



**INVITATION TO BID**  
**FOR**  
**PRINTING SERVICES**  
**ITB 26-08**

**Issue Date:** May 11, 2026

**Pre-Bid Questions Deadline:** May 25, 2026 5:00 p.m.

**Bid Deadline:** June 1, 2026 2:00 p.m.

**Bid Delivery Location:** City Clerk's Office  
800 Cushman Street  
Fairbanks, Alaska 99701

**Bid Opening:** June 1, 2026 at 2:00 p.m.  
Patrick B. Cole City Hall  
Council Chambers  
800 Cushman Street  
Fairbanks, Alaska 99701

**Purchasing Contact:** Christina Rowlett, Purchasing Agent  
Phone: 907.459.6779  
Email: [purchasing@fairbanks.gov](mailto:purchasing@fairbanks.gov)

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## **Announcement Invitation to Bid**

The City of Fairbanks is requesting bids from firms qualified and interested in providing:

### **Printing Services**

**ITB 26-08**

**DESCRIPTION:** The City of Fairbanks is seeking qualified vendors to provide print and mailing services for garbage service billing and business license renewals. Vendors who meet the requirements outlined in this solicitation are invited to submit a bid for consideration.

**BID DOCUMENTS:** A copy of this ITB can be obtained on the City's website, [www.fairbanks.gov](http://www.fairbanks.gov) or by contacting [purchasing@fairbanks.gov](mailto:purchasing@fairbanks.gov). It is the bidder's sole responsibility to check this website for additional information and/or addendums.

Sealed bids are due **PRIOR** to the deadline of **June 1, 2026** at 2:00 pm.

Sealed bids must be delivered to the City of Fairbanks, City Clerk's Office, located at 800 Cushman Street, Fairbanks, Alaska 99701. Late bid will not be accepted – **NO EXCEPTIONS**. It is the Bidder's responsibility to confirm the bid documents are received.

**PUBLISHED:** Fairbanks Daily News Miner on May 10, 2026

## Section 1 – Instructions

1. **Communications:** The only communication concerning modifications, clarifications, questions, amendments, and addendums will be processed through the Purchasing Agent listed on the cover page. Unauthorized communications regarding this solicitation with City personnel other than the Purchasing Agent may be grounds for disqualification. Any exceptions to this will be clarified in this document.
2. **Pre-Bid Questions and Information:** If a Bidder finds a discrepancy, error, or omission in this document they are instructed to contact the Purchasing Agent, listed on the cover page, who will issue written clarification that can be sent to all prospective Bidders. The City is not responsible for any oral instructions or communications with any other agents of the City except for the Purchasing Agent. All questions must be submitted to the Purchasing Agent by the deadline listed on the cover page of this document or a minimum of seven (7) business days prior to the bid due date. All answers will be issued in a written format.
3. **Modifications:** Clarifications, questions, amendments, and addendums may be made to this document by the City at any time prior to the bid submittal deadline. It is the Bidder's sole responsibility to check the City website for these updates and or addendums.
4. **Bid Submission:** All required documents must be submitted in an enclosed sealed envelope, box, or package and clearly marked with the ITB title, ITB number, submittal date and time, and the Bidder's company name, address, phone number and contact name. See example below.

Bidder's Company Name	
Address	
Phone Number	ITB Title
Contact Name	ITB Number
	Submittal Due Date and Time

All must be delivered to the City Clerk's office at 800 Cushman Street, Fairbanks, Alaska 99701 prior to the deadline listed on the cover page of this document. This responsibility rests entirely on the Bidders, regardless of delays with mailing or any other reasons. Bids can be accepted by the Clerk's office Monday – Friday between 8:00am – 5:00pm, except for City Holidays, which are listed on the City of Fairbanks' website. The Clerk's time stamp is the official time stamp of delivery.

- a. The accepting and opening of a bid document does not constitute the City's acceptance of the Bidder as a responsive and responsible Bidder. By accepting and opening of a bid, the City presumes the Bidders are familiar with the bid documents and agree and understand all requirements in this document.
- b. All prices and notations must be typed or written in ink. Pencil markings will not be accepted. Any mistakes must be crossed out and initialed by the person signing the bid.

