CONTRACT FOR PRINTING SERVICES

1. **BASIS OF AWARD:** It is Langlade County’s intent to award this contract to the single lowest bidder in order to simplify communication and coordination for both the contractor and Langlade County. However, the right is reserved to award items separately or on a group basis and to reject individual items. The contract will be awarded to the successful bidder(s) for performance in strict compliance with the standards and specifications of the contract in all regards as to customer service, workmanship, stock, materials and delivery.

2. **SUBLETTING CONTRACT:** The Contractor shall be held responsible for the work of any sub-contractor(s) and shall see that the work is done without unnecessary delay in a good workmanlike manner, and that all necessary priority over other work is given. The Contractor shall not be relieved of any obligation to Langlade County by any subletting of a contract in whole or in part to another.

3. **QUALITY OF WORKMANSHIP AND STOCK:** All articles furnished and work done must be of a first class quality. The use of poor type, poor presswork, or the use of a different color of ink than that ordered, inferior binding, inferior quality, or mismatched paper stock, a lesser grade of paper than that ordered, or any other discrepancies will be sufficient cause for the rejection of the work and for refusal of payment thereof. The Contractor must at all times be able to furnish within a reasonable period of time those supplies named in the specifications, unless a substitute is approved by the department whom placed the order or the purchasing agent. Substitutions of stock made without the approval of the department or purchasing agent will be grounds for non-payment for that particular job. In all printing, the proof shall be read by original copy and corrected in the establishment of the Contractor. All typeset material is to be free from printer’s errors. A “clean” proof is to be furnished to the department, board or institution ordering the printing. Proofs will be submitted upon request only, unless required by the contract.

4. **ORDERING PROCEDURES:** Departments or agencies authorized to use this contract are delegated the authority to submit orders directly to the contract vendor. Agencies will issue orders directly to the contractor, using a printing requisition form specific to this contract, similar to the form attached. In no case shall the contractor accept an order from a department or agency without an authorization in writing. It is highly recommended by Langlade County that departments provide a sample copy for the vendor or submit a copy of the print request on diskette, other storage media, or as attachments in an email to the vendor.

The contractor shall only accept orders which can be produced within the provisions of this contract. If an order requested cannot be priced under the price schedule herein, or if the quantity requested exceeds the maximum allowed on this contact, the order must be returned to the ordering department or agency.
The contractor is to provide cost estimates to the requisitioning agency upon request. The estimate is to be the contractor’s best estimate of cost. Charges will be according to contract pricing. The contractor shall also provide status on orders, whenever requested by phone or email, within 24 hours. The contractor must furnish the requesting department one finished sample and a copy of the itemized billing upon completion of each job produced under this contract.

If the printing requested does not fit this contract, proposals from other printing vendors may be accepted regardless of the dollar amount of the item.

Langlade County maintains bidder lists for various types of printing; these vendors are solicited for bids when their capabilities are applicable to a specific job. Also, advertisements are required to be placed in the "local newspaper” (The Antigo Daily Journal) soliciting printers for the job. At the designated time, the bids will be opened, and a vendor determined. A letter of intent to award the job to the selected printer is sent to everyone responding to the bid. If no vendor protests the award, the Purchase Order is written and forwarded to the printer one week after the letter of intent is sent.

The department requesting the bids will send, to the purchasing agent, minutes of the committee meeting approving the selected vendor and a request to place a purchase order for printing services. The purchasing agent will submit the purchase order to the selected printer.

It is each department's responsibility to review this contract and note the specifications stated on it, including the scheduled dates of proofs and delivery of the finished product. Any questions or concerns about any orders should be directed to the Langlade County Purchasing Agent.

5. **DELIVERY:** There is free pickup and delivery within Langlade County. All orders have a turnaround time range. Orders will be delivered to the location specified on the requisition form within one week of date of requisition. The "clock" starts the day after the printer receives the requisition form with the camera ready art and requested delivery date. It is important that the finished product be checked immediately upon its receipt.

