	<h1>CITY OF NORTH CHARLESTON</h1> <p>Informal Bid Request</p>	Project Number: Date: Procurement Official: Phone: E-Mail Address:	PQ-03-19 March 25, 2019 Willie Atienza (Buyer) (843) 740-5890 watienza@northcharleston.org
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DESCRIPTION: CITY OF NORTH CHARLESTON BUSINESS ENVELOPE PRINTING

The Term "Offer" Means Your "Bid" or "Proposal".

SUBMIT OFFER BY: April 09, 2019 – 2:00 pm - See "Submittal Information" provision

QUESTIONS MUST BE RECEIVED BY: April 03, 2019 - 4:00 pm - See "Questions from Offerors" provision

NUMBER OF COPIES TO BE SUBMITTED: 1 Unbound Original

Offers must be submitted in a sealed package. Solicitation Number & Opening Date must appear on package exterior.

SUBMIT YOUR OFFER TO:
 CITY OF NORTH CHARLESTON
 PROCUREMENT DEPARTMENT
 Via Email watienza@northcharleston.org
 Via Fax 843-745-1083
 Via Mail to:
 Attention: Willie Atienza (Buyer)
 City of North Charleston
 PO Box 190016
 2500 City Hall Lane
 North Charleston, SC 29419
 See "Submittal Information" provision

CONFERENCE TYPE: DATE & TIME: As appropriate, see "Conferences - Pre-Bid/Proposal" & "Site Visit" provisions		LOCATION:
AWARD & AMENDMENTS	The award, this solicitation, and any amendments will be posted at the following web address: http://www.northcharleston.org/Business/Do-Business-with-North-Charleston/Request-for-Qualifications.aspx It is the responsibility of the offeror to check for amendments.	
You must submit a signed copy of this form with Your Offer. By submitting a bid or proposal, You agree to be bound by the terms of the Solicitation. You agree to hold Your Offer open for a minimum of ninety (90) calendar days after the Opening Date.		
NAME OF OFFEROR <small>(Full legal name of business submitting the offer)</small>	OFFEROR'S TYPE OF ENTITY: <small>(Check one)</small> <input type="checkbox"/> Small (15 employees of less) <input type="checkbox"/> Women <input type="checkbox"/> Minority <input type="checkbox"/> Other _____	
AUTHORIZED SIGNATURE <small>(Person signing must be authorized to submit binding offer to enter contract on behalf of Offeror named above.)</small>	<small>(See "Signing Your Offer" provision.)</small>	
TITLE <small>(Business title of person signing above)</small>		
PRINTED NAME <small>(Printed name of person signing above)</small>	DATE SIGNED	
Instructions regarding Offeror's name: Any award issued will be issued to, and the contract will be formed with, the entity identified as the offeror above. An offer may be submitted by only one legal entity. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, <i>i.e.</i> , a separate corporation, partnership, sole proprietorship, etc.		
STATE OF INCORPORATION	<small>(If offeror is a corporation, identify the state of Incorporation.)</small>	

PAGE TWO
(Return Page Two with Your Offer)

HOME OFFICE ADDRESS (Address for offeror's home office / principal place of business)	NOTICE ADDRESS (Address to which all procurement and contract related notices should be sent.) (See "Notice" clause)			
	Area Code	Number	Extension	Facsimile
	E-mail Address			

PAYMENT ADDRESS (Address to which payments will be sent.)	ORDER ADDRESS (Address to which purchase orders will be sent)
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<input type="checkbox"/> Payment Address same as Home Office Address <input type="checkbox"/> Payment Address same as Notice Address (check only one)	<input type="checkbox"/> Order Address same as Home Office Address <input type="checkbox"/> Order Address same as Notice Address (check only one)
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ACKNOWLEDGMENT OF AMENDMENTS	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date	Amendment No.	Amendment Issue Date
Offerors acknowledges receipt of amendments by indicating amendment number and its date of issue.								
See "Amendments to Solicitation" Provision								

DISCOUNT FOR PROMPT PAYMENT	10 Calendar Days (%)	20 Calendar Days (%)	30 Calendar Days (%)	_____ Calendar Days (%)
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PREFERENCES – Not applicable when using an RFP method of source selection.

