & White
#10 Envelope	10,001 -15,000		24# ww regular	Black & White
#10 Envelope	15,001-20,000		24# ww regular	Black & White
#10 Envelope	20,000-25,000		24# ww regular	Black & White
#10 Envelope	25,001-30,000+		24# ww regular	Black & White
Mailing Service	1-5,000			
Mailing Service	5,001-10,000			
Mailing Service	10,001 -15,000			
Mailing Service	15,001-20,000			
Mailing Service	20,000-25,000			
Mailing Service	25,001-30,000+			
Postage - Standard Rate				
5.5" x 8.5" Postcard				
5.5" x 8.5" Postcard	1-5,000		16 point c2s	4-color
5.5" x 8.5" Postcard	5,001-10,000		16 point c2s	4-color
5.5" x 8.5" Postcard	10,001 -15,000		16 point c2s	4-color
5.5" x 8.5" Postcard	15,001-20,000		16 point c2s	4-color
5.5" x 8.5" Postcard	20,000-25,000		16 point c2s	4-color
5.5" x 8.5" Postcard	25,001-30,000+		16 point c2s	4-color
Mailing Service	1-5,000			
Mailing Service	5,001-10,000			
Mailing Service	10,001 -15,000			
Mailing Service	15,001-20,000			
Mailing Service	20,000-25,000			
Mailing Service	25,001-30,000+			
Postage - Standard Rate				

Expedited Printing and Mailing Service Charge/Fee: _____

CONTRACTOR shall submit an itemized statement to CITY for its services performed, which shall include documentation setting forth in detail a description of the services rendered. CITY shall pay CONTRACTOR the undisputed amount of such billing within thirty (30) days of receipt of same.

SAMPLE

CERTIFICATE OF INSURANCE

This is to certify that the following endorsement is part of the policy(ies) described below :

NAMED INSURED**COMPANIES AFFORDING COVERAGE****ADDRESS****A.****B.****C.**

COMPANY (A.B.C.)	COVERAGE	POLICY NUMBER	EXPIRATION DATE	B.I.	LIMITS P.D.	AGGREGATE
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> PRODUCTS/COMPLETED OPERATIONS <input type="checkbox"/> BLANKET CONTRACTUAL <input type="checkbox"/> CONTRACTOR'S PROTECTIVE <input type="checkbox"/> PERSONAL INJURY <input type="checkbox"/> EXCESS LIABILITY <input type="checkbox"/> WORKER'S COMPENSATION					

It is hereby understood and agreed that the City of Beverly Hills, its City Council and each member thereof and every officer and employee of the City shall be named as joint and several assureds with respect to claims arising out of the following project or agreement:

It is further agreed that the following indemnity agreement between the City of Beverly Hills and the named insured is covered under the policy: Contractor agrees to indemnify, hold harmless and defend City, its City Council and each member thereof and every officer and employee of City from any and all liability or financial loss resulting from any suits, claims, losses or actions brought against and from all costs and expenses of litigation brought against City, its City Council and each member thereof and any officer or employee of City which results directly or indirectly from the wrongful or negligent actions of contractor's officers, employees, agents or others employed by Contractor while engaged by Contractor in the (performance of this agreement) construction of this project.

It is further agreed that the inclusion of more than one assured shall not operate to increase the limit of the company's liability and that insurer waives any right of contribution with insurance which may be available to the City of Beverly Hills.

In the event of cancellation or material change in the above coverage, the company will give 30 days written notice of cancellation or material change to the certificate holder.

Except to certify that the policy(ies) described above have the above endorsement attached, this certificate or verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate or verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

DATE : _____ BY : _____

Authorized Insurance Representative

TITLE : _____

AGENCY : _____ Address : _____