



City of Lawrence

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CITY COMMISSION

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COMMISSIONERS
MICHAEL DEVER
HUGH CARTER
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NOTICE TO BIDDERS

Sealed proposals will be received by the City of Lawrence, Kansas, in the Office of the City Clerk, 6 East Sixth Street until 2:00 p.m., Tuesday, October 9, 2012, for the following:

#B1255 – COORDINATED PRINTING – 2013 – CITY MANAGER’S OFFICE – #B1255

Bids will be publicly opened and read aloud at the above time in the City Commission chambers located on the first floor of City Hall.

GENERAL CONDITIONS

All bids will be F.O.B. destination and all freight or transportation charges shall be included in the total price. Bidders are advised that the City is exempt from the payment of Federal Excise Tax and State Sales Tax on purchases other than some Utility Department purchases. Bid prices should not include these taxes unless stated otherwise on the bid form.

All bids are to remain firm for a period of thirty calendar days from the bid opening date. Failure to fulfill bid as awarded by the City of Lawrence will result in the removal of said vendor from the City’s active vendor list for a period not to exceed three years.

The contractor shall purchase and maintain such insurance as will protect the contractor and the City of Lawrence against any and all claims and demands arising from the execution of this contract. When stated in the Detail Specifications, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.

The bid specifications which follow are minimum specifications unless clearly stated otherwise in the detailed specifications. Where the item offered varies from a stated specification, details must be provided to permit proper evaluation of the variation. Bidders who fail to complete all items on the bid form risk having their bid rejected. **DO NOT ASSUME** that the city is fully familiar with the equipment offered.

The omission of any standard feature description shall not relieve the bidder from the responsibility of furnishing a complete unit with all standard equipment of the manufacturer’s model and offered to commercial trade. The bidder shall represent by his bid that all equipment to be furnished under this bid is new and unused.

Payment for delivered equipment will be made after delivery, inspection, and acceptance by the City that the product appears to meet all specifications and ALL required manuals and documents have been received. Until delivery and acceptance, and after any rejection, risk of loss will be on the Contractor unless loss results from negligence of the City.

Prompt payment discounts offered for early payment will not be considered in evaluating bids for awards unless otherwise specified in the Detailed Specifications. However, offered discounts will be taken if payment is made within the prescribed period.



All contracts entered into by the City of Lawrence are subject to the State of Kansas Cash basis and Budget laws. Any obligation incurred as a result of the issuance of the specifications binds the City only to the extent that cash is available at the time payment is required. Furthermore, any contract that extends beyond the City's current fiscal year does not create an indebtedness or obligation for the subsequent fiscal year, and the City reserves the right to cancel any contract until the first date of the subsequent fiscal year.

INSTRUCTIONS TO BIDDERS

1. Preparation of Bids:
 - A. Bidders are expected to examine the entire bid request and all attachments including drawings, specifications, and instructions. Failure to do so is at Bidder's risk.
 - B. Bidders shall furnish information required by the solicitation in the form requested. The City reserves the right to reject bids with incomplete information or which are presented in a different format.
 - C. Each bid must be legible. All bids shall be signed, in the appropriate location, by a legally authorized company representative. Erasures or other changes must be initialed by the person signing the bid.
 - D. Bid prices shall be entered in spaces provided on the bid form. All unit prices and mathematical extensions and totals shall be indicated where required. In cases of errors in extensions or totals, the unit price will govern.
 - E. Time of proposed delivery shall be stated in definite terms; if stated in a number of days, it shall include Saturdays, Sundays, and holidays. The time required for delivery and installation must be indicated in the space provided or your bid may be ruled incomplete and may not be considered

2. Submission of bids:
 - A. Bids, and modifications therefore, shall be returned in a sealed envelope addressed to the City Clerk, City of Lawrence, 6 East Sixth Street, P. O. Box 708, Lawrence, Kansas, 66044. Telegraph, telephone, facsimile, and e-mail bids will not be considered unless authorized by the specifications. All envelopes should be clearly marked:

#B1255 – COORDINATED PRINTING – 2013
 - B. Bids may be modified or withdrawn by written or sealed telegraphic notice or in person by an authorized representative if done so prior to the exact date and time for receipt of the bid. Telephone and facsimile modifications or withdrawals are not permitted.
 - C. Bids and modifications or withdrawals of bids received at a designated location after the exact hour and date specified for receipt will not be considered unless, it is determined by the City, that the late receipt was due solely to the mishandling by the City.
 - D. All bids shall be considered firm for a period of thirty (30) calendar days from the bid opening date.