- c. Bids will not be accepted via facsimile or email. Any electronic means will not be accepted unless specifically specified in this document.
  - d. All costs associated with preparation and presentation of this bid are the Bidder's responsibility. No pre-bid costs will be reimbursed to any Bidders. All documentation submitted to the City will become property of the City.
5. **Confidentiality and Proprietary Information:** If any information is confidential, it should be placed in a separate sealed envelope and marked CONFIDENTIAL. If any information is proprietary, an original shall be delivered which is clearly marked PROPRIETARY and an additional copy shall be submitted omitting the proprietary information for City use. The copy containing proprietary information will be solely for City use and then disposed of after the bid is awarded. The omitted copy will remain on file and part of the bid documents for future use or records requests.
6. **Exceptions:** Any exception must be clearly defined and referenced to the proper section or paragraph of this bid document. The exception must include the Bidder substitution language and explanation as to the reason why this would provide an equivalent or better service or product. If no exceptions are explained in this bid submittal, the City will assume the Bidder can perform accordingly. The City reserves the right to determine whether any exception materially affects responsiveness to the solicitation requirements.
7. **Duplicate Bids:** The City will only accept one (1) bid per Bidder, including its subsidiaries, affiliated companies, organizations, or franchises. If multiple bids are received from the same Bidder, all bids from the Bidder will be rejected.
8. **Withdrawal or Corrections:** Bids may be withdrawn by written notice prior to the bid submittal deadline. Corrections may be made to bids submitted if prior to the bid submittal deadline.
9. **Rejection:** The City reserves the right to reject any or all bids and to waive any minor informalities or irregularities in bids received, if it is determined by the Purchasing Agent that it is in the City's best interest to do so. If Bidders fail to provide any requested information in the clarification stage of the bid process, their bid can be rejected. The City may reject any bid from Vendors who are in arrears or in default to the City on any contract, debt, or other obligation. The City may reject a bid if the Vendor has been debarred per Fairbanks General Code Sec. 54-297, or has violated any other section of the Fairbanks General Code. The City may reject a bid if the Vendor has been debarred by the State of Alaska or any Federal agency. The City has the right to reject all non-conforming, non-responsive, and unbalanced bids. Discrepancies in the multiplication of unit price and quantity will be resolved in favor of unit price, as the requested quantities remain the same.
10. **Procurement Policy:** Procurement for the City is based on the Fairbanks General Code Sec. 54 – Procurement and any applicable State of Alaska statutes. The Fairbanks General Code is available online at [www.fairbanks.gov](http://www.fairbanks.gov).

11. **Non-Discrimination:** The City will not contract with any persons or entities that discriminate against employees or applicants for any reasons other than those related to job performance. All prospective Bidders will comply with all Federal, State, and local laws and policies that prohibit discrimination in the workplace. The City will not discriminate because of race, religion, color, national origin, ancestry, sex, sexual orientation, age, marital status, change in marital status, pregnancy, parenthood, physical or mental disabilities, genetic information, or political affiliation.
12. **Bid Signatures:** An authorized official must sign all bid documents. This signature will represent the company or entity and their ability to commit to the requirements in this document.
13. **Contract Award:** The City anticipates awarding this contract as a whole to the lowest responsive and responsible bidder. The City reserves the right to reject any or all bids, waive minor informalities or irregularities, and make award in the best interests of the City consistent with the requirements of this solicitation.
14. **No Bid Response:** If Bidders do not respond to bid document, the City will continue to keep Bidders' information for future bids unless they specifically ask to be removed from Bidders list.
15. **Public Records:** All bids are subject to public records requests after award, with the exception of confidential and proprietary information. See paragraph 5 above for more information.
16. **Local Bidder Preference:** Per Fairbanks General Code Sec. 54-168, the awarding authority may award a contract based on solicited bids to the lowest responsive and responsible Bidder, after a local Bidders preference has been applied. Local Bidder preference is the lesser of 5% or \$50,000 for a construction contract and 5% or \$5,000 for any other contract. Local Bidder preference does not apply to bids involving federal funds.
17. **Disqualification of Bidders:** Any one or more of the following reasons may cause bids to be rejected:
  - a. Communication with any other employees or agents of the City of Fairbanks during the bidding process, excluding those specifically listed in this bid document.
  - b. Evidence of collusion or other anticompetitive practices among Bidders.
  - c. Lack of competency as revealed by financial, experience, or equipment statements.
  - d. Lack of responsibility as shown by past work with the City of Fairbanks.
  - e. Uncompleted work under other current contracts which in the judgment of the City of Fairbanks, may prevent the prompt completion of additional work in this document.
18. **Clarifications:** The City reserves the right to request clarification from bidders for the purpose of resolving minor informalities, verifying responsiveness, or confirming understanding of bid requirements. Such clarification shall not permit revision of pricing or material changes to the bid.