**CITY OF NORTH CHARLESTON
INFORMAL BID
PQ-03-19
CITY OF NORTH CHARLESTON BUSINESS ENVELOPE PRINTING
EMAIL – watienza@northcharleston.org
OR REPLY TO FAX (843) 745-1083**

1. BID SUBMISSION

Informal Bids are to be submitted not later than **2:00 P.M., Tuesday, April 09, 2019** and **forward to the Procurement Department Attn.: Willie Atienza via email: watienza@northcharleston.org or via fax number (843) 745-1083.**

E-mailed or Faxed bids are acceptable and encouraged. Submit bids by completing the Bid Sheet portion of this form and other required forms listed in the Bid Submission Requirements section.

Vendor is responsible for ensuring his or her bid is received on time.

Bids may also be mailed or hand delivered to arrive not later than the above submission time and date.

Informal Bids are requested for products or services as described on the attached scope of work. All interested contractors are advised that at a minimum, the following insurance coverage is required: Commercial General Liability insurance and; Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance.

2. BID SUBMISSION REQUIREMENTS

Several forms provided further on comprise the complete bid submission 'package'. All forms must be completed and submitted to ensure your bid is considered. Failure to submit all required forms may cause your bid to be declared non-responsive and discarded. Forms required when submitting your bid are:

- COVER SHEET (PAGE 1 & 2)
- INFORMAL BID SHEET
- LIST OF SUBCONTRACTORS (If applicable).
- CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE (If applicable).
- CERTIFICATION OF DRUG FREE WORKPLACE
- CERTIFICATION OF NONSEGREGATED FACILITIES
- CERTIFICATION OF ILLEGAL IMMAGRATION

If you choose not to submit a bid for this item, it is suggested that you submit a **NO RESPONSE** to ensure your company remains on the bidder's list.

Bids are requested for services as described on the attached scope of work. All interested contractors are advised that at a minimum, the following insurance coverage is required: Commercial General Liability insurance and; Workmen's Compensation Insurance as required by applicable State or territorial law for all of his employees to be engaged in work at the site of the project and, in case of any such work sublet, the Contractor shall require the subcontractor similarly to provide Workmen's Compensation Insurance for all of his employees to be engaged in such work unless such employees are covered by the protection afforded by the Contractor's Workmen's Compensation Insurance.

The successful bidder will be required to provide a copy of his/her insurance certificate prior to starting any work. It is recommended that all interested vendors fax a copy of their insurance certificate along with their bid response. This insurance certificate will be kept on file for future informal bid awards and alleviate the need for furnishing a copy each time a bid is submitted, or work is started.

3. GENERAL REQUIREMENTS

Furnish and deliver the following printed envelopes:

#10, White, Regular Letterhead Business Envelope (No Window)

#10, White, Police Letterhead Business Envelope (No Window)

#10, White, Letterhead Business Window Envelope

4. CONTRACT PERIOD

The contract shall commence immediately upon issuance of a City of North Charleston purchase order and shall continue uninterrupted until June 30, 2020 or as extended as described herein.

The City of North Charleston reserves the right to extend the contract period for four (4) additional one (1) year terms, if the vendor agrees to hold the prevailing prices. Said renewal(s) shall be agreed to by the parties and shall be in writing.

5. TERMINATION OF CONTRACT

The City of North Charleston reserves the right to cancel this contract at any time for unsatisfactory service or noncompliance with any part of these specifications.

6. ESCALATION/DE-ESCALATION

Bid prices shall remain firm for a period of one (01) year from the date of award. The contract prices may be changed after the first year for the following reasons:

An increase or decrease in the supplier's cost of materials may be justification for price change; however, this is not be construed in any way to increase vendor's margin of profit.

All written request for price increase must include backup documentation as to the nature of the increase and shall be submitted to the City Procurement Director at least 90 days prior to the scheduled renewal of contract. Approval of each request shall be written confirmation from the City Procurement Director. If the City should consider said increases unwarranted or unreasonable, the City reserves the right to terminate the contract with the vendor. And price decline at the manufacture's level shall be reflected in an immediate reduction of the contract prices and the vendor shall notify the buyer of said decline.

Estimated Quantities: The quantities indicated in this Informal Bid Document are estimates that pertain to the total aggregate quantities that may be ordered incrementally at multiple times throughout the stated contract period. The estimates do not indicate single order amounts unless otherwise stated. The City of North Charleston makes no guarantees about single order quantities or total aggregate order quantities.

