



TOWN OF BERWICK
WHERE TRADITION MEETS TOMORROW

INVITATION & REQUEST FOR SEALED BIDS:

Berwick Bimonthly

BERWICK, MAINE

RELEASE DATE: January 2, 2025

SUBMISSION DEADLINE DATE: January 27, 2025, at 4PM

BID OPENING: January 28, 2025 at 11:00am

SECTION 1. INTRODUCTION

The Town of Berwick invites and requests bids from qualified contractors to provide services for the Town of Berwick to produce the Berwick Bimonthly. If there are any questions, please contact the Berwick Communications and Media (BCM) Director, Jeremy Kasten, at 207-630-8100.

SECTION 2. SCOPE OF WORK & PRODUCTS REQUESTED

Berwick's bi-monthly (twice per month) calendar and newsletter.

The calendar and newsletter informs Berwick residents about what is happening in Berwick, including updates from town departments, events, elections, school events and more.

- Past editions can be found at berwickmaine.org/community/bimonthly.php
- Information is gathered by regularly contacting town departments and organizations.
- E-mails shall be completed to be sent via Mailchimp for the 1st and 15th of each month.
- Printed copies shall be posted at the Berwick Library, Berwick Town Hall and Berwick Post Office in a timely manner. The Bimonthly is also posted on the Town of Berwick website.
- Newsletter must follow the Town of Berwick Brand Guide linked below at: https://cms2.revize.com/revize/berwick/Planning%20Docs/Berwick_Brand_Guide_2023.pdf.

SECTION 3. ADDITIONAL REQUIREMENTS, NOTES AND CONDITIONS

- A. Please include an itemized list for the cost which is billed monthly, including time for gathering content from each department twice a month, laying out the MailChimp newsletter and mid-month update, design of a printable version in Canva that is then distributed to the Berwick Library, Berwick Town Hall and Berwick Post Office.

- B. The Town reserves the right to submit change order(s) in writing to the selected contractor. In that event, the town will negotiate with the selected contractor to determine the value of the change order(s).
- C. Insurance: The selected contractor shall have and maintain general liability insurance and worker's compensation insurance in force until all work is completed and accepted by the Town. The selected contractor shall furnish the Town with a certificate of insurance naming the Town as an additional insured within two weeks of notice to the selected contractor of the acceptance of its bid.
- D. To the fullest extent of the law, the selected contractor shall indemnify and hold harmless the Town and its agents and employees against all claims, damages, losses, and expenses, including but not limited to, attorney's fees arising out of or resulting from the performance of work entailed in this bid request, regardless of standard of care. This indemnification extends to all costs and all fees.
- E. The terms and specifications of the bid invitation shall become part of and incorporated within the formal agreement executed for the provision of the services requested in this document.

SECTION 4. PROCESS

The process for bid selection is governed by and set forth in the Town of Berwick's Purchase Policy Directive, a copy of which will be provided at no cost to any interested and qualified respondent upon request. All purchases of services are subject to the conditions set forth in section 7 of said Policy. Selection shall be made based on advantage to the Town. The bid presenting the most advantageous outcome for the Town, as determined by its Select Board, will be selected.

SECTION 5. SUBMISSION REQUIREMENTS

All responses to this invitation and request shall consist of two copies within sealed envelope(s) and shall be submitted to the Town of Berwick. Please include relevant experience and/or references in your submission. Responses may be mailed, or hand delivered to the Town Clerk's Office, and shall be clearly and boldly marked as follows:

“RESPONSE TO BERWICK BIMONTHLY RFP”

Responses shall be addressed as follows:

**TOWN OF BERWICK
ATTN: TOWN CLERK
11 SULLIVAN STREET
BERWICK, ME 03901**

Late bids shall not be accepted under any circumstances. Submissions must include a complete bid form with contact information as shown on the enclosed document entitled **“BID FORM”**.

SECTION 6. BID OPENING

Bids will be opened at the Berwick Town Hall Auditorium. The bid award will be considered on February 4, 2025, at the regularly at the regularly scheduled Select Board meeting which begins at 6:30 p.m. and takes place within the Select Board meeting room at the same address above (Berwick Town Hall).

The Select Board may act upon the bids at that time, or alternately may take them under consideration for action at a subsequent meeting. The Town reserves the right to select or reject any and/or all bids or bid components as may be in its best interests.

BID FORM

We herewith submit our bid in accordance with the requirements and specifications herein acknowledged as follows:

1. That the needs for products and services are the best estimates of the Town at the time of this bid request, but that those estimated needs may vary in reality. We agree to supply the products and services required, whether more or less than those estimates, at the prices quoted herein.
2. We carry general liability (including products liability) insurance, which is in force and shall remain in force during the term of this contract.
3. We carry worker's compensation insurance, which is in force and shall remain in force during the term of this contract.
4. We agree to comply with the general specifications listed in the RFP.

Company Name: _____

Company Address: _____

Company Telephone: _____

Authorized Representative's Name: _____

Authorized Representative's Signature: _____

Representative's Telephone Number: _____

Representative's Email (if available): _____