



**City of Round Rock, Texas**  
**Purchasing Division**  
221 East Main Street  
Round Rock, Texas 78664-5299  
[www.roundrocktexas.gov](http://www.roundrocktexas.gov)

## **INVITATION FOR BID**

**Program guide**

**SOLICITATION - IFB No. 16-016**

**April 2016**

**CITY OF ROUND ROCK  
INVITATION FOR BID  
FOR  
PROGRAM GUIDES  
  
PART I  
GENERAL**

1. **PURPOSE:** The City of Round Rock, herein after “the City” seeking formal bids for a multi-year contract with a qualified Individual, Firm or Corporation, hereafter referred to as “Respondent”, for the design, printing and distribution by direct mail or other means to approximately 32,000 City of Round Rock – Parks and Recreation Department program guides to City of Round Rock residents. An additional quantity of 3,000 program guides shall also be printed and delivered to the City of Round Rock – Parks and Recreation Department (PARD) at 301 W. Bagdad, Round Rock, Texas 78664
2. **BACKGROUND:** The City of Round Rock – Parks and Recreation Department distributes program guides to all Round Rock residents two times a year for the Summer and Spring/Fall/Winter. The program guides are full color and are inserted into the Community Impact Newspaper that are distributed to all Round Rock Residents. The program guides list and promote all PARD special events and programming.
3. **ATTACHMENTS:** Attachment A through C, are herein made part of this invitation for bid:
  - 3.1 **Attachment A:** Bid Sheet
  - 3.2 **Attachment B:** Reference Sheet
  - 3.3 **Attachment C:** Addendum Acknowledgment Form
4. **CLARIFICATION:** For questions or clarification of specifications, you may contact:

**Mike Schurwon, CPPB, CTPM**  
**Purchaser**  
**Purchasing Department**  
**City of Round Rock**  
**E-mail: [mschurwon@roundrocktexas.gov](mailto:mschurwon@roundrocktexas.gov)**

The individual listed above may be contacted by e-mail for clarification of the specifications only. No authority is intended or implied that specifications may be amended or alterations accepted prior to solicitation opening without written approval of the City of Round Rock through the Purchasing Department.
5. **RESPONDENT QUALIFICATIONS:** The City has established the following minimum qualifications. Respondents who do not meet the minimum qualifications will not be considered for award. The Respondent shall:
  - 5.1. Be firms, corporations, individuals or partnerships normally engaged in providing program guides as specified herein and have adequate organization, facilities, equipment, financial capability, and personnel to ensure prompt and efficient delivery of City of Round Rock - Parks and Recreation program guide to the City of Round Rock residents and the City of Round Rock – Parks and Recreation Department;

- 5.2. Be domiciled in or have a home office inside the United States. Respondents domiciled outside the United States, or not having a home office inside the United States will not be included for consideration in this procurement process;
6. **SUBCONTRACTORS**: Respondent shall not subcontract or otherwise engage subcontractors for the required printing and distribution of program guides. The City seeks to do business directly with a company experienced in providing the required design, printing and distribution of program guides.
7. **DAMAGE**: The Respondent shall be responsible for damage to the City's equipment and/or property, the workplace and its contents by its work, negligence in work, its personnel and equipment usage.
8. **SAFETY**: The City reserves the right to remove any employee from any City of Round Rock resident's property for violation of federal, state, and local health, safety and environmental laws, ordinances, rules and regulations. The Respondent shall:
  - 8.1. Ensure that all employees comply with all Occupational Safety and Health Administration (OSHA), State, City, and Dell Diamond Baseball Stadium safety and occupational health standards and other applicable federal, state, and local health, safety, and environmental laws ordinances, rules and regulations during delivery of outdoor light fixtures;
  - 8.2. Be held responsible for the safety of their employees and unsafe acts or conditions that may cause injury or damage to any persons or property within and around the delivery site. In case of conflict, the most stringent safety requirement shall govern;
  - 8.3. Indemnify and hold the City and Dell Diamond Baseball Stadium harmless from and against all claims, demands, suits, actions, judgments, fines penalties and liability of every kind arising from the breach of the Successful Respondents' obligations under this paragraph.
9. **PRICING**: The Respondent shall determine and submit a fixed cost for the printing, delivery, and distribution of all City of Round Rock – Parks and Recreation Department program guide and shall include all incidental costs, labor, overhead charges, travel, payroll expenses, freight, equipment acquisition and maintenance, demurrage, fuel surcharges, delivery charges, costs associated with obtaining permits, insurance, bonds and risk management. No separate line item charges.
10. **ACCEPTANCE/INSPECTION**: All program guide deliveries shall be made directly to approximately 32,000 City of Round Rock residents. An additional delivery of 3,000 program guides shall also be delivered to the City of Round Rock – Parks and Recreation Department. The awarded vendor will be notified within one (1) business day if the program guide delivered are not in full compliance with the specifications. In the event the program guide are not printed to the satisfaction of the City of Round Rock – Parks and Recreation Department, the City shall notify awarded vendor the same business day in order to reschedule the required program guide for the redelivery once any printing deficiencies have been corrected and program guides have been reprinted. If any agreement or purchase order is cancelled for non-acceptance, the required program guides may be purchased elsewhere and the vendor may be charged liquidated damages.

