



**FRANKLIN COUNTY
PURCHASING DEPARTMENT
REQUEST FOR BID (RFB) COVER PAGE**

RFB NO: 2019-31

TITLE: General Print Services

Solicitation Schedule & Deadlines:

May 8, 2019	Solicitation Release/Advertising Date
May 15, 2019 8:00am	Deadline for Submitting Questions
May 17, 2019 4:30pm	Deadline to post Addendum
May 24, 2019 2:00pm	Deadline to Submit Response
May 24, 2019 2:30pm	Opening Date I Time

Responses must be received no later than "Deadline to Submit Response"

May 24, 2019 2:00pm

Ann Struttmann, Purchasing Agent

Shakara Bray, Assistant Purchasing Agent

Phone: 636-584-6274 Email: purchasing@franklinmo.net

Submittal Instructions: Print this Packet in its entirety and complete all pages per instructions. Print the SEALED RESPONSE LABEL found in Attachment 1 of this packet and attach to the front of your envelope.

Company Name: _____

SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the solicitation cover page

_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A RESPONSE

USE THESE FORMS ONLY

_____ Solicitation Cover page

_____ Contractual Terms and Conditions Acknowledgement

_____ Pricing Form completed and signed

_____ I have one original and two copies that are labeled accordingly

_____ I have included contact information

_____ Envelope is sealed and label attached

_____ Affidavit for Work Authorization is completed and Notarized

SCOPE OF WORK

This bid is intended to cover all labor, tools, equipment, materials, and training necessary to provide complete printing and related services to the County of Franklin for a period of 1 year with the option to renew on a year by year basis, up to three years. Printing services are defined as those services which are normally part of an in-house print shop and may include but not be limited to the following:

Cutting	Collating	Padding	3-hole punching	Folding
Stapling	Binding	Perforating	2-sided copies	Numbering

Photocopying for the purpose of this Bid is defined as the reproduction of printed materials using a xerographic-type machine to reproduce the image. Some of the reproduction required by the County of Franklin falls into the photocopying category, both black and white and color. Typical reproduction work performed by the County includes single and double-sided forms and brochures in various sizes including but not limited to letter, legal and 11" X 17" sizes.

SPECIFIC REQUIREMENTS

1. Contractor must be able to provide General Printing Services, which meets or exceeds the specifications contained in this document.
2. Mandatory services must include and is not limited to, standard black and white prints, as well as full color prints.
3. Contractor shall be able to provide forms, envelopes, stationary, brochures, business cards, multipart forms, and any other requested print products.
4. Contractor must be able to provide copy services included but not limited to, standard black and white copies, as well as full color copies of various sizes.
5. Contractor must be able to provide binding.
6. Turnaround time for printing/copying jobs must be 5 business days or less for all jobs, with some sensitive jobs requiring immediate turn-around. Failure to provide promised delivery times may be cause for termination of the contract.
7. Requesting departments will provide a proof and/or specifications for each item ordered, in the event no proof is available pricing should include the cost of design.
8. Contractor must be able to accept electronic requests, and should have the ability to receive, edit and enhance print jobs electronically from county employees in formats such as, but not limited to, MS Office and ADOBE applications and make minor formatting changes and/or corrections before printing.

9. Contractor must not start production of any print job prior to receipt of a confirmed order. If a proof is requested, the vendor must not start production of any print job prior to receiving written or verbal approval of the proof.
10. Upon completion of a print job, it may be requested that the contractor provide one (1) sample with the delivery slip and invoice to the ordering department. Any requested samples/proofs will not be returned to the contractor. The cost of all samples/proofs shall be included in the bid price.
11. All copies produced must be commercially accepted quality, i.e. properly aligned, no fading, smearing, correct contrast, and color and packaged in a manner to protect the documents from damage in transit. Supplier mistakes or copies of unacceptable quality shall be corrected immediately at no cost to the County of Franklin. All items shall be created in a smoke-free environment.
12. Contractors are required to receive a purchase order number from Franklin County prior to providing equipment and/or services.
13. Method of delivery shall be determined at the time of order and will not exceed Franklin County boundaries. Supplier should have the ability to deliver product(s) at no cost to the end user(s) by an in house employee of the contracted supplier.
14. Contractor must be able to provide printed jobs to any requesting department in Franklin County. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 p.m. (CST). However, these times must be verified with each requesting department. County observed holidays will be provided upon request.
15. Contract Period: The contract period shall be for 12 consecutive months. The contract may be renewed at the sole option of the County for an additional 2 one-year periods, or any portion thereof. The County also reserves the right to terminate and/or cancel the contract in writing prior via a formal contract amendment issued by the Purchasing Department.
16. Pricing: Contract pricing shall be considered firm, fixed for the entirety of the initial/original contract period.
17. Franklin County reserves the right to use a different vendor if awarded vendor cannot perform services within the specified scope therein for a requesting department.