19. **Subcontractors:** All Bidders must disclose any and all subcontractors regardless of the dollar amount and the services they will provide within 7 days of Notice of Intent to Award. The list must include the company or subcontractor's name, business location, and evidence of the subcontractor's state business license.
20. **Bidder's Responsibilities:** The Bidder must be capable of providing all goods and services described in Section 2 – Specifications and/or Scope of Services and must maintain sufficient staffing, equipment, operational capability, and resources throughout the term of the contract. The successful Bidder shall remain responsible for all services performed under the contract, including services performed by subcontractors.
21. **City Participation:** The City of Fairbanks will provide appropriate personnel to support the successful Bidder during the course of the contract. The Project Manager will be named in this document or the Purchasing Agent will act as contact until additional personnel are named specifically.
22. **Disclosure of Contents:** All information in this bid document will be held in confidence and not discussed with other Bidders until award. All bids become the property of the City upon bid opening. Please review paragraph 5 above for additional information.
23. **Unusual Circumstances:** If unforeseen circumstances beyond the reasonable control of the Contractor substantially impair the Contractor's ability to perform required services under this contract, the Contractor shall promptly notify the City in writing and provide supporting documentation describing the nature of the circumstance, anticipated impact on performance, and proposed corrective actions.

The City may, at its sole discretion, review requests for schedule adjustments or other non-monetary contract accommodations determined to be in the best interests of the City.

Requests for price increases or compensation adjustments shall be governed solely by Section 2.10 – Escalation Clause.

Nothing in this section shall obligate the City to approve any requested adjustment, accommodation, or modification.

24. **Contract Commencement:** Commencement of a contract shall not begin until all necessary documents are received and reviewed, all City approvals have been completed, including City Council approval for projects over \$250,000, and a purchase order is complete. Commencement of a contract without these requirements will be at the Bidder's sole risk and not compensated by the City.

## Section 2 – Specifications and/or Scope of Work

1. **Introduction:** Through this solicitation, the City invites bidders who meet the qualifications and specifications in this document to submit bids for the purpose of offering print services for both the garbage service billing and the business license renewal mailings.

### 2. Scope of Services:

#### a. Garbage Service Billing

Garbage service billing is the responsibility of the City Finance Department, and all communications from the Contractor to the City relating to garbage service billing must be directed to the attention of the Finance Department.

Garbage service billing is conducted on a quarterly cycle and involves approximately 30,000 mailed pieces annually. During each quarter, the City typically processes three separate mailings:

- The first monthly mailing of each quarter consists of the quarterly garbage service billing statement and is approximately 5,000 pieces;
- The second monthly mailing generally consists of reminder notices and is approximately 1,500 pieces; and
- The third monthly mailing generally consists of delinquent account statements and is approximately 1,000 pieces.

Actual quantities may vary depending on account activity and collection needs.

The Contractor will provide pre-printed #10 window envelopes, pre-printed #9 return envelopes and the bills, which will be in a digital PDF file to be printed on paper at the vendor's premises with a perforation 3.675" from the bottom of the page. The Contractor will Z-fold and insert with a #9 return envelope so that the recipient address is fully visible through the #10 window envelope.

The mailing must be completed within two (2) business days following the Contractor's confirmed receipt of complete and usable electronic files from the City. For purposes of this contract, "completed" means the required materials have been printed, folded, inserted, metered with postage, and delivered to the United States Postal Service (USPS) or other approved mail carrier. The Contractor shall notify the City within one (1) business day if any transmitted files are corrupted, incomplete, unreadable, or otherwise unsuitable for processing.

A print file will be submitted to the Contractor entitled "delinquent account statements." This file will be printed and mailed in Pink #10 envelopes. There will be no change to the return envelope in these mailings. There are times throughout the year when the City needs to send

an insert with a particular mailing and requests a cost breakdown for adding an insert to a single mailing.

**b. Business License Mailing**

Business license renewals are the responsibility of the City Clerk's Office, and all communications from the Contractor to the City relating to business license renewals must be directed to the attention of the City Clerk's Office. Business license renewals are mailed 2 – 3 times annually and according to the following specifications:

- First mailing in late December/early January, approximately 4,400 pieces
  - 2-sided renewal on plain paper
  - Sent in pre-printed #10 window envelopes
  - May include informational letter on colored paper
  - No return envelope
  
- Second mailing in early March, approximately 1,500 pieces
  - 2-sided renewal on plain paper
  - Sent in pre-printed #10 window envelopes
  - Includes delinquent letter on colored paper
  - No return envelope
  
- Possible third mailing in early June or July, approximately 1,000 pieces
  - 2-sided renewal on plain paper
  - Sent in pre-printed #10 window envelopes
  - Includes warning letter on colored paper
  - No return envelope

Renewal forms and the letter will be sent in electronic files to the vendor by the City and will be the only insert items in the mailing. The inserts will be printed by the vendor and Z-folded, such that the recipient address on the backside of the business license renewal is fully visible through the #10 window envelope.

The mailing must be completed within two (2) business days following the Contractor's confirmed receipt of complete and usable electronic files from the City. For purposes of this contract, "completed" means the renewal notices and associated materials have been printed, folded, inserted, metered with postage, and delivered to the United States Postal Service (USPS) or other approved mail carrier. The Contractor shall notify the City within one (1) business day if any transmitted files are corrupted, incomplete, unreadable, or otherwise unsuitable for processing.