3. Alternate Bids: Alternate bids may be submitted and, if deemed advantageous to the City, evaluated and considered. The City is under no obligation to consider or accept an alternate bid and reserves the right to reject any and all such bids. Each alternate should consist of a completely separate bid, with all items completed.

4. Equivalent Bids: Whenever a trade name, brand name or model and catalog numbers followed by the words “or equivalent” or “approved equal” are used in the bid invitation it is for the purpose of item identification and to establish standards of quality, style, and features. Bids on equivalent items of substantially the same quality, style, and features are invited. However, to receive consideration, such equivalent bids must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The City will be the sole judge of quality and suitability. Unless such is noted on the bid form, it will be deemed that the article furnished is that designated, even though the bid may state “or equal”.
5. Award: Bids will be analyzed and the award made to the lowest responsive and responsible bidder whose bid conforms to the solicitation and whose bid is considered to be most advantageous to the City. The City reserves the right to accept or reject any and all bids and all or part of a bid and to waive informalities, technical defects, and minor irregularities in the bids received. The City will consider bids submitted on an “all or nothing” basis if the bid is clearly designated as such. The City may accept any item or group of items of any bid unless otherwise stated in the bid invitation or unless the bidder qualified the bid by specific limitations.
6. Notice of Award: The City of Lawrence shall issue a purchase order, contract, or both as its notification of award to successful bidders.
7. Precedence: in the event the General Conditions contradict the Detailed Specifications, the Detailed Specifications shall take precedence.
8. Equal Opportunity Agreement: The contractor agrees that the contractor shall observe the provisions of the Kansas Act Against Discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, disability, national origin or ancestry. The contractor shall in all solicitations or advertisements for employees include the phrase, “equal opportunity employer.” The contractor agrees that if the contractor fails to comply with the manner in which the contractor reports to the Kansas Human Rights Commission in accordance with the provisions of K.S.A. 44-1031 and amendments thereto, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City. If the contractor is found guilty of a violation of the Kansas Act Against Discrimination under a decision or order of the Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole or in part, by the City.

Questions concerning specifications may be addressed to: Megan Gilliland at (785) 832-3406 or email: mgilliland@lawrenceks.org

Other questions concerning the bid please contact Alan D. Landis at alandis@lawrenceks.org or call (785) 832-3215.

Bid results will be available on the City of Lawrence web site at: <http://www.lawrenceks.org/>

THE ORIGINAL AND ONE COPY OF THE COMPLETED BID SPECIFICATIONS ARE REQUIRED

The City of Lawrence has adopted the following local purchasing preference policy.

ARTICLE 17. LOCAL PURCHASING PREFERENCE POLICY

1-1702

DEFINITIONS

Local business entity, as used in this article, shall mean any person, firm, corporation or other business entity complying with all of the following requirements:

- (A) The business entity must have established a permanent place of business within the city limits of Lawrence at least six (6) months prior to the submittal of a bid; and
- (B) The place of business must be a location whose principal use is for business purposes, shall not be a post office box, and shall not be within or part of a residential location including, but not limited to, a home, residence, hotel or motel; and
- (C) The business entity shall not have any outstanding liens, fines or unsatisfied final judgments with the City of Lawrence.

1-1703

CERTIFICATION OF LOCAL BUSINESS ENTITY STATUS

A business entity shall claim in writing at the time of bid submittal that it meets the definition of "local business entity." City staff shall attempt to verify whether the business entity meets the definition of a "local business entity" set forth in this Article. If City staff cannot conclusively verify that the business entity is a "local business entity" as defined in this Article, the preference shall not apply.

1-1704

LOCAL PREFERENCE

The governing body of the City of Lawrence may, at its sole discretion, award one of the following local preferences:

- (A) A responsible bid from a local business entity that is no more than one percent (1%) and no more than \$10,000 higher than the lowest responsible bid may be preferred over the lowest responsible bid; or
- (B) If all aspects of a responsible bid from a local business entity are equal to the responsible bid from a non-local business entity, the local business entity may be preferred.

1-1705

APPLICABILITY OF THE LOCAL PREFERENCE

- (A) Any local preference awarded by the governing body of the City pursuant to this Article shall only apply to bids equal to or greater than \$15,000.
- (B) The local preference shall not apply to bids in which federal funds or other funds are used that prohibit the application of the preference.
- (C) The local preference shall not apply to bids for the construction or reconstruction of any sidewalk, curb, gutter, bridge, pavement, sewer or any other public improvement of any street, highway, public grounds, or public building or facility, or any other kind of public improvement commenced or ordered by the governing body.
- (D) The local preference shall not apply to cooperative purchasing agreements or contracts in which the City participates. These agreements or contracts may be subject to review by the governing body.