The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The offeror is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The offeror's response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The offeror must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes in the appropriate section titled Pricing.

PRICING FORM

2019-31 General Print Services

REQUIRED PRICING

The bidder shall complete the following pricing form and provide firm, fixed pricing necessary to meet the mandatory requirements of the solicitation.

Pricing General Print Services			
Submit a Firm, Fixed Price Per Each			
	1-100 Copies (each)	101-1,000 Copies (each)	1,001 -5,000 Copies (each)
Sheet Size 8.5"x11" -20lb			
Black & White Simplex			
Black & White Duplex			
Color Simplex			
Color Duplex			
Sheet Size 8.5"x11" -24lb			
Black &White Simplex			
Black &White Duplex			
Color Simplex			
Color Duplex			
Sheet Size 8.5"x11" -60lb			
Black & White Simplex			
Black & White Duplex			
Color Simplex			
Color Duplex			
Sheet Size 8.5"x14" -20lb			
Black & White Simplex			
Black &White Duplex			
Color Simplex			
Color Duplex			

Pricing Cont.

	1-100 Copies (each)	101-1,000 Copies (each)	1,001 -5,000 Copies (each)
Sheet Size 11"x17"-20lb			
Black & White Simplex			
Black & White Duplex			
Color Simplex			
Color Duplex			
Colored Paper			
Any Color			
CardStock			
Cardstock 65#			
Colored Cardstock 65#			
Cardstock 80#			
Colored Cardstock 80#			
Folding			
Half Fold			
Trifold			
Stapling			
Collating			
3-Hole Punch			
Binding(coil, wire, or comb)			
Up to 1" binding			
1" to 2" binding			
2" to 3" binding			
Business Cards			
Business Cards price per box (box of 250)- white Linen using black ink			
Business Cards price per box(box of 500) White Linen using black ink			
Business Cards, printed on white linen, using other than black ink per box(box of 250)			
Business Cards, printed on white linen, using other than black ink per box (box of 500)			

Pricing Cont.

	1,000 Copies	2,500 Copies	5,000 Copies
Envelopes			
#10 Regular Envelopes			
#10 Window Envelopes			
#10 Security Envelopes			
Envelopes with color logo Regular			
Envelopes with color logo Window			
Envelopes with color logo Security			
Letterhead			
Letterhead on 8.5x11 white linen printed in black ink, 24#			
Letterhead on 8.5x11 white linen printed in any color ink(except black), 24#			
Letterhead on 8.5x11 24# Neenah Bond in Solar White printed in any color ink			
Misc.			
File Folder printing			
3 pt NCR Form with printing			
2 pt NCR Form with printing			
Yellow Crack and Peel Stickers with printing			
Red Crack and Peel Stickers with printing			
Neon Orange Crack and Peel Stickers with printing			

Optional Contract Renewal Pricing

*Not to exceed 5%

Year 2 % increase _____

Year 3 % increase _____

Pricing Cont.

Company Name _____

Authorized Signature _____

Printed name and title _____

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder's expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.

AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now _____ (Name of Business Entity Authorized Representative)

as _____ (Position/Title)

first being duly sworn on my oath, affirm _____ (Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____ (Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____ (Business Entity Name)

does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____

(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative’s Signature

Printed Name

Title

Date

Subscribed and sworn to before me this _____ of _____, I am

Day

Month, Year

commissioned as a notary public within the County of _____, State of _____ and my commission expires on Date _____

Signature of Notary

Date

AFFIDAVIT OF WORK AUTHORIZATION

(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that _____ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

Authorized Business Entity
Representative's Name
(Please Print)

Authorized Business Entity
Representative's Signature

Business Entity Name

Date

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program (Website: <http://www.dhs.gov/e-verify>; Phone: 888-464-4218 Email: e-verify@dhs.gov) with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

AND

- Provide documentation affirming said company's/individual's enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee's, subgrantee's, contractor's, or subcontractor's name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee's, subgrantee's, contractor's, or subcontractor's name, then no additional pages of the MOU must be submitted).

CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published on the Franklin County Official Website located at:

<http://www.franklinmo.org>

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

Vendor/Contractor Signature

Date

Vendor/Contractor Name and Title

VENDOR INFORMATION

Company Name _____

Mailing Address _____

Phone number _____

Contact Name _____

Contact Name Title _____

Email Address _____

ATTACHMENT 1
SEALED RESPONSE LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF PACKAGE

SEALED BID RESPONSE ENCLOSED

DELIVER TO:

Purchasing Department
400 East Locust St, Rm 004
Union, MO 63084

SOLICITATION # 2019-31 DATE: May 24, 2019 2:00pm

DESCRIPTION: General Print Services

Vendor Name: _____

Vendor Address: _____