7. PRICING AND DELIVERY

Using the enclosed Bid Form, bidders must provide firm fixed price offers for completion of the project. All prices quoted shall be guaranteed for one (1) year and must include all deliver, freight and fuel charges. All bid items must be bid in order to be considered a responsive bid.

Only new products received in good condition, correctly printed will be accepted. Packing slips shall be provided with each delivery.

Ship To Address: Items shall be shipped and delivered to City of North Charleston, Procurement Department, 3rd Floor, 2500 City Hall Lane, North Charleston, SC 29046.

8. ADD/DELETE ITEMS

During the term of the contract, items may be added or deleted to this contract upon written agreement between the Contractor and the City of North Charleston.

9. SUBCONTRACTORS

Any bidder or proposer in response to a bid/proposal shall include the name and the location of the place of business of each subcontractor who will perform work or render service to the prime contractor on or during the construction, and who will specifically fabricate and install a portion of the work. Failure to list subcontractors shall render the prime contractor's bid or offer unresponsive. No prime contractor, whose bid/proposal is accepted, shall substitute any person as subcontractor in place of the subcontractor listed in the original bid/proposal, except with the consent of the awarding authority, for good cause shown.

10. CONTRACTOR’S PERSONNEL

The Contractor represents that the Contractor will secure, at Contractor’s own expense, all personnel required to provide the goods and/or perform the services call for under this contract by Contractor. Such personnel shall not be employees of or have any Contractual relationship with the City of North Charleston except as employed of the Contractor. All of the services required hereunder will be performed by the Contractor or under the Contractor’s direct supervision and all personnel engaged in the work shall be fully qualified and shall be authorized under stated and local law to perform such services. None of the work or services covered by this Contract shall be subcontracted without the written approval of the City.

11. ASSIGNMENT

The Contractor shall not assign any interest in this Contract and shall not transfer any interest in the same (whether by assignment or novation), without prior written consent of the City thereto. Provided, however, that claims for money due or to become due to the Contractor from the City under this Contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of such assignment or transfer shall be furnished in writing promptly to the City. Any such assignments is expressly subject to all rights and remedies of the City under this Agreement, including the right to change or delete activities from the Contract or to terminate the same as provided herein, and no such assignment shall require the City to give any notice to any such assignee of any actions which the City may take under this Agreement, though City will attempt to so notify any such assignee.

12. CONFLICTS

Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services to be performed under this contract. The Contractor further covenants that in the performance of this contract no person having such interest shall be employed.

No salaried officer or employee of the City and no member of the City Council shall have a financial interest, direct or indirect, in this contract. A violation of this provision renders the contract void. Any federal regulations and applicable provisions shall not be violated.

13. LICENSES

The successful Bidder will be required to obtain a Business License from the City of North Charleston prior to beginning work, if said Bidder does not have a current license. Business License information may be obtained from the City of North Charleston by calling (843) 740-2634.

14. RESIDENT VENDOR PREFERENCE

A Resident Vendor Preference of one percent (1%) of the aggregate bid amount shall be given to all qualified Resident Vendors in the award of all formal bids/proposals. Award

of a Request for Proposals, where evaluation and selection of a vendor is determined by an evaluation committee based on suitability of the item, shall not be subject to the Resident Vendor Preference. Should the evaluation committee determine that the item offered by two vendors are identical and suitable for use by the City, and one of the vendors is a Resident Vendor, then the Resident Vendor Preference shall be used in determining award.

Any vendor claiming the Resident Vendor Preference must submit a North Charleston Resident Vendor Preference Affidavit and a copy of their current North Charleston business license as part of the vendor's bid. The affidavit shall be included with each bid package furnished to a vendor. Failure of a vendor to return the affidavit and a copy of their current North Charleston business license with their bid shall disqualify the vendor for consideration of the Resident Vendor Preference.

Nothing in the Resident Vendor Preference program shall be construed as increasing or decreasing the actual price of any bid. The actual cost which will be paid shall be the same as those bids. The percentage calculation is used only for award determination.

The bid or proposal shall be awarded to the Resident Vendor if such bid does not exceed the lowest qualified bid from a nonresident vendor by more than one percent (1%).