TO: Professional Printers

FROM: Megan Gilliland, communications manager
City of Lawrence, Kansas | (785) 832-3406
mgilliland@lawrenceks.org

DATE: September 20, 2012

RE: Printing bids for city projects for 2013 (B1255)

I am coordinating print bids for city projects. These projects will be awarded as a package to one printer.

The City of Lawrence will establish a price preference of up to 5-percent for recycled paper products. This year, the city is asking all printers to provide a quote for 'house stock/house ink' paper and a quote for 30% post-consumer recycled paper (with soy-based inks) for each project. NOTE: If your 'house stock' paper has a percentage of recycled content, please indicate this on your bid. Additionally, if your print shop uses soy based inks on all print jobs, please note this, too. **Your final bid should have two price quotes indicated – one for house stock paper/house ink and one for 30% recycled content/soy based inks.** I look forward to your response and am available to answer questions, (785) 832-3406. I have examples for most projects; please contact me to view prior to bidding.

Bid response deadline: Sealed bids will be opened at 2:00 p.m. at Lawrence City Hall, City Commission Room on **Tuesday, October 9, 2012**. This is a sealed bid, not quotes. Bids must be received **prior to 2:00 p.m.** in the City Clerk's Office at City Hall (3rd floor). The city will not accept faxed or e-mailed bids. They must be received by the city as specified in the notice to bidders. The bid will be awarded on Tuesday, October 23 by the City Commission.

Special Instructions: Final sealed bids should include individual prices for each project (and pricing for all options indicated). For the purposes of providing a cumulative price for all projects, which will be read during the sealed bid opening, please include prices for projects 1 through 19 for both paper options. This cumulative pricing is for the purpose of awarding a bid only; the individual department may choose to purchase option A or B (for quantity or number of inks) when ordering printing projects. If the cumulative total for the 30% recycled price for all projects is within the requirements set by the city's Environmental Purchasing Policy, the city can opt to print all projects using these specifications. All pricing must include shipping to destination(s).

Example for determining cumulative price:

'House stock/house ink' quote:

Price for Project 1 (Paper Option A)	_____
+ Price for Project 2 (Paper Option A)	+ _____
+ Price for Project 3 (Paper Option A)	+ _____
+ Price for Project 4	+ _____
+ Price for Project 5	+ _____
+ Price for Project 6	+ _____
+ Price for Project 7 (Paper Option A)	+ _____
+ Price for Project 8 (Paper Option A)	+ _____
+ Price for Project 9 (Paper Option A)	+ _____
+ Price for Project 10 (Paper Option A)	+ _____
+ Price for Project 11 (Paper Option A/Printing Option A)	+ _____
+ Price for Project 12 (Paper Option A/Printing Option A)	+ _____
+ Price for Project 13 (Quantity A)	+ _____
+ Project 14 (Quantity A, Paper Option A)	+ _____
+ Project 15 (Quantity A, Paper Option A)	+ _____
+ Project 16 (Paper Option A)	+ _____
+ Project 17 (Paper Option A)	+ _____
+ Project 18 (Paper Option A)	+ _____
+ Project 19 (Paper Option A)	+ _____
+ Project 20 (Quantity A)	+ _____
+ Project 21 (Paper Option A)	+ _____

= TOTAL CUMULATIVE PRICE FOR HOUSE STOCK/HOUSE INK BID

= _____

30% recycled paper quote:

Price for Project 1 (Paper Option B) _____
+ Price for Project 2 (Paper Option B) + _____
+ Price for Project 3 (Paper Option B) + _____
+ Price for Project 4 + _____
+ Price for Project 5 + _____
+ Price for Project 6 + _____
+ Price for Project 7 (Paper Option B) + _____
+ Price for Project 8 (Paper Option B) + _____
+ Price for Project 9 (Paper Option B) + _____
+ Price for Project 10 (Paper Option B) + _____
+ Price for Project 11 (Paper Option B/Printing Option A) + _____
+ Price for Project 12 (Paper Option B/Printing Option A) + _____
+ Price for Project 13 (Quantity A) + _____
+ Project 14 (Quantity A, Paper Option B) + _____
+ Project 15 (Quantity A, Paper Option B) + _____
+ Project 16 (Paper Option B) + _____
+ Project 17 (Paper Option B) + _____
+ Project 18 (Paper Option B) + _____
+ Project 19 (Paper Option B) + _____
+ Project 20 (Quantity A) + _____
+ Project 21 (Paper Option B) + _____

