



COMPREHENSIVE ANALYSIS
Village Manager's Office - Administration

To: James M. Weinand, Acting Village Manager
From: Debra Telfrin, Executive Assistance
Date: November 14, 2018

Subject: Southeastern Printing – Winter Smoke Signals Newsletter #11053

I respectfully present the following memorandum to the Village Manager.

Southeastern Printing is the selected vendor who will print the 2018 Winter Edition of the Village's Newsletter, The Smoke Signals. Quote #11053 is to prepare the newsletter for mailing. Quantity prepared to mail is 4700 pieces at a cost of \$587.00

Thank you.

QUOTATION

Estimate: 11053 Date: 11/14/2018



Customer ID: 2833

Village Of Tequesta
345 Tequesta Drive

Tequesta, FL 33469
Phone: (561) 768-0700 Fax: (561) 768-0697

Rep: Eric Ellison 86i
erice@seprint.com

Stuart
3601 SE Dixie Highway
Stuart, FL 34997

800.226.8221 Toll-Free
772.287.2141 Phone
772.288.3988 Fax

Miami
950 SE 8th Street
Hialeah, FL 33010
305.885.8707 Phone
305.888.9903 Fax

Description:

2018 Fall Newsletter - Mailing

Process file including address standardization, NCOA update, CASS certify, presort, inkjet address, sort, sack/tray tags, deliver

Please Note: Price does not include additional services such as indicia use, wafer sealing, foreign mail processing etc.

Postage is additional.

Approx. pre-sort standard \$.598 each

seprint.com

We understand that you will be providing: use mailing list from previous # 101640-M

Quantity (circle one) 4,700

Price \$587

PRICES REMAIN IN EFFECT FOR 30 DAYS

Thank you for the opportunity to provide you with this estimate. We look forward to exceeding your expectations.

Standard minimum turn time is 6 business days from proof approval. Additional charges may occur if an accelerated schedule is requested.

This quotation is subject to the terms and conditions in our Standard Terms of Sale set forth on the back side hereof and which are, by reference, made a part hereof. Prices quoted are based on details furnished to our estimating department and are subject to revision if, upon receipt of copy it is determined that the material deviates from original specifications. Any such price revision will be confirmed before the order is processed. We reserve the right to reject any order upon receipt without liability on our part.

All orders are subject to underruns or overruns of up to 10% and the deficiency or excess credited or charged proportionately.

Payment terms: Due in 30 days

Please Initial: _____ The item(s) ordered are for resale and not subject to sales tax.
_____ The item(s) ordered are for internal use. Please charge sales tax.

Please read, sign and return to place your order:

Signature

James M. Weinand
Print Name

Acting Village Manager
Title / Date

PUBLIC RECORDS. In accordance with Sec. 119.0701, *Florida Statutes*, CONTRACTOR must keep and maintain this Agreement and any other records associated therewith and that are associated with the performance of the work described in the Proposal or Bid. Upon request from the Village's custodian of public records, CONTRACTOR must provide the Village with copies of requested records, or allow such records to be inspected or copied, within a reasonable time in accordance with access and cost requirements of Chapter 119, *Florida Statutes*. A CONTRACTOR who fails to provide the public records to the Village, or fails to make them available for inspection or copying, within a reasonable time may be subject to attorney's fees and costs pursuant to Sec. 119.0701, *Florida Statutes*, and other penalties under Sec. 119.10, *Florida Statutes*. Further, CONTRACTOR shall ensure that any exempt or confidential records associated with this Agreement or associated with the performance of the work described in the Proposal or Bid are not disclosed except as authorized by law for the duration of the Agreement term, and following completion of the Agreement if the CONTRACTOR does not transfer the records to the Village. Finally, upon completion of the Agreement, CONTRACTOR shall transfer, at no cost to the Village, all public records in possession of the CONTRACTOR, or keep and maintain public records required by the Village. If the CONTRACTOR transfers all public records to the Village upon completion of the Agreement, the CONTRACTOR shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the CONTRACTOR keeps and maintains public records upon completion of the Agreement, the CONTRACTOR shall meet all applicable requirements for retaining public records. Records that are stored electronically must be provided to the VILLAGE, upon request from the Village's custodian of public records, in a format that is compatible with the Village's information technology systems.

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, PLEASE CONTACT THE VILLAGE CLERK, RECORDS CUSTODIAN FOR THE VILLAGE, AT (561) 768-0685, OR AT lmcwilliams@tequesta.org, OR AT 345 TEQUESTA DRIVE, TEQUESTA, FLORIDA 33469.

Palm Beach County Inspector General

Pursuant to Article XII of the Palm Beach County Charter, the Office of the Inspector General has jurisdiction to investigate municipal matters, review and audit municipal contracts and other transactions, and make reports and recommendations to municipal governing bodies based on such audits, reviews, or investigations. All parties doing business with the Village shall fully cooperate with the inspector general in the exercise of the inspector general's functions, authority, and power. The inspector general has the power to take sworn statements, require the production of records, and to audit, monitor, investigate and inspect the activities of the Village, as well as contractors and lobbyists of the Village in order to detect, deter, prevent, and eradicate fraud, waste, mismanagement, misconduct, and abuses.