

April 24, 2020

Portage Public Schools is requesting a bid for our 2020-2021 Community Enrichment 'Enriched for Life' catalogs and postcard based on the information listed below:

Bid response # 10679 is due back by 10:00 AM Monday, May 11, 2020, via email only (due to COVID19 Closures) to ahoward@portageps.org

Copy to print would be available **by July 23, 2020**

Completed job to be returned to PPS no later than **August 3, 2020**

***Bid response must include the signed/notarized forms – Legal Status of Bidder, Familial Form, and Iran Economics Sanctions act and pricing for all items listed below:**

Electronic copy/InDesign & PDF Files

Quote for a 40 page catalog. 40 pages on a 35# Premium Hibirite (or equivalent) paper with a heavier cover 50# 92 bright white, ½ fold.

Quote for a 32 page catalog. 32 pages on 35# Premium Hibirite (or equivalent) paper. 50# 92 bright white, ½ fold.

Quote for a 24 page catalog. 24 pages on 35# Premium Hibirite (or equivalent) paper. 50# 92 bright white, ½ fold.

52,000 copies (plus additional price per 1,000)

Four Color on all pages

Image Area: 7"w x 9"h

Binding: Stitch and Trim to 8"w x 10"h

Quote for a 80lb postcard

Quote for a 100lb postcard

Bid response pricing to include all items listed below:

- Total Pricing
- Date you need our final print copy to meet our specified delivery date to a designated amount will be delivered to PPS and the remainder is to be delivered to the USPS for mailing by the vendor
- Vendor is to communicate the shipping charges to Lesley Lankerdt at PPS prior to shipping and PPS will issue a check to the USPS to cover shipping charges

Portage Public Schools

- Brand and weight of paper you will be using
- Hourly rate: editing/correcting copy
- Packaging: Two-way ties/straps in bundles of 50's, cross-stacked in 25's, skid pack
- Proofs
- Copy pickup
- Delivery (**skids unloaded by driver on premises; does not need to be unpacked**)
- **Copies of the three required (attached) forms**

Portage Public Schools reserves the right to accept or reject any or all bids or portions of bids received. If you have any questions regarding the printing specifications, please feel free to contact Amanda Howard at ahoward@portageps.org. Thank you.

Amanda Howard, Purchasing Dept.

PROPOSAL FORM

NAME OF BIDDER

Firm Name:

Address:

Telephone & Fax:

Contact Name

and E-mail:

PROJECT NAME

Project Name:

RFP # 10679 - Enriched For Life Program Printing - Catalog & Postcards

AGREEMENTS

The Owner reserves the right to accept or reject any or all Bids in whole or in part, or to waive any informalities therein. If in the Owner's opinion it is in their best interest, the contract may be awarded to other than the lowest bidder, for reasons of establishing uniformity, delivery time, etc.

Quote for a 40 page catalog. 40 pages on a 35# Premium Hibirite (or equivalent) paper with a heavier cover 50# 92 bright white, 1/2 fold.

Total Cost for 52,000 _____

Cost for each additional 1,000 _____

Quote for a 32 page catalog. 32 pages on 35# Premium Hibirite (or equivalent) paper. 50# 92 bright white, 1/2 fold.

Total Cost for 52,000 _____

Cost for each additional 1,000 _____

**Quote for a 24 page catalog. 24 pages on 35# Premium Hibirite (or equivalent) paper.
50# 92 bright white, ½ fold.**

Total Cost for 52,000 _____

Cost for each additional 1,000 _____

Quote for a 80lb postcard

Total Cost for 52,000 _____

Cost for each additional 1,000 _____

Quote for a 100lb postcard

Total Cost for 52,000 _____

Cost for each additional 1,000 _____

LEGAL STATUS OF BIDDER

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS.

The Vendor and/or Bidder certifies to the best of its knowledge and belief that it and its principals: Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency; Have not within a three-year period preceding this agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or local) with commission of any of the offences enumerated above in this certification; and Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default; is not now or has been, within a three-year period preceding this date, been listed on the Excluded Parties List System website (EPLS).

Vendor/contractor will notify the Portage Public Schools Business Office immediately upon becoming suspended or debarred if there is any current or ongoing contract or agreement in place between the district and the vendor/contractor.

Firm Name: _____
Address: _____
Phone & _____
E-mail: _____

Name, title and signature of individual duly authorized to execute contracts:

Name: _____
Title: _____
Signature: _____

**A Corporation organized and existing under the laws of the State
of _____**

FAMILIAL RELATIONSHIP DISCLOSURE STATEMENT

As required by Public Act 232 of 2005, all bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner or any employee of the bidder and any member of the Portage Public Schools Board of Education or the Superintendent of Schools.

The undersigned, the owner or authorized officer of _____ (the "Bidder"), hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of the company and any member of the Portage Public Schools Board of Education or the Superintendent of Schools. If such a relationship exists, please explain:

Attach additional pages if necessary

By: _____ (Bidder Signature)

Title: _____ (type or print)

Date: _____

Subscribed and Sworn to Before Me:

This _____ day of _____, 20____ A.D., in and for the

County of _____, State _____

My Commission expires _____.

Signature of Notary

IRAN ECONOMIC SANCTIONS ACT

Effective April 1, 2013 all bids, proposals, and/or qualification statements received in the State of Michigan (MCL 129.313) must comply with the "Iran Economic Sanctions Act". The following certification is to be signed and included at the time of submittal.

CERTIFICATION

Pursuant to the Michigan Iran Economic Sanctions Act, 2012 P.A. 517, by submitting a bid, proposal or response, Respondent certifies, under civil penalty for false certification, that it is fully eligible to do so under law and that it is not an "Iran linked business", as that term is defined in the Act.

Signature Title

Company Date