= TOTAL CUMULATIVE PRICE FOR

30% RECYCLED CONTENT AND SOY-BASED INKS BID = _____

Project 1

Title	Utility Department – Consumer Confidence Report “The Water We Drink 2013”. (May 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	4/30/2013
Insert Number	117
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 14"
Folds to	c- letter folded to fit in regular envelope
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 70-lb gloss text white Paper Option B (30% recycled + soy based ink): 70-lb gloss text white
Ink Specifications	
Number of inks	Side 1, one color (black) Side 2, one color (black)
Output Specifications	
Material delivered to printer by CD or FTP	4/1/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailing house
Shipping	Deliver 100 pieces to Kaw Water Plant Attn: Shari Stamer, 3 rd & Indiana, Lawrence, KS 66044. Ship remaining order to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 1, Paper Option A: _____

Total for Project 1, Paper Option B: _____

Project 2

Title	Planning Department – Floodplain Management Insert (April 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	3/22/2013
Insert Number	115
General Specifications	
Quantity	33K
Number of pages	1, double sided
Flat size	8.5" x 11"
Folds to	c- letter folded to fit in regular envelope
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 70-lb gloss text white Paper Option B (30% recycled + soy based ink): 70-lb gloss text white
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	3/1/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailing house.
Shipping	Deliver 1,000 pieces to Amy Miller, Planning Department, 6 E. 6 th Street, Lawrence, Kansas, 66044. Ship remaining order to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 2, Paper Option A: _____

Total for Project 2, Paper Option B: _____

Project 3

Title	City Manager's Office – Flame Monthly Newsletter			
Existing item available for review	Yes			
Project Deadlines	Issue	Insert No.	Material due to printer	Material due to mailing house
	January	106	12/1/2013	12/22/2013
	February	108	1/4/2013	1/22/2013
	March	110	2/1/2013	2/22/2013
	April	112	3/1/2013	3/22/2013
	May	114	4/2/2013	4/22/2013
	June	116	5/3/2013	5/23/2013
	July	118	6/1/2013	6/22/2013
	August	120	7/1/2013	7/22/2013
	September	122	8/2/2013	8/22/2013
	October	124	9/1/2013	9/22/2013
	November	126	10/1/2013	10/21/2013
	December	128	11/2/2013	11/22/2013
General Specifications				
Quantity	32K			
Number of pages	1, double sided			
Flat size	8.5" x 11"			
Folds to	c- letter folded to fit in regular envelope			
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.			
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white			
Ink Specifications				
Number of inks	Side 1, 1 color PMS, color to be provided Side 2, 1 color PMS, color to be provided			
Output Specifications				
Material delivered to printer by email or FTP	See chart above for due dates to printer. In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.			
Project timeline	Each month, timeline for printing of newsletter will follow this timeline: File to printer by due date, proof to client, proof approved and returned to printer, printing and folding completed and shipped by 15 th of month for arrival at mailing house in Wisconsin by date provided above. This is a tight turn around project each month and the job must be completed by deadlines provided. This deadline must be met each month. Inability to complete project at any time will result in loss of job.			
Packaging	In boxes labeled for insert/mailing house.			
Shipping	Deliver 50 pieces to Megan Gilliland, City Hall, 6 E. 6 th Street, Lawrence, Kansas, 66044. Ship remaining order to Integrated Mail Industries,			

	3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	Digital or PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size, turn around times and color process. Prefer references where tight deadline is met on a consistent basis.

Total for Project 3, Paper Option A: _____

Total for Project 3, Paper Option B: _____

Project 4

Title	Waste Reduction and Recycling – eWaste & Earth Day Insert (March 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	3/1/2013
Insert Number	113
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	70-lb gloss text white with 30% recycled content (post-consumer preferred) and soy-based inks. NOTE: For WRR and Sustainability Coordinator projects, only one paper specification will be required.
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	2/7/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/ mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 4: _____

Project 5

Title	Waste Reduction and Recycling – Energy Fair Insert (August 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	7/30/2013
Insert Number	123
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	70-lb gloss text white with 30% recycled content (post-consumer preferred) and soy-based inks. NOTE: For WRR and Sustainability Coordinator projects, only one paper specification will be required.
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	6/29/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/ mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 5: _____

Project 6

Title	Waste Reduction and Recycling – Thanksgiving Trash Service (October 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	9/29/2013
Insert Number	127
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	70-lb gloss text white with 30% recycled content (post-consumer preferred) and soy-based inks. NOTE: For WRR and Sustainability Coordinator projects, only one paper specification will be required.
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	9/7/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/ mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 6: _____

