



REQUEST FOR QUOTE No. 2024-05 ChildCareGroup Agency Envelopes

Objective:

ChildCareGroup (CCG) is seeking a company to print agency envelopes on an as-needed basis.

The quantities shown are estimated yearly totals only and are not intended to be a guarantee as to the exact quantity to be ordered during a year's time period. Orders **must** be received within 7 business days after approval of final proof.

Printing/artwork for orders under this agreement shall consist of a one or three-color CCG logo in the upper left corner and mailing address below the logo.

Prices should include all typesetting, camera work, layout, negatives one proof (any additional proofs required as a result of printer's error at no charge) also, printing, packaging, delivery, set-up fees, etc. Electronic files of the CCG logo will be provided to the successful bidder. No charges other than those quoted herein will be paid on orders placed as a result of this agreement.

Submittals:

The successful vendor will provide a plan for providing these services, as well as a proposed price rate for services. Prices should be **All Inclusive** and no charges other than those quoted herein will be paid on orders placed as a result of this agreement.

Evaluation Criteria:

Quotes will be evaluated based on how well responders address the needs listed in the scope of work above. CCG will negotiate final contract details with the contractor that is selected from this RFQ process. CCG reserves the right to award single or multiple contracts for the goods or services as stated herein.

Terms:

The term of this agreement shall be for a period of one (1) year with the option to renew for up to four (4) additional one (1) year periods, subject to funding availability.

ChildCareGroup reserves the right to cancel, delay, amend, and/or reissue any part of this Request for Quote (RFQ) at any time without prior notice. This RFQ does not commit CCG to accept any quotes submitted, nor shall CCG be responsible for any costs incurred in the preparation of responses to this RFQ. CCG reserves the right to reject any or all quotes, to accept or reject any or all items in the quotation, to award a contract in whole or in part of the RFQ specifications and requirements, and/or to award to one or multiple bidders herein as deemed to be in the best interest of CCG.

Deadline for questions:

Questions regarding this solicitation will be received until **6:00 pm (Central Time) on March 22, 2024**. All questions shall be forwarded to the attention of the Procurement Department at procurement@ccgroup.org. Questions received after this deadline will not be answered.

Due Date and Time:

Responses to this solicitation are due by **6:00 pm (Central Time) on March 29, 2024**. Responses will be received in electronic form **only** and shall be sent to the Procurement Department, at procurement@ccgroup.org. Late responses will not be accepted.



Price Worksheet:

#10 Regular, White, Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____

#10 Windows, White, Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____

10x13, White, Peel and Seal (catalog, flap on the 10" side):

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____

6 ½ x 9 ½, White, booklet Peel and Seal:

	<u>Black/White Ink</u>	<u>Color Ink</u>
Qty. 5,000	\$ _____	\$ _____
Qty. 10,000	\$ _____	\$ _____
Qty. 20,000	\$ _____	\$ _____



General Terms and Conditions:

1. **APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
2. **ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
3. **MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
4. **TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. Tax shall not be included in the prices offered. A Tax-Exempt Form will be provided by CCG upon request.
5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. All change orders and modifications to the contract shall be processed through the Procurement Department only.
6. **INVOICES:** Invoices shall be submitted by email to ap@ccgroup.org, attention Accounts Payable. The Proposer will submit invoices on a monthly basis, including all supporting documentation (if applicable) to CCG, detailing services rendered, the number of hours worked, hourly rate, and total costs incurred.
7. **PAYMENT TERMS:** Payment terms are **Net 30 days**, unless otherwise specified by CCG.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Senior Director of Procurement. CCG reserves the right to approve or reject any and all requests for price escalations.
9. **PRICE REDUCTION:** If during the life of the contract, the proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
10. **INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any



negligent act, omission, or fault of the proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract.

- 11. TERMINATION FOR DEFAULT:** CCG reserves the right to terminate the contract immediately in the event the proposer fails to meet delivery schedules, or otherwise performs in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source.
- 12. TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.