6. **PROOFS:** PRINTERS' PROOFS MUST BE APPROVED AND SIGNED BY THE DEPARTMENT THAT IS ORDERING. There is always a chance that an error can occur in the preparation of a job, and if a proof isn't "OK'd," the printer will be held responsible for any errors. Proofs need to be returned as quickly as possible so that the delivery date of the order is not delayed. The "clock" stops during the proofing cycle.
7. **PRICING:** Prices will be calculated at the rate bid per lot. When a smaller quantity is ordered than the lowest quantity for which the price is given in the contract, the price to be used for printing will be that of the smallest quantity stated in the contract, which is considered a minimum price. In no case will a contractor be allowed to charge for more than the exact amount of any article ordered without the consent of the purchasing agent except that under ordinary conditions an overrun and an under-run may be approved. Substitutes used without the consent of the department or purchasing agent will not be approved for payment.

8. **INVOICES:** The total price for an individual order will appear on an invoice from the vendor once the order is complete and all costs are computed. Additionally, at the end of each month a "Statement" will be issued to the Purchasing Agent that lists all orders purchased.

9. **PAYMENT:** Departments and agencies are directed to pay contractor upon presentation of properly executed invoice after goods have been received, inspected and accepted. The using department/agency will be required to pay the amount of the invoice within thirty (30) days after its receipt. Such price and payment will constitute full compensation of furnishing and delivering the contract commodities. In no case will Langlade County refuse to make partial payments to contractor, provided proper invoices have been furnished and approved, although all items have not been delivered. This payment in no way relieves the contractor of their responsibility to effect shipment of the balance of the order.

10. **CANCELLATION OF CONTRACT FOR CONVENIENCE:** Langlade County reserves the right to cancel the contract with contractor upon ninety (90) days written notice. Contractor is able to withdraw from the contract upon a ninety (90) day written notice to Langlade County stating their intent.

11. **RESERVATIONS:** The right shall be reserved by Langlade County to use county facilities or county copiers for printing when it is advantageous to do so, rather than purchasing under contract. In case of any emergency, when delivery is required by a date earlier than the contractor is required to furnish under this contract, and when the contractor cannot meet the delivery required, Langlade County reserves the right to secure proposals for printing from persons other than the contractor, and to purchase from any other source they may deem fit without liability either on the part of Langlade County or the contractor.

12. **NON-EXCLUSIVITY CLAUSE:** This agreement is non-exclusive and shall not in any way preclude departments or agencies from entering into similar agreements and/or arrangements with other vendors or from acquiring similar, equal, or like goods and/or services from other entities or sources.
13. **CONTRACT PERFORMANCE EVALUATION AND REPORTING:** In an effort to improve our contracts to meet the needs of the departments, the contractor’s performance will be monitored. Department’s feedback will be requested regarding customer service, delivery, product quality, billing overall effectiveness of the contract, and any needed changes. Their responses will be considered in determining our options for renewals or revisions and rebidding. Department reports of deficient performance will be appropriately addressed during the contract period. At the end of each year, the printing company will be required to submit a report detailing the number of print jobs that were completed for the year.

14. **RENEWAL:** At the option of the Langlade County Public Property Committee and acceptance by the contractor, this contract may be renewed for two (2) additional 12-month periods, at the same prices, terms and conditions. Total contract is not to exceed forty-eight (48) months.

15. **SAMPLES:** All bidders are requested to submit with their bids, samples of work similar to this type of printing to demonstrate their ability to perform the contract at the quality standard desired. Failure to submit samples may be cause, at the discretion of the Public Property Committee, or their designee, to disqualify a bidder from award.

16. **BID DUE DATE:** All bids must be received on or before 4:30 p.m. June 26, 2014. Submit Bids to: Langlade County Finance Department, Attn: Gary Olsen 800 Clermont St, Room 104, Antigo, WI 54409. Bids will be opened on June 27, 2014 by the Finance Director, who will calculate, review and compare prices and services of each bidder. The bids and comparisons will be presented to the Langlade County Public Property Committee at their July 1, 2014 meeting.

17. **INSURANCE INFORMATION:** Contractor will submit certificate of insurance to the Langlade County Clerk upon beginning of contract.

This contract is effective August 1, 2014 to July 31, 2014.

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David Solin, Langlade County Board Chairman

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Kathryn Jacob, Langlade County Clerk

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Authorized Representative for Printing Company

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Authorized Representative of Printing Company