

CITY OF ROMULUS INVITATION TO BID

ITB 19/20-13 2020 OFFICIAL PUBLICATIONS

The City of Romulus Clerk's Office, in compliance with Section 6.12 of the Romulus City Charter adopted April 9, 1970 is seeking guaranteed rates from qualified newspapers for the printing of all required publications and notices during the calendar year beginning January 1, 2020.

- (1) Qualified individuals and firms wishing to submit a bid must use the forms provided by the City. Bid forms and specifications may be obtained from the City of Romulus Purchasing Department. Bids may be rejected unless made on the forms included with the bidding documents. Copies of documents obtained from any other source are not considered official copies.
- (2) Clarifications, modifications, or amendments may be made to this solicitation at the discretion of the City. Any and all addenda issued by the City will be sent via e-mail to all vendors on the bidders list or requesting a bid. It is the responsibility of the bidder to obtain all issued addenda and acknowledge receipt of said addenda by including a printed copy of each addendum as part of the required documents for this solicitation and to list the addendum and sign and date the "Acknowledgment of Receipt Addenda Form supplied in the bid documents.
- (3) A total of three copies (one marked "Original" and two marked "Copy") of the bid must be submitted together in one sealed package/envelope and returned to the City Clerk's Office no later than 2:30 P.M., Thursday, November 07, 2019. Bids should be addressed using the Bid package label provided in the ITB documents.
- (4) At approximately 2:45 p.m., local time all timely received bids are to be publicly opened and read.
- (5) The City reserves the right to postpone the opening without notification and also reserves the right to reject all bids and proposals and to waive any minor informality or irregularity in bids received and to award the bid in whole or in part. Ultimately, a contract may be awarded to the lowest most responsive and responsible company, as determined in the sole discretion of the City of Romulus or otherwise in a manner deemed by the City to be in its own best interest.
- (6) For additional information contact Gary Harris, City of Romulus, Purchasing Director by calling (734) 955-4568 or by emailing Purchasing@romulusgov.com.

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