**c. Time Sensitive Services**

Time is of the essence for all services performed under this contract. The Contractor shall perform all printing, processing, and mailing services within the timelines specified in this

solicitation. Failure to consistently meet required processing and mailing deadlines may be considered a material breach of contract and may result in corrective action, termination, or non-renewal of the contract.

- 3. Operational Requirements:** The Contractor shall designate a primary point of contact responsible for coordination of all services performed under this contract. The Contractor shall notify the City in writing of any changes to the designated contact person.

The Contractor shall be capable of receiving electronic files from the City in PDF format through mutually agreed upon electronic transmission methods.

The Contractor shall promptly notify the City of any anticipated delays, equipment failures, file issues, staffing shortages, or other circumstances that may impact the timely processing or mailing of City materials.

Upon request by the City, the Contractor shall provide sample prints, proof copies, or test mailings for review prior to processing large-scale mailings.

The Contractor shall maintain sufficient staffing, equipment, and operational capacity to ensure continuity of services throughout the term of the contract.

The Contractor shall maintain a contingency plan for continuation of services in the event of equipment failure, operational disruption, or other unforeseen circumstances that could affect contract performance.

- 4. Confidentiality and Data Security:** The Contractor acknowledges that, in the course of performing services under this contract, it may receive or have access to confidential, sensitive, or personally identifiable information belonging to the City of Fairbanks and its utility customers, residents, or business license holders. Such information may include, but is not limited to, names, mailing addresses, account information, billing data, and business licensing information.

The Contractor shall:

- Use all information solely for the purpose of performing services under this contract;
- Maintain the confidentiality of all City-provided data and materials;
- Restrict access to City data to only those employees or agents directly involved in performing the required services;
- Implement reasonable administrative, technical, and physical safeguards to protect City data from unauthorized access, disclosure, alteration, or destruction;
- Not sell, distribute, disclose, or otherwise use City data for any purpose unrelated to contract performance;
- Immediately notify the City of any actual or suspected unauthorized disclosure, security incident, or data breach involving City information;

- Securely destroy or permanently delete all City-provided electronic files and printed materials containing confidential information upon completion of the services or termination of the contract, unless otherwise directed by the City.

The Contractor shall be responsible for any costs associated with Contractor-caused mailing errors, unauthorized disclosures, or failures to properly safeguard City information resulting from the Contractor's negligence, recklessness, or willful misconduct.

All records, files, and information provided by the City shall remain the property of the City of Fairbanks.

- 5. Quality Control and Mailing Accuracy:** The Contractor shall maintain adequate quality control procedures to ensure the accurate printing, folding, insertion, addressing, and mailing of all materials processed under this contract.

The Contractor shall ensure:

- Billing statements, renewal notices, inserts, and envelopes are properly matched;
- Recipient addresses are fully visible and properly aligned within window envelopes;
- Correct postage is applied to all mailings;
- Mailings are processed in accordance with USPS requirements;
- Duplicate mailings, omitted mailings, and insertion errors are prevented through established verification procedures.

The Contractor shall perform reasonable verification and inspection procedures prior to delivery of mailings to the United States Postal Service (USPS) or other approved mail carrier.

The Contractor shall immediately notify the City upon discovery of any printing, processing, insertion, addressing, postage, or mailing error affecting City mailings.

Any Contractor-caused errors, including but not limited to incorrect insertions, mismatched statements, duplicate mailings, omitted mailings, improper postage, or defective printing, shall be corrected by the Contractor at no additional cost to the City. Such correction may include reprinting, reprocessing, and remailing affected items as directed by the City.

The City reserves the right to request samples, test prints, or proof copies prior to processing large mailings.

- 6. Contractor Responsibility for Errors:** The Contractor shall be responsible for the accuracy and proper processing of all printing, folding, insertion, addressing, postage application, and mailing services performed under this contract.

The Contractor shall immediately notify the City upon discovery of any error, omission, delay, or defect affecting City mailings.

Contractor-caused errors may include, but are not limited to:

- Incorrect or mismatched insertions;
- Improper folding or insertion;
- Duplicate mailings;
- Omitted mailings;
- Incorrect addresses caused by Contractor processing;
- Improper postage application;
- Printing defects;
- Mailing delays caused by Contractor actions or omissions.

Any Contractor-caused error shall be corrected by the Contractor at no additional cost to the City. Corrective actions may include reprinting, reprocessing, remailing, additional postage costs, and any other reasonable corrective measures necessary to remedy the error.

The Contractor shall bear all costs associated with correcting Contractor-caused errors, including costs associated with remailing affected items.

The City reserves the right to require documentation regarding the nature of the error, affected mailings, corrective actions taken, and measures implemented to prevent recurrence.