Project 7

Title	Human Relations Insert (June 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	5/29/2013
Insert Number	119
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	5/7/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 7, Paper Option A: _____

Total for Project 7, Paper Option B: _____

Project 8

Title	Utilities FOG insert (November 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	10/29/2013
Insert Number	129
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS)
Output Specifications	
Material delivered to printer by CD or FTP	10/08/2013 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 8, Paper Option A: _____

Total for Project 8, Paper Option B: _____

Project 9

Title	Police Insert (February 2013 cycle)
Existing item available for review	No
Finished material due to mailing house	1/15/13
Insert Number	#111
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	Side 1, 4/4 Side 2, 2 color 4/4
Output Specifications	
Material delivered to printer by CD or FTP	12/20/12 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/ mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 9, Paper Option A: _____

Total for Project 9, Paper Option B: _____

Project 10

Title	Lawrence Cultural Arts Phoenix Awards Mailer
Existing item available for review	Yes
Finished material due to city	TBA
General Specifications	
Quantity	750
Finished size	5" x 7"
Number of pages	1, double sided
Bids requested	All steps of pre-press, printing and cutting, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 100-lb white coated cover Paper Option B (30% recycled + soy based ink): 100-lb white coated cover
Ink Specifications	
Number of inks	Side 1, 4-color Side 2, 4-color
Output Specifications	
Material delivered to printer by CD or FTP	Date TBA. In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Wrapped or boxed.
Shipping	Deliver all materials to Diane Stoddard, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	Digital or PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 10, Paper Option A: _____

Total for Project 10, Paper Option B: _____

Project 11

Title	Outdoor Downtown Sculpture Exhibition - Brochure
Existing item available for review	Yes
File delivered to printer	5/17/2013 (approx)
Proof to City	5/21/2013 (approx)
Finished material due to City	5/28/2013 (approx)
General Specifications	
Quantity	2K
Number of pages	1, double sided
Flat size	23 in L x 9 in W
Folds to	3 7/8 in L x 9 in W; finished design is a 6 panel fold. Brochure folds in half, then folds from left outside panel to center. It then folds right outside panel to close. PLEASE REVIEW EXISTING ITEM PRIOR TO BIDDING
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	Please quote 2 processes: Printing Option A: Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS) Printing Option B: Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes.
Shipping	Deliver all materials to Diane Stoddard, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 11, Paper Option A/Printing Option A: _____

Total for Project 11, Paper Option A/Printing Option B: _____

Total for Project 11, Paper Option B/Printing Option A: _____

Total for Project 11, Paper Option B/Printing Option B: _____

Project 12

Title	Outdoor Downtown Sculpture Exhibition - Call for Entrees Mailer
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	2K
Number of pages	1, double sided
Flat size	4" x 6"
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 100-lb white coated cover Paper Option B (30% recycled + soy based ink): 100-lb white coated cover
Ink Specifications	
Number of inks	Please quote 2 processes: Printing Option A: Side 1, 2 color (black + PMS) Side 2, 2 color (black + PMS) Printing Option B: Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes
Shipping	Deliver all materials to Diane Stoddard, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 12, Paper Option A/Printing Option A: _____

Total for Project 12, Paper Option A/Printing Option B: _____

Total for Project 12, Paper Option B/Printing Option A: _____

Total for Project 12, Paper Option B/Printing Option B: _____

Project 13

Title	Bike Map (this project is not yet confirmed but pricing is requested)
Existing item available for review	Yes
Finished material due to mailing house	TBA
General Specifications	
Quantity	Option A: 2500 Option B: 5000
Number of pages	1, double sided
Flat size	Cover: 11 3/4 " x 3 7/8 Cover: Folds to 5 7/8/" x 3 7/8" Inside pages: 1 Inside Pages - Flat Size: 22" x 17.5, folds at center, then folds right, then folds left, accordion folded four times to fit into cover. Inside Pages - Folds To: 5.5" x 3.5"
Folds to	Folds from top to bottom.
Finishing	Folded flat glues to inside bottom cover
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Cover: Standard cover stock (with recycled content , post consumer preferred) Inside pages Paper Specifications Stock paper with recycled content (post-consumer preferred)
Ink Specifications	
Number of inks	Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes of quantity 500 or less
Shipping	Ship to Jessica Mortinger, 6 E. 6 th Street, Lawrence, Kansas
Proofs	PDF acceptable
References	Provide contact information for 2 clients with similar complex pieces.

