



March 14<sup>th</sup> , 2023

Dear Vendor,

Thomas Township is seeking requests for proposals for the printing and mailing of the Thomas Township Parks and Recreation Activity Guides with insert. This guide is printed one (1) time per year, on or about May 1<sup>st</sup>. The guide will come to you two to three weeks prior to the date it is due to the residents for preparation, printing, tabbing, and mailing.

It will be the responsibility of the printer to pick up the disk of material from Thomas Township or provide an FTP link to upload the newsletter data. The material will be in a “pack n go” format from Microsoft Publisher files. It will then be the responsibility of the printer to supply Thomas Township Parks and Recreation with a proof of the guide to be printed for formal approval. The printer must then print, fold, tab for mailing, address and take the finished product to the bulk mail department of the Saginaw Post office on Washington for mailing. Thomas Township’s bulk mail permit #273 will be used. Bids should NOT include the postage amount; however, you must supply Thomas Township Parks and Recreation with the postage amount prior to taking the newsletter to bulk mail. If you use a third-party contractor to do the fold, tab, and addressing of our newsletter, you must include that amount in your proposal and give us one amount.

A draft of the Thomas Township Parks and Recreation Activity Guide with insert has been supplied with our request for proposal. The Activity Guide will be on glossy paper and full color. The weight of the paper will be that of the Activity Guide with insert supplied, and in the same color as that supplied. As of this date, the numbers of Activity Guides with inserts to be printed are as follows:

5,355 to be printed, folded, tabbed, labeled, and mailed

50 to Thomas Township, printed, and put together, but not prepared for mail



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This proposal will be for a three year period of time, beginning April 1<sup>st</sup> 2023 and running through our March 2025.

Proposals should be sent to Thomas Township Parks and Recreation, Attention: Tyler Sutherlund, Assistant Parks and Recreation Director, 249 North Miller, Thomas Township, Saginaw, MI 48609. ***The deadline for submittal is March 10, 2023, at 4:00 pm with the first published Activity Guide with Insert to be on or about May 1, 2023. Bid opening will occur at 4:05 pm at the same address.***

Thomas Township reserves the right to accept or reject any or all proposals, to waive informalities or errors in the proposal process, and to accept any proposal deemed to be in the best interest of the Township, including proposals that are not for the lowest amount.

Thank you in advance for your cooperation,

Tyler Sutherlund

Assistant Director  
Thomas Township Parks & Recreation  
Phone: 989-781-0151  
Fax: 989-781-0290  
249 N. Miller Rd  
Saginaw, MI 48609



## Thomas Township Parks & Recreation

2023 - 2025 Parks and Recreation Activity Proposal Sheet

### OFFICIAL BID SHEET

Contractor: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Please indicate the total cost for all services requested for each year we produce an activity guide with insert. Excluding postage.**

		May (8 page)	Insert (front/back)	Yearly Total
<b>Year One</b>	<b>2023</b>			
		May (8 page)	Insert (front/back)	Yearly Total
<b>Year Two</b>	<b>2024</b>			
		May (8 page)	Insert (front/back)	Yearly Total
<b>Year Three</b>	<b>2025</b>			

I understand that the Thomas Township Board reserves the right to accept or reject any or all proposals, to waive informalities or errors in the proposal process, and to accept any proposal deemed to be in the best interest of the Township, including proposals that are not for the lowest amount.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

**Please return all proposal in a sealed envelope marked Activity Guide Bid to:**

Thomas Township, Attention: Tyler Sutherland, 249 North Miller Road, Saginaw, MI 48609.

All proposals must be returned by March 10th 2023 at 4:00 p.m. **Emailed bids will not be accepted.**

The bid opening will occur at 4:05 pm at the same location.