The Resident Vendor Preference shall not exceed a total amount of \$3,000.00 for any one bid or proposal award.

In the event the procurement is to be made pursuant to State or Federal guidelines that prohibit or restrict local preference, then there shall be no local preference used in award.


BID SHEET

PQ-03-19

CITY OF NORTH CHARLESTON BUSINESS ENVELOPE PRINTING

DATE ISSUED 03/29/2019	THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE CITY OF NORTH CHARLESTON	PRICE QUOTES TO BE SUBMITTED NOT LATER THAN 04/09/2019 @ 2:00 P.M.	
DESCRIPTION	REGULAR LETTERHEAD ENVELOPES Quantity: 20,000 each, 30,000 each, 40,000 each per individual (No Digital File Available) Basic #10 Stock: Standard, 24#, White Ink: PMS 282/0, No Bleeds Packaged 500 each per box / 2,500 each per case City of North Charleston PO Box 190016 · North Charleston, SC · 29419-9016  <i>City of North Charleston</i> PO Box 190016 • North Charleston, SC • 29419-9016		
QUANTITY	20,000	30,000	40,000
UNIT PRICE			
EXTENDED PRICE			
ARTWORK, PROOFS & SET-UP FEE			
SHIPPING CHARGES – INSIDE DELEVERY			
SC SALES TAX @ 9%			
TOTAL COST			

DESCRIPTION	<p>POLICE LETTERHEAD ENVELOPES</p> <p>Quantity: 20,000 each, 30,000 each, 40,000 each per individual (No Digital File Available)</p> <p>Basic #10</p> <p>Stock: Standard, 24#, White</p> <p>Ink: PMS 282/0, No Bleeds</p> <p>Packaged 500 each per box / 2,500 each per case</p> <p>City of North Charleston PO Box 62558 · North Charleston, SC · 29419-9016</p> <p style="text-align: center;"><i>City of North Charleston</i> PO Box 62558 • North Charleston, SC • 29419-2558</p>		
	QUANTITY	10,000	15,000
UNIT PRICE			
EXTENDED PRICE			
ARTWORK, PROOFS & SET-UP FEE			
SHIPPING CHARGES – INSIDE DELEVERY			
SC SALES TAX @ 9%			
TOTAL COST			

DESCRIPTION	WINDOW LETTERHEAD ENVELOPES		
	<p>Quantity: 10,000 each, 15,000 each, 20,000 each per individual (No Digital File Available)</p> <p>Basic #10 with window on bottom left side</p> <p>Window begins 2.5 inch from top and 7/8 inch from left side</p> <p>Window size is 4.5 inch x 1.125 inch</p> <p>Stock: Standard, 24#, White</p> <p>Ink: PMS 282/0, No Bleeds</p> <p>Packaged 500 each per box / 2,500 each per case</p> <p>City of North Charleston PO Box 190016 · North Charleston, SC · 29419-9016</p> 		
QUANTITY	10,000	15,000	20,000
UNIT PRICE			
EXTENDED PRICE			
ARTWORK, PROOFS & SET-UP FEE			
SHIPPING CHARGES – INSIDE DELIVERY			
SC SALES TAX @ 9%			
TOTAL COST			

*****THE WINNING BIDDER MAY NOT PUT THEIR COMPANY NAME ON THE FORM FOR REORDER INFORMATION.**

VENDOR TO INDICATE ESTIMATED TIME OF DELIVERY _____

COMPANY SUBMITTING QUOTE: _____

COMPANY MAILING ADDRESS: _____

COMPANY PHONE NUMBER: _____ FAX NUMBER _____

COMPANY EMAIL ADDRESS: _____

SUBMITTED BY: _____
(Signature) (Typed or written name)

**CITY OF NORTH CHARLESTON RESIDENT VENDOR PREFERENCE
AFFIDAVIT**

Personally appeared before me _____ who, being duly sworn, certifies that the vendor identified in this bid response meets the following qualifications for the resident vendor preference: Has a principal place of business located within the corporate limits of the City of North Charleston. (A post office box or temporary construction or office trailer shall not be considered a place of business). Has a valid City of North Charleston business license and is in compliance with any state requirements or local ordinances regarding the type of business engaged in.