Total for Project 13, Quantity A: _____

Total for Project 13, Quantity B _____

Project 14

Title	Annual Report 2012
Existing item available for review	Yes
Finished material due to city	Approx. March 15, 2013 (will provide press ready materials to printer and allow or 2 weeks printing time)
General Specifications	
Quantity	Option A: 250 Option B: 500
Number of pages	20 pages Pg 1 and 20: Stock cover cardstock All others: 80# gloss
Flat size	11" x 17"
Trim size	11" x 8.5"
Bindery	Saddle-stitched on short side (8.5")
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	All pages 4/4
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk in boxes of quantity 250 or less
Shipping	Delivered to Megan Gilliland, City Hall, 6 E. 6 th Street, Lawrence, Kansas, 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 14, Quantity A, Paper Option A: _____

Total for Project 14, Quantity A, Paper Option B: _____

Total for Project 14, Quantity B, Paper Option A: _____

Total for Project 14, Quantity B, Paper Option B: _____

Project 15

Title	Economic Development Annual Report 2012
Existing item available for review	Yes
Finished material due to city	Approx. February 1, 2013 (will provide press ready materials to printer and allow or 2 weeks printing time)
General Specifications	
Quantity	Option A: 750 Option B: 1500
Number of pages	8 pages Pg 1 and 8: Stock cover cardstock All others: 80# gloss
Flat size	11" x 17"
Trim size	11" x 8.5"
Bindery	Saddle-stitched on short side (8.5")
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	All pages 4/4
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk in boxes of quantity 250 or less
Shipping	Delivered to Megan Gilliland, City Hall, 6 E. 6 th Street, Lawrence, Kansas, 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 15, Quantity A, Paper Option A: _____

Total for Project 15, Quantity A, Paper Option B: _____

Total for Project 15, Quantity B, Paper Option A: _____

Total for Project 15, Quantity B, Paper Option B: _____

Project 16

Title	Delinquent Notices
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	50K
Number of pages	1, single-sided
Flat size	3.25" x 8.5", trim to size
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 60# canary offset Paper Option B (30% recycled + soy based ink): 60# canary offset
Ink Specifications	
Number of inks	1/0 black, no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 16, Paper Option A: _____

Total for Project 16, Paper Option B: _____

Project 17

Title	Auto Pay Notice
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	30K
Number of pages	1, double-sided
Flat size	3.25" x 8.5", trim to size
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 60# white offset Paper Option B (30% recycled + soy based ink): 60# white offset
Ink Specifications	
Number of inks	1/0 black, no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the quantity. Deliver 200 copies to Cindy Naff, 6 E. 6 th Street, Lawrence, KS 66044.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 17, Paper Option A: _____

Total for Project 17, Paper Option B: _____

Project 18

Title	Utility Billing 101
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	10K
Number of pages	1, double-sided
Flat size	7" x 8.5", trim to size
Folds to	Fold in half to 3.5" x 8.5"
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 100# gloss text Paper Option B (30% recycled + soy based ink): 100# gloss text
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS), no bleeds Side 2, 2 color (black + PMS), no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 18, Paper Option A: _____

Total for Project 18, Paper Option B: _____

Project 19

Title	Disconnect Notices (2 up door hanger)
Existing item available for review	Yes
File delivered to printer	TBA
Proof to City	TBA
Finished material due to City	TBA
General Specifications	
Quantity	6K
Number of pages	1, single-sided
Flat size	8.5" x 11"
Cutting	Pre-cut door hanger (holes left in) with a micro-perf down center of sheet
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 67# Bristol Paper Option B (30% recycled + soy based ink): 67# Bristol
Ink Specifications	
Number of inks	Side 1, 2 color (black + PMS), no bleeds Side 2, 2 color (black + PMS), no bleeds
Output Specifications	
Material delivered to printer by CD, PDF or FTP	In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Bulk boxes
Shipping	Deliver to Janet Nixon, 6 E. 6 th Street, 3 rd floor, Lawrence, Kansas, 66044. All boxes must be labeled on the outside with quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size and color process.

Total for Project 19, Paper Option A: _____

Total for Project 19, Paper Option B: _____

Project 20

Title	Transportation 2040
Existing item available for review	Yes
Finished material due to mailing house	TBA
General Specifications	
Quantity	Option A: 50 Option B: 100
Number of pages	150-200 pages 8.5 x 11 , double sided with up to ten (10) 11 x 17 bound map page inserts (folded to 8.5 X 11)
Flat size	Cover: 8.5 x 11 laminated
Folds to	
Finishing	Spiral Bound
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Cover: Standard cover stock (with recycled content , post consumer preferred) Inside pages Paper Specifications Stock paper with recycled content (post-consumer preferred)
Ink Specifications	
Number of inks	Side 1: 4/4, no bleeds Side 2: 4/4, no bleeds
Output Specifications	
Material delivered to printer by CD or FTP	TBA In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	Boxed
Shipping	Ship to Jessica Mortinger, 6 E. 6 th Street, Lawrence, Kansas
Proofs	PDF acceptable
References	Provide contact information for 2 clients with similar complex pieces.