- 7. Specifications:** The Contractor shall possess the equipment, staffing, experience, and operational capability necessary to perform the printing, folding, insertion, addressing, postage application, and mailing services described in this solicitation.

At a minimum, the Contractor shall meet the following specifications:

**a. Printing Capability**

- Ability to receive and process electronic PDF files provided by the City;
- Ability to print variable data documents with accurate recipient-specific information;
- Ability to print clear, legible, and properly aligned text suitable for mailing and public communication purposes;
- Ability to print single-sided and double-sided documents as required by the City.

**b. Folding and Insertion Requirements**

- Ability to accurately Z-fold documents for insertion into #10 window envelopes;
- Ability to insert required materials in the correct sequence and orientation;
- Ability to ensure recipient mailing addresses remain fully visible through window envelopes.

**c. Envelope and Mailing Requirements**

- Ability to provide pre-printed #10 window envelopes and pre-printed #9 return envelopes as specified;
- Ability to process mailings in compliance with applicable United States Postal Service (USPS) requirements;
- Ability to apply correct First Class postage to all required mailings.

**d. Processing and Turnaround Requirements**

- Ability to complete required mailings within the timelines specified in this solicitation;
- Ability to process recurring monthly mailings and periodic special mailings as requested by the City.

**e. Quality and Accuracy**

- Ability to maintain quality control procedures sufficient to minimize printing, insertion, addressing, and postage errors;
- Ability to correct Contractor-caused errors at no additional cost to the City.

- 8. Contract Term:** The contract shall be for an initial term of three (3) years, with up to two (2) additional one-year renewal options, exercisable at the sole discretion of the City and subject to mutual written agreement of the parties. All renewal options are subject to annual appropriation and continued availability of funds. It is anticipated that the contract will commence on June 16, 2026.

Upon expiration of the initial term or any renewal term, the contract may be extended on a month-to-month basis for a period not to exceed six (6) months, upon mutual written agreement of the parties and approval by the City.

Any month-to-month extension shall remain subject to all terms, conditions, specifications, and pricing provisions of the original contract unless otherwise agreed to in writing by both parties.

- 9. Bid Pricing Requirements:** Bidders shall provide pricing sufficient to clearly identify all costs associated with the services described in this solicitation. Pricing shall be submitted on the Bid Schedule provided by the City.

At a minimum, pricing shall separately identify the following, as applicable:

- Printing costs
- Folding and inserting costs
- Pre-printed #10 window envelopes
- Pre-printed #9 return envelopes
- Colored paper mailings
- Additional insert pricing
- Delinquent statement mailings

- Postage costs
- Any setup or processing fees
- Any additional optional services offered by the Bidder

Pricing shall clearly indicate whether postage is included in the unit pricing or billed separately at actual cost.

All pricing shall include all labor, materials, equipment, supervision, transportation, handling, overhead, and all other costs necessary to perform the required services.

No additional fees, surcharges, or administrative costs shall be charged unless specifically identified in the Contractor's bid and accepted by the City.

**10. Escalation Clause:** All pricing submitted by the Bidder shall remain firm for the first year of the contract.

Adjustments to postage pricing during the contract term shall be permitted only to reflect official rate increases implemented by the United States Postal Service (USPS). Any request for a postage adjustment must be supported by official USPS documentation demonstrating the effective date and amount of the rate increase.

No other price increases, surcharges, administrative fees, fuel charges, or adjustments to labor, materials, equipment, or processing costs shall be permitted during the initial contract term unless otherwise approved by the City through a written contract amendment.

Any approved postage adjustment shall apply only to the actual increase in USPS postage rates and shall not include additional markup by the Contractor.

**11. Estimated Quantities:** The quantities shown are estimates only and the City reserves the right to increase or decrease amounts as circumstances may arise. The City reserves the right to make additional purchases of substantially similar printing and mailing services at the same price for up to one year after commencement of the agreement or contract and original purchase.

**12. Award:** The City of Fairbanks anticipates awarding this contract **as a whole** to the lowest responsive and responsible bidder.