By this written claim bidder requests that the one percent (1%) resident vendor preference (not to exceed \$3,000.00) be exercised in consideration of contract award of this bid. Failure to complete and return this affidavit and a copy of your current City of North Charleston business license with your bid will result in not being eligible to receive the benefits of the resident vendor preference.

BUSINESS NAME: _____

NORTH CHARLESTON STREET ADDRESS: _____

SIGNATURE: _____ TITLE: _____

Sworn to and subscribed before me at _____ State of _____

this _____ day of _____ 20____.

Signature of Notary Public

Commission Expires

SUBCONTRACTORS

Listed below are the names, addresses, and South Carolina Contractor's license number of the proposed Subcontractors for review and approval by the Owner:

#1. Work to be subcontracted: _____

Name of subcontractor: _____

License Number: _____

Address: _____

#2 Work to be subcontracted: _____

Name of subcontractor: _____

License Number: _____

Address: _____

#3. Work to be subcontracted: _____

Name of subcontractor: _____

License Number: _____

Address: _____

A bidder or offerer shall submit, along with the bid, the name and the location of the place of business of each subcontractor who will perform work or render service to the prime contractor to or about the construction. No prime contractor whose bid is accepted shall substitute any person as subcontractor in place of the listed subcontractor, except with the consent of the owner, for good cause shown.

CERTIFICATION OF DRUG FREE WORKPLACE

The contractor certifies that he maintains a drug-free workplace and has or will establish a drug-free awareness program that informs employees about the dangers of workplace drug abuse; the contractor's intent to maintain a drug-free workplace; the existence of any available drug counseling, rehabilitation or employee assistance programs; and the penalties that may be imposed upon employees who abuse controlled substances in the workplace.

In the event of the Contractor's noncompliance with the drug free workplace certification of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contract awards with the City of North Charleston.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

CERTIFICATION OF NONSEGREGATED FACILITIES

The Bidder certifies that he does not maintain or provide for his employees any segregated facilities at any of his establishments, and that he does not permit his employees to perform their services at any location, under his control where segregated facilities are maintained. The Bidder certifies further that he will not maintain or provide for his employees any segregated facilities at any of his establishments, and that he will not permit his employees to perform their services at any location under his control where segregated facilities are maintained. The Bidder agrees that a breach of this certification will be a violation of the Equal Opportunity clause in any contract resulting from acceptance of this Bid. As used in this certification, the term "segregated facilities" means any waiting rooms, work areas, rest rooms and washrooms, restaurants, and other eating areas, time clocks, locker rooms and other storage or dressing areas, parking lots, drinking fountains, recreation or entertainment areas, transportation, and housing facilities provided for employees which are segregated by explicit directive or are in fact segregated on the basis of race, color, religion, or national origin, because of habit, local custom, or otherwise.

In the event of the Contractor's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the Contractor may be declared ineligible for further contract awards with the City of North Charleston.

NOTE: The penalty for making false statements in offers is prescribed in 18 U.S.C. 1001.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

CERTIFICATION REGARDING ILLEGAL IMMIGRATION

The contractor certifies that he/she will comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws (originally enacted as Section 3 of The South Carolina Illegal Immigration Reform Act, 2008 S.C. Act no. 280) and agrees to provide to the City upon request any documentation required to establish either: (a) that Title 8, Chapter 14 is inapplicable to you and your subcontractors or sub-subcontractors; or (b) that you and your subcontractors or sub-subcontractors are in compliance with Title 8, Chapter 14. Pursuant to Section 8-14-60, "A person who knowingly makes or files any false, fictitious, or fraudulent document, statement, or report pursuant to this chapter is guilty of a felony and, upon conviction, must be fined within the discretion of the court or imprisoned for not more than five years, or both." You agree to include in any contracts with your subcontractor's language requiring your subcontractors to (a) comply with the applicable requirements of Title 8, Chapter 14, and (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14.

By: _____

Title: _____

Date: _____

Official Address (including Zip Code) _____

City of North Charleston

PO Box 190016 • North Charleston, SC • 29419-9016

City of North Charleston

PO Box 62558 • North Charleston, SC • 29419-2558

Only a Black & White copy of Police envelope was available for this solicitation. Printing will be same color as other envelopes.

City of North Charleston

PO Box 190016 • North Charleston, SC • 29419-9016