Total for Project 19, Paper Option A: _____

Total for Project 19, Paper Option B: _____

Project 21

Title	Construction 2013 Insert (January 2013 insert cycle)
Existing item available for review	Yes
Finished material due to mailing house	12/20/2013
Insert Number	109
General Specifications	
Quantity	32K
Number of pages	1, double sided
Flat size	8.5" x 3.25"
Folds to	No folds, finished material fits within guides for regular envelope.
Bids requested	All steps of pre-press, printing and folding, packaging and delivery. Need break out price for file manipulation, correction and edits.
Paper specifications	Please provide a quote for both house stock paper/ink and 30% recycled with soy-based inks: Paper Option A (stock): 80-lb gloss text white Paper Option B (30% recycled + soy based ink): 80-lb gloss text white
Ink Specifications	
Number of inks	Side 1, 4/4 Side 2, 4/4
Output Specifications	
Material delivered to printer by CD or FTP	12/1/2012 In undetermined software, will require flight checking and some file preparation. Indicate cost for manipulations.
Packaging	In boxes labeled for insert/ mailing house.
Shipping	Ship to Integrated Mail Industries, 3450 West Hopkins St., Milwaukee, Wisconsin, 53216, Attn: SPC. All boxes must be labeled on the outside with the insert number and quantity.
Proofs	PDF acceptable
References	Provide contact information for 2 clients with pieces of similar size (1/3 sheet) and color process.

Total for Project 21, Paper Option A: _____

Total for Project 21, Paper Option B: _____

BILLING STATEMENT CALENDAR 2013

	BILL DATE	MESSAGE	INSERT #	STAFF	INSERT TITLE	INSERT #	STAFF	INSERT TITLE
Jan-13								
cycle 3	01/06/13	Pothole Hot Line - Megan Gilliland	insert #106	Megan Gilliland	Flame - January	insert #109	Mark Thiel	PW 2013 Construction
cycle 4	01/17/13	Pothole Hot Line - Megan Gilliland	insert #106	Megan Gilliland	Flame - January	insert #109	Mark Thiel	PW 2013 Construction
cycle 1	01/23/13	Pothole Hot Line - Megan Gilliland	insert #106	Megan Gilliland	Flame - January	insert #109	Mark Thiel	PW 2013 Construction
cycle 2	01/30/13	Pothole Hot Line - Megan Gilliland	insert #108	Megan Gilliland	Flame - February	insert #109	Mark Thiel	PW 2013 Construction
Feb-13								
cycle 3	02/07/13	Sidewalk Snow Removal - Megan Gilliland	insert #108	Megan Gilliland	Flame - February	insert #111		
cycle 4	02/15/13	Sidewalk Snow Removal - Megan Gilliland	insert #108	Megan Gilliland	Flame - February	insert #111		
cycle 1	02/22/13	Sidewalk Snow Removal - Megan Gilliland	insert #108	Megan Gilliland	Flame - February	insert #111		
cycle 2	2/29/2013	Sidewalk Snow Removal - Megan Gilliland	insert #110	Megan Gilliland	Flame - March	insert #111		
Mar-13								
cycle 3	03/07/13	Summer Employment - Megan Gilliland	insert #110	Megan Gilliland	Flame - March	insert #113	Kathy Richardson	WRR - Ewaste/Earth Day
cycle 4	03/15/13	Summer Employment - Megan Gilliland	insert #110	Megan Gilliland	Flame - March	insert #113	Kathy Richardson	WRR - Ewaste/Earth Day
cycle 1	03/22/13	Summer Employment - Megan Gilliland	insert #110	Megan Gilliland	Flame - March	insert #113	Kathy Richardson	WRR - Ewaste/Earth Day
cycle 2	03/29/13	Summer Employment - Megan Gilliland	insert #112	Megan Gilliland	Flame - April	insert #113	Kathy Richardson	WRR - Ewaste/Earth Day
Apr-13								
cycle 3	04/06/13	WRR- Kathy Richardson	insert #112	Megan Gilliland	Flame - April	insert #115	Amy Miller	PDS - Floodplain
cycle 4	04/16/13	WRR- Kathy Richardson	insert #112	Megan Gilliland	Flame - April	insert #115	Amy Miller	PDS - Floodplain
cycle 1	04/23/13	WRR- Kathy Richardson	insert #112	Megan Gilliland	Flame - April	insert #115	Amy Miller	PDS - Floodplain
cycle 2	04/30/13	WRR- Kathy Richardson	insert #114	Megan Gilliland	Flame - May	insert #115	Amy Miller	PDS - Floodplain
May-13								
cycle 3	05/07/13	Bike Safety - Jessica Mortinger	insert #114	Megan Gilliland	Flame - May	insert #117	Jeanette Klamm	Utilities - WQR
cycle 4	05/15/13	Bike Safety - Jessica Mortinger	insert #114	Megan Gilliland	Flame - May	insert #117	Jeanette Klamm	Utilities - WQR