**PART II**  
**SPECIFICATIONS**

1. **SCOPE:** The City of Round Rock is requesting invitation for bids for the design (City of Round Rock – Parks and Recreation Department to provided text, photos, and logos), printing, and distribution by direct mail or other means approximately 32,000 each, program guides to City of Round Rock residents as outlined below:
2. **PROPRIETARY PURCHASE:** This solicitation is being advertised in accordance with Texas Government Code, Title 10, Subtitle D, Chapter 2155, Subchapter B, Section 2155.067.
3. **PRODCUT SPECIFICATIONS:**
  - 3.1. Fall-Winter - Spring Program Guides –“Design, Printing, and Distribution”  
Quantity: 32,000  
Number of Pages: 60  
Cover: 100# Gloss – 4 pages  
Interior Pages: 35#80 Hi-Brite-56 pages  
Full color throughout  
Frequency: One time publication  
Text, photos, and logos to be provided by City of Round Rock (client)  
Delivery: Deliver program guide to 32,000 plus Round Rock residents
  - 3.2. Fall-Winter - Spring Program Guides – “Printing Only”  
Quantity: 3,000  
Number of Pages: 60  
Cover: 100# Gloss – 4 pages  
Interior Pages: 35#80 Hi-Brite-56 pages  
Full color throughout  
Frequency: One time publication  
Text, photos, and logos to be provided by City of Round Rock (client)  
Delivery: Price to include delivery to the City of Round Rock - Parks and Recreation Department, 301 W. Bagdad, Round Rock, Texas 78664
  - 3.3. Summer Program Guides –“Design, Printing, and Distribution”  
Quantity: 32,000  
Number of Pages: 60  
Cover: 100# Gloss – 4 pages  
Interior Pages: 35#80 Hi-Brite-56 pages  
Full color throughout  
Frequency: One time publication  
Text, photos, and logos to be provided by City of Round Rock (client)  
Delivery: Deliver program guide to 32,000 plus Round Rock residents
  - 3.4. Summer Program Guides – “Printing Only”  
Quantity: 3,000  
Number of Pages: 60  
Cover: 100# Gloss – 4 pages  
Interior Pages: 35#80 Hi-Brite-56 pages  
Full color throughout  
Frequency: One time publication  
Text, photos, and logos to be provided by City of Round Rock (client)

Delivery: Price to include delivery to the City of Round Rock - Parks and Recreation Department, 301 W. Bagdad, Round Rock, Texas 78664

NOTE: Delivery dates exclude the City of Round Rock and Dell Diamond Baseball Stadium holidays as follows: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday after Thanksgiving Day, Christmas Day (and either working day before or after).

**4. POINT OF CONTACT / DESIGNATED REPRESENTATIVE:**

**4.1. Respondent's point of contact:** In order to maintain consistent standards of quality work performed, the City shall be provided with a designated and identified point of contact upon award of the contract to include contact information. The City's designated representative shall be notified by the Respondent immediately should the point of contact change.

**4.2. The City's designated representative:** The City's designated representative shall be:

**Roger Heaney**  
**Marketing/Communications/Media Relations**  
**City of Round Rock – Parks & Recreation Division**  
[rheaney@roundrocktexas.gov](mailto:rheaney@roundrocktexas.gov)

**5. WORKFORCE:** Successful Respondent shall:

**5.1.** Ensure respondent's employees provide the products in a timely, professional and efficient manner;

**5.2.** Ensure respondent's employees, while delivering the required program guides on City of Round Rock and resident's property, wear a company uniform that clearly identifies them as the Respondent's employee;

**5.3.** Employ all personnel for work in accordance with the requirements set forth by the United States Department of Labor. The City reserves the right to verify citizenship or right to work in the United States.

**6. ORDER QUANTITY:** The quantities shown on the solicitation are estimates only. No guarantee of any minimum or maximum purchase is made or implied. The City will only order the outdoor program guide needed to satisfy requirements within budgetary constraints, which may be more or less than indicated.