### Section 3 – Standard Terms and Conditions

1. **Assignment / Transfer:** Assignment or transfer of this Agreement or Contract without written consent of the City of Fairbanks may be construed by the City as a breach of contract sufficient to cancel any Agreement or Contract at the discretion of the City.
2. **Inspection:** All goods and services are subject to inspection and approval by the City at all reasonable times, including inspection during manufacturing. Inspection and approval by City at Contractor's place of business or work site does not preclude rejection for defects upon discovery by subsequent inspection. Any goods or services rejected by the City shall be promptly repaired or replaced at Contractor's expense. Any and all costs incurred by the City in connection with the return of goods or rejection of services shall be at the Contractor's risk and expense.
3. **Risk of Loss:** Regardless of FOB point, Contractor agrees to bear all risks of loss, injury or destruction of goods and materials ordered herein which occur prior to delivery and acceptance. Such loss, injury, or destruction shall not release Contractor from any obligation hereunder.
4. **Warranty:** Contractor warrants that all services shall be performed in a professional and workmanlike manner consistent with industry standards and the requirements of this solicitation.
5. **Excise and Sales Tax:** The prices herein must not include any Federal excise taxes or sales taxes imposed by any State or Municipal Government. Such taxes, if included, must be deducted by the Contractor when submitting invoice for payment. An Exemption Certificate is available upon request.
6. **Invoices:** Invoices for goods must be submitted on date of complete shipment. Invoices for services must be submitted within 45 days after completion of services. Payment will be delayed if the invoice fails to reference the purchase order number, ordering department, unit prices, quantities, totals, and a full description of the order that matches the purchase order. The City will provide payment 30 days after satisfactory delivery, acceptance, and receipt of invoice.
7. **IRS Form W-9 and Vendor Information:** Contractor must have on file with the City a current IRS Form W-9 and complete a vendor registration form before City will issue a purchase order to the Contractor.
8. **Compliance with Laws:** Contractor represents and warrants that the performance of this order and furnishing goods or services required shall be in accordance with the applicable standards, provisions, and stipulations of all pertinent Federal, State, and City laws, rules, regulations, resolutions, and ordinances including, but not limited to, the Fair Labor Standards Act, the Equal Employment Opportunity rules and regulations, and the Occupational Safety and Health Acts.

9. **Amendments:** No amendments, modifications, or supplements to this contract shall be binding unless in writing and signed by all authorized representatives of both parties.
10. **Termination:** When it is in the City's best interest, City may unilaterally cancel this Agreement or Contract at any time whether or not Contractor is in default of any of its obligations hereunder. With any such cancellation, Contractor agrees to waive any claim for damages, including loss of anticipated profit on account hereof. However, the City agrees that Contractor shall be paid for items and or services already accepted by City, but in no event shall the City be liable for any loss of profits on the order or portion thereof so terminated. Either party may terminate this Agreement or Contract at any time for the failure of the other to comply with any of its material terms and conditions. All Bidders recognize that the City is a government entity and that payment obligation is subject to yearly appropriations by the City's governing body and that if funds are not appropriated, this Agreement or Contract will terminate without penalty to either party.
11. **Waiver of Breach:** No waiver by either party of any breach of any of the covenants or conditions herein contained performed by the other party shall be construed as a waiver of any succeeding breach of this same or of any other covenant or condition.
12. **Complete Agreement:** The parties agree that the conditions of purchase stated herein and the Bidder's bid set forth their entire Agreement or Contract and there are no promises or understandings other than those stated herein, and that any prior negotiations between the City and Contractor or terms and conditions set forth in the Contractor's quotation, order, or sales acknowledgment shall not constitute a part of the Agreement or Contract between the City and Contractor concerning this purchase. The terms "Agreement" and "Contract" as used in this clause shall include any future written amendments, modifications, or supplements made in accordance herewith.
13. **Liability and Indemnity:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its officers, and employees from and against any and all loss, expense, damage, claim, demand, judgment, fine, charge, lien, liability, action, cause of action, or proceedings of any kind whatsoever (whether arising on account of damage to or loss of property, or personal injury, emotional distress or death) arising directly or indirectly in connection with the performance or activities of the Contractor hereunder, whether the same arises before or after completion of the Contractor's operations or expiration of this Agreement or Contract, except for damage, loss or injury resulting from the City's gross negligence or willful misconduct solely.
14. **Insurance Requirements:** Contractor must furnish a certificate of insurance within ten (10) days of receipt of the Notice-of-Intent to Award and must endorse policies to provide thirty (30) days prior written notice to the City of cancellation, non-renewal, or material change of the policies. Failure to furnish satisfactory evidence of insurance or lapse of policy is a material breach of the contract and grounds for termination of this Agreement or Contract. Each policy shall be

endorsed with a waiver of subrogation in favor of the City. All other insurance policies required of the Contractor shall be endorsed to provide that such insurance shall apply as primary insurance and that any insurance or self-insured carried by the City will be excess only and will not contribute with the insurance required by this Agreement or Contract. All other insurance policies required of the Contractor and subcontractors shall be endorsed to name the City as additional insured. All insurance shall be on an occurrence form acceptable to the City and having an A.M. Best rating of "A" or better.

