

MANATEE COUNTY GOVERNMENT AGENDA MEMORANDUM

SUBJECT Visitors Guides	TYPE AGENDA ITEM Consent
DATE REQUESTED December 1, 1998	DATE SUBMITTED/REVISED November 17, 1998
BRIEFINGS?/WHO? None	CONSEQUENCES IF DEFERRED None
DEPARTMENT/DIVISION Financial Management/Purchasing	AUTHORIZED BY TITLE Jim Seuffert Director <i>J.S.</i>
CONTACT PERSON TELEPHONE/EXTENSION Tom McGucken 3046	PRESENTER/TITLE TELEPHONE/EXTENSION Larry White, Director 729-9177 Ext. 232

ADMINISTRATIVE APPROVAL

ACTION DESIRED

INDICATE WHETHER "REPORT or "DISCUSSION, "FORM OF MOTION, or "OTHER ACTION REQUIRED:

Authorization to award IFB #991246KK - Visitors Guides, to the lowest responsive, responsible bidder meeting specifications, Interprint Web and Sheet Fed, Clearwater, FL., for an estimated total of \$32,500.

ENABLING/REGULATING AUTHORITY

Federal/State law(s), administrative ruling(s), Manatee County Comp Plan/Land Development Code, ordinances, resolutions, policy.)

Ordinance 84-02. Procurement Code Section 3-101 Competitive Sealed Bidding

BACKGROUND/DISCUSSION

- The Convention and Visitors Bureau is requesting the purchase of printing of the Visitors Guides.
- 11/4/98 through 11/16/98 appropriate bid procedures were followed. Bid requests were mailed to twenty two (22) prospective vendors; seven (7) bids were received.
- 11/17/98 recommendation was received from Convention & Visitors Bureau.

HAS COUNTY ATTORNEY REVIEW BEEN REQUESTED? Indicate "NO" or "YES" @ right.
If "NO," proceed to 1A/1B below. If "YES," proceed to 2A/2B below

1) IF "NO" TO ABOVE,

A) PLEASE EXPLAIN BELOW: (see also following section 1B re: contract, agreement, lease, etc.)

Not required. This is a preprinted purchase order form using the County's terms and conditions

B) IF A CONTRACT, AGREEMENT, LEASE OR OTHER DOCUMENT WAS PREVIOUSLY APPROVED, STATE YEAR OF LAST USE @ RIGHT:

2) IF "YES" TO FIRST QUESTION IN THIS SECTION,

A) HAS ENTIRE MATTER, OR ONLY A PORTION, BEEN REVIEWED? IF ONLY A PORTION, WHICH PORTION?

B) HAVE ALL COMMENTS/SUGGESTIONS RAISED BY COUNTY ATTORNEY BEEN ADDRESSED/INCORPORATED; IF NOT, PLEASE EXPLAIN. A COPY OF FINAL COUNTY ATTORNEY MEMO RE THIS MATTER MUST BE ATTACHED (if comments were verbal, so indicate.)

NO
APPROVED IN OPEN SESSION
DEC 01 1998
BOARD OF COUNTY COMMISSIONERS
MANATEE COUNTY, FLORIDA/A

ATTACHMENTS: (List in order as attached) Tabulation and Convention & Visitors Bureau Memorandum	INSTRUCTIONS TO BOARD RECORDS: None
COST \$32,500	SOURCE (ACCT# & NAME) 1030002200547000 CVB Printing
COMMENTS N/A	AMT./FREQ. OF RECURRING COSTS (ATTACH FISCAL IMPACT STATEMENT) N/A

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MANATEE COUNTY GOVERNMENT

MEMORANDUM

DATE: November 17, 1998

TO: Rob Cuthbert, Purchasing Department

FROM: Larry White, Convention & Visitors Bureau *[Signature]*

SUBJECT: VISITORS GUIDE BID #991246KK

We are in receipt of the copy of the tabulation for printing of Visitors Guide. Based on the information provided to the Bradenton Area Convention & Visitors Bureau, we recommend the following vendor:

INTERPRINT WEB & SHEET FED
QUANTITY: 125,000 @ .26 each TOTAL COST: \$32,500.00

* to include option

Please give me a call should you have any questions, Ext. 233. Thank you.

cc: Karen Kall, Purchasing Department

NATURE SAVER® FAX MEMO 01616		Date	11-17-98	# of pages	1
To	karen		From	Gail	
Co./Dept	Purchasing		Co.	CVB	
Phone #	ORIGINAL		Phone #	IN the	
Fax #			Fax #	MAIL	

TABULATION

IFB 991246.KK
VISITORS GUIDES

DESCRIPTION	Arcade Lithographing Cor		Better Business Forms		Coastal Printing, Inc.		Donihe Graphics, Inc.		Healt Print /Graham Data		Interprint Web & Sheet Fed		Nebraska Printing Co., In	
	EACH	EXTENDED	EACH	EXTENDED	EACH	EXTENDED	EACH	EXTENDED	EACH	EXTENDED	EACH	EXTENDED	EACH	EXTENDED
Visitors Guides as specified.														
100,000 each	\$0.339	\$33,900.00	\$0.32	\$32,000.00	\$0.3598	\$35,980.00	\$0.2888	\$28,875.00	\$0.75	\$75,000.00	\$0.28	\$28,000.00	\$0.327	\$32,700.00
125,000 each	\$0.313	\$39,160.00	\$0.305	\$38,125.00	\$0.3594	\$44,925.00	\$0.2710	\$33,875.00	\$0.900	\$112,500.00	\$0.26	\$32,500.00	\$0.309	\$38,625.00
150,000 each	\$0.291	\$43,660.00	\$0.30	\$45,000.00	\$0.3590	\$53,850.00	\$0.2575	\$38,625.00	\$1.05	\$157,500.00	\$0.26	\$39,000.00	\$0.298	\$44,700.00
Cost for the printer to supply composite film, color key and matching from disk. Proofs needed - baseline and matching proof. 22 Scans, 4 X 8 transparencies scans, 4 X 5 black, 4 hours for photoshop strip film for 14 ads.														
Delivery shall be made within:		\$2,100.00		\$7,000.00		\$3,580.00		\$2,728.00		\$7,500.00		included		\$3,134.00
Acknowledge Addendum 1:		20 days	yes	19 days	20 days	yes	20 days	yes		20 days	yes	15 days		16 days
														yes

Keyed by Gwen Poole Date: 11/16/98
 Checked by Karen Kall Date: 11/16/98