**PART III**

**SCHEDULE AND RESPONSE INSTRUCTIONS**

1. **SCHEDULE OF EVENTS:** It is the City's intention to comply with the following solicitation timeline:

<b>EVENT</b>	<b>DATES</b>
Solicitation released	April 28, 2016
Deadline for submission of questions	May 6, 2016 @ 5:00 PM, CST
City responses to questions or addendums	May 9 2016 @ 5:00 PM, CST
Deadline for submission of responses	May 17, 2016 @ 3:00 PM, CST

All questions regarding the solicitation shall be submitted in writing by May 6, 2016, @ 5:00 p.m., CST on the due date noted above. A copy of all the questions submitted and the City's response to the questions shall be posted on the City's webpage in the form of an addendum at <http://www.roundrocktexas.gov/bids>

Questions shall be submitted to the City contact named herein. The City reserves the right to modify these dates. Notice of date change will be posted to the City's website.

2. **SOLICITATION UPDATES:** Respondents shall be responsible for monitoring the City's website at <http://www.roundrocktexas.gov/bids> for any updates pertaining to the solicitation described herein. Various updates may include addendums, cancellations, notifications, and any other pertinent information necessary for the submission of a correct and accurate response. The City will not be held responsible for any further communication beyond updating the website.

3. **RESPONSE DUE DATE:** Signed and sealed responses are due at or before May 17, 2016 @ 3:00 p.m., on the due date noted in Part III, Section 1. Mail or hand deliver sealed responses to:

**City of Round Rock  
221 E. Main Street – City Hall 1<sup>st</sup> Floor Reception Desk  
Attn: Mike Schurwon, CPPB, CTPM  
Purchaser  
Round Rock, Texas 78664-5299**

- 3.1 Sealed responses shall be clearly marked on the outside of packaging with the solicitation address as listed above, bid number (IFB No. 16-016), title (Program Guides), due date and "DO NOT OPEN".
- 3.2 Facsimile or electronically transmitted responses are not acceptable.
- 3.3 Responses cannot be altered or amended after opening.
- 3.4 No response can be withdrawn after opening without written approval from the City for an acceptable reason.
- 3.5 The City will not be bound by any oral statement or offer made contrary to the written specifications.
- 3.6 Samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

4. **BEST VALUE EVALUATION AND CRITERIA:** The City reserves the right to reject any or all responses, or to accept any response deemed most advantageous, or to waive any irregularities or informalities in the response received that best serves the interest and at the sole discretion of the City. All solicitations received may be evaluated based on the best value for the City and Dell Diamond Baseball Stadium. In determining best value, the City may consider:
  - 4.1 Purchase price;
  - 4.2 Reputation of Respondent and of Respondent's goods and services;
  - 4.3 Quality of the Respondent's goods and services;
  - 4.4 The extent to which the goods and services meet the Dell Diamond Baseball Stadium needs;
  - 4.5 Respondent's past performance with the City;
  - 4.6 The total long-term cost to the City to acquire the Respondent's goods or services;
  - 4.7 Delivery time (will be a factor in determining an award);
  - 4.8 Any relevant criteria specifically listed in the solicitation.

Respondents may be contacted for clarification of bid and/or to discuss details of the program guides they are proposing. This may include a presentation and/or the request for additional material/information to clarify.
5. **AWARD:** The City reserves the right to enter into an Agreement or a Purchase Order with a single award, split award, primary and secondary award, non-award, or use any combination that best serves the interest and at the sole discretion of the City. Award announcement will be made upon City Council approval of staff recommendation and executed agreement. Award announcement will appear on the City's website at: <http://www.roundrocktexas.gov/bids>
6. **POST AWARD MEETING:** The City and Successful Respondent(s) may have a post award meeting to discuss, but not be limited to the following:
  - 6.1 The method to provide a smooth and orderly transition of services performed from the current contractor;
  - 6.2 Provide City contact(s) information for implementation of agreement.
  - 6.3 Identify specific milestones, goals and strategies to meet objectives.
7. **NON-APPROPRIATION:** The resulting agreement is a commitment of the City's current revenues only. It is understood and agreed the City shall have the right to terminate the agreement in the City's current fiscal year if the governing body of the City does not appropriate funds sufficient to purchase the estimated quantities, as determined by the City's budget for the fiscal year in question. The City may affect such termination by giving Vendor a written notice of termination at the end of its then current fiscal year.