- a. Workers' Compensation and Employers' Liability Insurance as required by any applicable law or regulation. Employers' liability insurance shall be in the amount no less than \$500,000 each accident for bodily injury, \$500,000 policy limit for bodily injury by disease and \$500,000 each employee for bodily injury by disease. The Contractor shall be responsible for Workers' Compensation Insurance for any subcontractor who directly or indirectly provides services under this contract. This coverage must include statutory coverage for states in which employees are engaging in work. If there is an exposure of injury to Contractor's employees under the U.S. Longshoremen's Harbor Workers' Compensation Act, the Jones Act, or under laws, regulations or statutes applicable to maritime employee, coverage shall be included for such injuries or claims.
- b. Commercial General Liability Insurance: Limits not less than \$1,000,000 combined single limit per occurrence and in the aggregate, covering bodily injury, personal injury, property damage, premises operations, products/completed operations, and contractual liability.
- c. Comprehensive Automobile Liability Insurance: Covering all owned, hired and non-owned vehicles with coverage limits not less than \$1,000,000 single limit per occurrence bodily injury and property damage.
- d. Property Insurance: Not applicable to this solicitation.

**PROOF OF INSURANCE:** The Contractor shall furnish the City with a Certificate of Insurance or, where requested by the City, the policy declaration page with required endorsements attached thereto showing the type, amount, effective dates, and dates of expiration of all policies. All endorsements shall reference the policy number and the project name and project number. The owner is the City of Fairbanks and is to be identified on all certificates and endorsements.

Without limiting its indemnification, the Contractor shall maintain, until termination of Agreement or Contract or completion and acceptance of the project by the City, occurrence type coverage of the kinds and minimum amounts set forth above. All insurance limits are minimum. If the Contractor's policy contains higher limits, the City shall be entitled to coverage to the extent of such higher limits. The City, at its sole discretion, may raise or lower the limit.

15. **Records:** The City reserves the right to inspect all vendor documents relating to this Agreement or Contract for up to three (3) years after expiration.

16. **Acceptance of Bids:** As soon as practicable after opening, bids valued over \$250,000, the City Council is the approving body. The rights and obligations of the contract will become effective and binding upon the contracting parties only after formal execution of a purchase order signed by the Purchasing Agent or a contract form signed by the Contractor and City Mayor. No other act whether oral, written or implied shall constitute acceptance of a bid.
17. **Postponement:** The City reserves the right to postpone the date of the opening of bids and will give written notice of any such postponement to all known holders of the contract documents.
18. **Delivery:** Successful Bidders may be required to provide reasonable evidence from their source of supply or manufacturer to justify the delivery dates furnished in their bid. Any unreasonable deviation from the proposed delivery dates shall constitute a breach of contract and shall entitle the City to cancel all obligations to the Contractor.
19. **Time is of the essence:** The Bidder is expected to deliver goods or services that conform in all material respects to the contract specifications on or before the date provided herein. This date may be amended by written agreement between both parties.
20. **Cooperative Purchasing:** Any other State of Alaska government entity may exercise their option to use this same contract to make similar purchases of like items, based on similar quantity. The City is not liable for any other State of Alaska government entity or their purchases.

## **Section 4 – Required Forms**

Forms included in this solicitation or required when submitting Bid:

1. Bid Form
2. Price Form
3. State of Alaska and City of Fairbanks Business License Copies (or attached waiver)

Download solicitations, addendums, and forms at: [www.fairbanks.gov](http://www.fairbanks.gov)

# BID FORM

## City of Fairbanks

### Printing Services

IT 26-08

**Failure to complete this form shall result in your Bid being deemed non-responsive and rejected without any further explanation.**

**Offer and Obligation:**

The undersigned hereby offers, and agrees to be bound and obligated to this offer, to furnish the goods and / or services in compliance with all Terms and Conditions, Scope of Work, Specifications, and Addendums in this solicitation and, if awarded, enter into an Agreement or Contract with the City.

**Addendums:**

The undersigned has read, understands, and is fully cognizant of all parts of this solicitation, together with any addendum issued in connection with this document. The undersigned hereby acknowledges receipt of the following addendum(s). In addition, the undersigned has completely and appropriately filled out and submitted all required forms. Initial next to each applicable addendum number(s) or, if none, leave blank.

Addendum #1 \_\_\_\_\_ Addendum #2 \_\_\_\_\_ Addendum #3 \_\_\_\_\_ Addendum  
#4 \_\_\_\_\_

If additional addendums were issued, list numbers here and initial. \_\_\_\_\_

**Compliance:**

The undersigned hereby accepts all administrative requirements of the solicitation and will be in compliance with such requirements. By submitting this Bid Form, the Bidder represents that the Bidder is in compliance with all applicable provisions of the City of Fairbanks Code of Ordinances Chapter 54 – Procurement, and if awarded a contract to provide the services required in this solicitation will comply for the entire length of the Agreement or Contract.

**Non – Collusion:**

The undersigned, by submission of this Bid Form, hereby declares that this bid is made without collusion with any other business or person making any other bid, or which otherwise would make a bid.