cycle 1	05/22/13	Bike Safety - Jessica Mortinger	insert #114	Megan Gilliland	Flame - May	insert #117	Jeanette Klamm	Utilities - WQR
cycle 2	05/29/13	Bike Safety - Jessica Mortinger	insert #116	Megan Gilliland	Flame - June	insert #117	Jeanette Klamm	Utilities - WQR
Jun-13								
cycle 3	06/07/13	Police Message - Trent McKinley	insert #116	Megan Gilliland	Flame - June	insert #119	Scott Wagner	Human Relations
cycle 4	06/15/13	Police Message - Trent McKinley	insert #116	Megan Gilliland	Flame - June	insert #119	Scott Wagner	Human Relations
cycle 1	06/22/13	Police Message - Trent McKinley	insert #116	Megan Gilliland	Flame - June	insert #119	Scott Wagner	Human Relations
cycle 2	06/29/13	Police Message - Trent McKinley	insert #118	Megan Gilliland	Flame - July	insert #119	Scott Wagner	Human Relations
Jul-13								
cycle 3	07/06/13	Weatherization - Danelle Dresslar	insert #118	Megan Gilliland	Flame - July	insert #121		
cycle 4	07/16/13	Weatherization - Danelle Dresslar	insert #118	Megan Gilliland	Flame - July	insert #121		
cycle 1	07/23/13	Weatherization - Danelle Dresslar	insert #118	Megan Gilliland	Flame - July	insert #121		
cycle 2	07/30/13	Weatherization - Danelle Dresslar	insert #120	Megan Gilliland	Flame - August	insert #121		
Aug-13								
cycle 3	08/07/13	Parks & Recreation - Roger Steinbrock	insert #120	Megan Gilliland	Flame - August	insert #123	Kathy Richardson	WRR - Energy Conservation Fair
cycle 4	08/15/13	Parks & Recreation - Roger Steinbrock	insert #120	Megan Gilliland	Flame - August	insert #123	Kathy Richardson	WRR - Energy Conservation Fair
cycle 1	08/22/13	Parks & Recreation - Roger Steinbrock	insert #120	Megan Gilliland	Flame - August	insert #123	Kathy Richardson	WRR - Energy Conservation Fair
cycle 2	08/29/13	Parks & Recreation - Roger Steinbrock	insert #122	Megan Gilliland	Flame - September	insert #123	Kathy Richardson	WRR - Energy Conservation Fair
Sep-13								
cycle 3	09/07/13	Solid Waste - Kathy Richardson	insert #122	Megan Gilliland	Flame - September	insert #125	Cindy Naff	Utility Billing ACH Form
cycle 4	09/14/13	Solid Waste - Kathy Richardson	insert #122	Megan Gilliland	Flame - September	insert #125	Cindy Naff	Utility Billing ACH Form
cycle 1	09/22/13	Solid Waste - Kathy Richardson	insert #122	Megan Gilliland	Flame - September	insert #125	Cindy Naff	Utility Billing ACH Form
cycle 2	09/29/13	Solid Waste - Kathy Richardson	insert #124	Megan Gilliland	Flame - October	insert #125	Cindy Naff	Utility Billing ACH Form
Oct-13								
cycle 3	10/08/13	Solid Waste - Kathy Richardson	insert #124	Megan Gilliland	Flame - October	insert #127	Kathy Richardson	Thanksgiving Trash
cycle 4	10/15/13	Solid Waste - Kathy Richardson	insert #124	Megan Gilliland	Flame - October	insert #127	Kathy Richardson	Thanksgiving Trash
cycle 1	10/22/13	Solid Waste - Kathy Richardson	insert #124	Megan Gilliland	Flame - October	insert #127	Kathy Richardson	Thanksgiving Trash