#### **PART IV**

#### **RESPONSE REQUIREMENTS**

The City of Round Rock makes no warranty that this checklist is a full comprehensive listing of every requirement specified in the solicitation. This list is only a tool to assist participating Respondents in compiling their final responses. Respondents are encouraged to carefully read the entire solicitation.

Respondents shall submit one (1) evident signed "Original" response and two (2) copies of the response requirements including any required attachments. The samples and/or copies shall be provided at the Respondent's expense, and shall become the property of the City.

This invitation for bid (IFB) does not commit the City to contract for any supply or service. Respondents are advised that the City will not pay for any administrative costs incurred in response preparation to this IFB; all costs associated with responding to this IFB will be solely at the interested parties' expense. Not responding to this IFB does not preclude participation in any future IFB/RFQ/RFP.

**For your bid to be responsive, all required items identified below shall be submitted with your proposal.**

**Attachment A:** Responses shall be submitted on itemized, signed bid sheet provided herein. Failure to itemize or sign solicitation may result in disqualification. Submission of responses on forms other than the City's solicitation document may result in disqualification of the response.

**Attachment B:** Provide the name, address, telephone number and e-mail of at least three (3) municipal, government agencies or firms of comparable size that have utilized similar service within the last two (2) years. City of Round Rock references are not applicable. References may be checked prior to award. Any negative responses received may result in disqualification of submittal.

**Attachment C:** Provide signed copy of the addendum acknowledgement form or a signed copy of each issued addendum with bid upon submission.

**Additional Information Requested:**

**Contract Information:** Respondent shall provide information of any current established contract with a local City, County, Municipality, Cooperative Agreement, Comptroller of Public Accounts (CPA) Texas Smart Buy Contract, Texas Multiple Award Schedule (TXMAS), General Services Administration (GSA), Inter-local Agreement, or any other contractual resource.

**The following items shall be made available upon request by the City prior to award and the approval of any contract:**

Proof of insurance for General Liability, Worker's Compensation and standard automobile liability coverage as set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>

**PART V**

**CONFIDENTIALITY OF CONTENT**

1. **CONFIDENTIALITY OF CONTENT:** All documents submitted in response to a solicitation shall be subject to the Texas Public Information Act. Following an award, responses are subject to release as public information unless the response or specific parts of the response can be shown to be exempt from the Texas Public Information Act. Pricing is not considered to be confidential under any circumstances.
  - 1.1 Information in a submittal that is legally protected as a trade secret or otherwise confidential must be clearly indicated with stamped, bold red letters stating "CONFIDENTIAL" on that section of the document. The City will not be responsible for any public disclosure of confidential information if it is not clearly marked as such.
  - 1.2 If a request is made under the Texas Public Information Act to inspect information designated as confidential, the Respondent shall, upon request from the City, furnish sufficient written reasons and information as to why the information should be protected from disclosure. The matter will then be presented to the Attorney General of Texas for final determination.

**PART VI**

**GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS**

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

1. **INSURANCE:** The Respondent shall meet or exceed all insurance requirements set forth by the Insurance Requirements as identified on the City's website at: <http://www.roundrocktexas.gov/bids>
2. **DEFINITIONS, TERMS AND CONDITIONS:** By submitting a response to this solicitation, the Respondent agrees that the City's standard Definitions, Terms and Conditions, in effect at the time of release of the solicitation, shall govern unless specifically provided otherwise in a separate agreement or on the face of a purchase order. Said Definitions, Terms and Conditions are subject to change without notice. It is the sole responsibility of respondents to stay apprised of changes. The City's Definitions, Terms and Conditions can be obtained from the City's website <http://www.roundrocktexas.gov/bids>
3. **PROMPT PAYMENT POLICY:** Payments will be made in accordance with the Texas Prompt Payment Law, Texas Government Code, Subtitle F, Chapter 2251. The City will pay Vendor within thirty days after the acceptance of the supplies, materials, equipment, or the day on which the performance of services was completed or the day, on which the City receives a correct invoice for the supplies, materials, equipment or services, whichever is later. The Vendor may charge a late fee (fee shall not be greater than that which is permitted by Texas law) for payments not made in accordance with this prompt payment policy; however, this policy does not apply to payments made by the City in the event:

**PART VI**

**GENERAL TERMS AND CONDITIONS / INSURANCE REQUIREMENTS**

**(CONTINUED)**

(ITEMS BELOW APPLY TO AND BECOME A PART OF THE CONTRACT)

- 3.1 There is a bona fide dispute between the City and Vendor concerning the supplies, materials, services or equipment delivered or the services performed that causes the payment to be late; or
- 3.2 The terms of a federal agreement, grant, regulation, or statute prevent the City from making a timely payment with Federal Funds; or
- 3.3 There is a bona fide dispute between the Vendor and a subcontractor or between a subcontractor and its suppliers concerning supplies, material, or equipment delivered or the services performed which caused the payment to be late; or
- 3.4 The invoice is not mailed to the City in strict accordance with instructions, if any, on the purchase order or agreement or other such contractual agreement.