**Performance Guarantee:**

The undersigned further agrees that if awarded the Agreement or Contract, it will submit to the City any required performance guarantee (i.e. irrevocable letter of credit or cash deposit). The undersigned further agrees to comply with all requirements of the contract if awarded.

**Bid Price:**

The undersigned agrees to abide by the pricing contained on the Price Form.

**NO BID WILL BE ACCEPTED WHICH HAS NOT BEEN MANUALLY SIGNED IN INK IN THE APPROPRIATE SPACE BELOW**

I certify, under penalty of perjury, that I have the legal authorization to bind the company hereunder:

For clarification of this offer, contact:

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City            State            Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Signature of Person Authorized to Sign

\_\_\_\_\_  
Email

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Tax ID

\_\_\_\_\_  
City Business License Number

\_\_\_\_\_  
Alaska Business License Number

\_\_\_\_\_  
Contractor's License Number

# PRICE FORM

## City of Fairbanks

### Printing Services

ITB 26-08

**Failure to complete this form may result in your Bid being deemed non-responsive and rejected without any further explanation.**

#### A. Garbage Service Billing Mailings

Estimated Annual Quantity: Approximately 30,000 pieces annually.

Description	Unit	Estimated Quantity	Unit Price	Extended Price
Printing and processing of garbage billing statements	Per Piece	30,000	\$_____	\$_____
Pre-printed #10 window envelope	Per Piece	30,000	\$_____	\$_____
Pre-printed #9 return envelope	Per Piece	30,000	\$_____	\$_____
Folding and insertion services	Per Piece	30,000	\$_____	\$_____
First Class postage	Per Piece	30,000	\$_____	\$_____

#### Additional Garbage Billing Services

Description	Unit Price
Additional insert processing (single insert)	\$_____ per piece
Delinquent account statement mailing in pink envelope	\$_____ per piece
Additional reprint or remailing services requested by City	\$_____ per piece

**B. Business License Renewal Mailings**

First Mailing

Estimated Annual Quantity: Approximately 4,400 pieces annually.

Description	Unit	Estimated Quantity	Unit Price	Extended Price
Printing and processing of 2-sided renewal forms	Per Piece	4,400	\$ _____	\$ _____
Informational letter printing	Per Piece	4,400	\$ _____	\$ _____
Pre-printed #10 window envelope	Per Piece	4,400	\$ _____	\$ _____
Folding and insertion services	Per Piece	4,400	\$ _____	\$ _____
First Class postage	Per Piece	4,400	\$ _____	\$ _____

Additional Mailings

Estimated Annual Quantity: Approximately 2,500 pieces annually.

Description	Unit	Estimated Quantity	Unit Price	Extended Price
Printing and processing of 2-sided renewal forms	Per Piece	2,500	\$ _____	\$ _____
Delinquent/Warning letter printing	Per Piece	2,500	\$ _____	\$ _____
Pre-printed #10 window envelope	Per Piece	2,500	\$ _____	\$ _____
Folding and insertion services	Per Piece	2,500	\$ _____	\$ _____
First Class postage	Per Piece	2,500	\$ _____	\$ _____

**C. Optional and Additional Services**

Optional and additional services pricing may not be included in the Total Evaluated Bid Price and may be used for informational purposes only.

Description	Unit Price
Rush processing requested by City	\$ _____
Additional insert processing	\$ _____ per piece
Additional color paper insert	\$ _____ per piece
Reprint and remailing due to Contractor error	Included / No Charge
Pickup and delivery services, if applicable	\$ _____

**D. Total Evaluated Bid Price**

Description	Amount (A + B)
<b>Total Evaluated Bid Price \$ _____</b>	

**E. Postage Clarification**

Check one:

- Postage is included in the unit pricing above.
- Postage will be billed separately at actual USPS rates with no markup.

**F. Bidder Certification**

The undersigned certifies that the pricing submitted herein is complete and includes all costs necessary to perform the services required by this solicitation.

**Company Name:** \_\_\_\_\_

**Authorized Representative:** \_\_\_\_\_

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

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

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

# STATE OF ALASKA & CITY OF FAIRBANKS BUSINESS LICENSE WAIVER FORM

## City of Fairbanks

### Printing Services

ITB 26-08

All ITB responses must be completed as described in this solicitation. For all bidders who are located and or solely operate outside the State of Alaska and or the City of Fairbanks, license requirements are waived to submit this bid. If you receive Notice of Intent to Award from the City, both licenses will be required within the terms listed in said letter.

Please initial below of this waiver currently applies to your entity.

\_\_\_\_\_ Waiver for State of Alaska Business License

\_\_\_\_\_ Waiver for City of Fairbanks Business License

By submitting this form, Bidder understands waiver and potential requirements if selected as successful bidder and receives Notice of Intent to Award.