

Bid Price Proposal Form – Revised (July 15, 2022)

**This Document is to be submitted in a Separately Sealed Envelope from the Technical Proposal
Bill Printing and Mailing Services
23GEN016G**

Bidder Name: _____

The Bid Price Form is to be signed by the individual authorized to negotiate for and contractually bind the bidder. Failure to fully complete the form, provide the requested information, or make any alterations will be considered a conditional bid and the proposal will be rejected.

Procedures under this bid require separate and confidential price submission. The envelope must be sealed and clearly marked **“Bill Printing and Mailing Services - PRICE PROPOSAL”**

All questions must be answered, and the data given must be clear and comprehensive. Please type or print legibly. If necessary, add additional sheet for starred items. This information will be utilized by the Town for purposes of determining bidder responsiveness and responsibility with regard to the requirements and specifications of the Contract.

Prices proposed by the bidder shall be irrevocable until contract award unless the proposal is withdrawn. Proposals may only be withdrawn by submitting a written request to the Town prior to contract award but after the **expiration of 90** days after the opening of the proposals. This shall not limit the discretion of the Town to request revisions and/or conduct negotiations.

PROMPT PAY DISCOUNT (Not required but if NOT offering a discount indicate by writing “ZERO”) The Town of Needham general payment terms are net 30 days. Enter the Prompt Payment Discount percentage (%) off the invoice amount, for each of the payment issue dates listed, if the payment is issued within the specified Payment Issue days. For example: 5% - 10 Days 4% - 15 Days 3% - 20 Days 2% - 30 Days

Note: The Prompt Payment Discount “Clock” begins at the date of receipt of the invoice, or the date of the receipt of the product or service, whichever occurs later.

The Bidder offers the following prices for the performance required under this Contract a sum NOT TO EXCEED, including all reimbursable expenses. *

Description	[1] Unit Cost	[2] Estimated 36 Month Volume	[3] Total 36 Month Cost [1 x 2]
#10 White Window recycled material Envelopes with printed return address (The Town may choose not to award the contract for this item)		261,000	
#9 Courtesy Reply, recycled material envelopes with printed remittance address (The Town may choose not to award the contract for this item)		261,000	
#6-1/2 Courtesy Donation Reply Envelopes with printed information, flap folded — recycled (The Town may choose not to award the contract for this item)		261,000	
A) Total Annual Envelope Supplying Costs			\$
Envelope Storage			There Shall be no Charge
Material Storage			There Shall be no Charge
Bill Design Cost (one time charge)			

to the undersigned prior to the opening of the bids. In the event that the numeric price and the written price differ, the written price shall prevail.

The undersigned agrees that, if selected as vendor, s/he will within five days, Saturdays, Sundays, and legal holidays excluded, after presentation thereof by the Town, execute a contract in accordance with the terms of this bid. The undersigned hereby certifies that s/he is able to furnish labor that can work in harmony with all other elements of labor employed or to be employed on the work and that s/he will comply fully with all laws and regulations applicable to awards made subject to M.G.L. c.30B.

The undersigned further certifies under the penalties of perjury that this proposal is in all respects bona fide, fair, and made without collusion or fraud with any other person. As used in this subsection, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, group of individuals, or legal entity.

(Name of Company)

BY:

(Signature)

(Printed Name and Title of Signatory)

**THIS FORM IS FILED AS PART OF THE PRICE PROPOSAL SEPARATE FROM
THE TECHNICAL SUBMISSION**

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