**ATTACHMENT A: BID FORM**  
**(Total of 5 pages starting on pages 10 of 17 – 15 of 17))**  
**PURCHASING DEPARTMENT**  
**221 E. Main Street • Round Rock, Texas 78664-5299**

<b>SOLICITATION INFORMATION</b>	<b>Solicitation Number:</b> #16-016 <b>Solicitation Name:</b> PROGRAM GUIDES <b>Opening Date:</b> May 17, 2016 <b>Opening Time:</b> On or Before 3:00 p.m. CST <b>Opening Location:</b> City of Round Rock City Hall 221 E. Main Street Round Rock, TX 78664	<b>RESPONDENT INFORMATION</b>	Tax ID Number: _____ Business Name: _____ Address: _____ Address: _____ Contact: _____ Telephone: _____ E-mail: _____ Website: _____
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<b>HOW DID YOU HEAR ABOUT THIS SOLICITATION?</b>	<input type="checkbox"/> Newspaper <input type="checkbox"/> City's Website <input type="checkbox"/> E-mail Announcement <input type="checkbox"/> ESBD <input type="checkbox"/> Other
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<b>1st TIME RESPONDING TO THE CITY?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	<b>ARE YOU REGISTERED WITH VENDOR CENTRAL?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No    Register at: <a href="http://roundrocktexas.gov/departments/purchasing/">http://roundrocktexas.gov/departments/purchasing/</a>
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<b>Bidder(s) to quote pricing to provide program guides for line items 1 - 16 as follows:</b>					
Item #	Description	Quantity	Unit of Measure	Unit Price	Extended Price
1	Parks & Recreation 2016 - 2017– Fall-Winter-Spring Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Ea.		

<b>Attachment A: Bid Form (Continued)</b>					
2	Parks & Recreation 2016 – 2017 – Fall-Winter-Spring Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		
3	Parks & Recreation 2017–Summer Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		
4	Parks & Recreation 2017 – Summer Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		

<b>Attachment A: Bid Form (Continued)</b>					
5	Parks & Recreation 2017– 2018 Fall-Winter-Spring Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		
6	Parks & Recreation 2017 – 2018 – Fall-Winter-Spring Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		
7	Parks & Recreation 2018–Summer Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		

<b>Attachment A: Bid Form (Continued)</b>					
<b>8</b>	Parks & Recreation 2018 – Summer Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		
<b>9</b>	Parks & Recreation 2018– 2019 Fall-Winter-Spring Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		
<b>10</b>	Parks & Recreation 2018 – 2019 – Fall-Winter-Spring Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		

<b>Attachment A: Bid Form (Continued)</b>					
11	Parks & Recreation 2019–Summer Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		
12	Parks & Recreation 2019 – Summer Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		
13	Parks & Recreation 2019 – 2020 Fall-Winter-Spring Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		

<b>Attachment A: Bid Form (Continued)</b>					
14	Parks & Recreation 2019 – 2020 – Fall-Winter-Spring Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		
15	Parks & Recreation 2020–Summer Program Guide “Design, Printing, and Distribution” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department.	32,000	Each		
16	Parks & Recreation 2020 – Summer Program Guide “Printing Only” Number of Pages: 60 Cover: 100# Gloss – 4 pages Interior Pages: 35#80 Hi-Brite 56 pages Full color throughout Frequency: One time publication Text, photos, and logos to be provided by City of Round Rock – Parks & Recreation Department. Price to include delivery to CoRR, Parks & Recreation Dept., 301 W. Bagdad, Round Rock, TX 78664.	3,000	Each		



**ATTACHMENT C:  
ADDENDUM ACKNOWLEDGMENT FORM**

**NOTE:** If multiple addendums have been issued, respondents may complete and return this attachment with their proposal in place of the individual addendums to be submitted. Failure to provide either this form or the individual addendums with signatures may result in disqualification of the proposal.

**Addenda Acknowledgment:** The undersigned acknowledges the receipt of the following Addenda:

**Addendum #:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

**Respondent (Company):** \_\_\_\_\_

**Signature (in ink):** \_\_\_\_\_

**Name (Typed/printed):** \_\_\_\_\_

**Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_