

CITY OF NORTH CHARLESTON
INFORMAL BID
PQ-02-17
REPLY TO FAX (843) 745-1083
OR EMAIL to watienza@northcharleston.org (Willie Atienza)

INFORMAL BID REQUEST: **ARTS FESTIVAL POST CARDS, BOOKLETS, AND POSTERS**

REQUESTED BY: **Kyle Lahm, Cultural Arts Director**

FOR TECHNICAL QUESTIONS PLEASE CONTACT: **Ann Simmons at 843-740-5848 or email at asimmons@northcharleston.org**

PRICE QUOTES MUST BE SUBMITTED BY: **Tuesday, February 28, 2017 @ 2:00 p.m.**

The City of North Charleston is requesting quotes for the City of North Charleston Cultural Arts Festival Post Cards, Booklets, and Posters. The City of North Charleston will forward the Art files to the awardee no later than Monday, March 20, 2017.

Please send all proofs to the attention of Ann Simmons, 843-740-5848; asimmons@northcharleston.org.

Bids may be **faxed** to (843) 745-1083, **hand delivered** to City of North Charleston, Purchasing Department, 2500 City Hall Lane, 3rd Floor, North Charleston, **mailed** to City of North Charleston, Purchasing Department, P O Box 190016, North Charleston SC 29419-9016 or **emailed** to watienza@northcharleston.org.

Emailed bids are acceptable and encouraged. Submit bid by completing Bid Form portion of this form and other required forms and **forward to the Purchasing Department at the above fax number or email address.**

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:

BID FORM
CERTIFICATION OF DRUG FREE WORKPLACE
CERTIFICATION OF NONSEGREGATED FACILITIES
CERTIFICATION REGARDING ILLEGAL IMMIGRATION
VENDOR PREFERENCE (IF APPLICABLE)

City of North Charleston
Purchasing Department
P O Box 190016
North Charleston SC 29419
Phone (843) 740-5892/5893
Fax (843) 745-1083

BID FORM

Firm: _____

Phone: _____ Fax _____

E-Mail _____

the City of _____ County of _____,

and State of _____, hereinafter called "Bidder".

This Bid shall be signed only by a person legally authorized to bind the Bidder to a Contract.

By: _____
Signature Print or Type Name

Title Date

PROJECT: ARTS FESTIVAL POST CARDS, BOOKLETS, AND POSTERS

INFORMAL BID NO: PQ-02-17

DATE ISSUED 2/15/17		THIS INQUIRY IMPLIES NO OBLIGATION ON THE PART OF THE CITY OF NORTH CHARLESTON		PRICE QUOTES TO BE SUBMITTED NOT LATER THAN 02/28/17 @ 2:00 P.M.	
ITEM NO.	QTY	DESCRIPTION		UNIT PRICE	EXTENDED AMOUNT
1.	500	Arts Festival Poster Pages: 1, Ink: 4/0 color process with bleeds, Stock: 80# Gloss Enamel Text, Trim Size: 12" x 18" plus bleeds			
2.	35,000	Arts Fest Program Booklet Cover – Pages: 4, Ink: 4/4 process with bleeds, Stock: 80# Gloss Enamel Text; Page Trim Size: 5.5" x 8.5" Text Pages – Pages: 32, Ink: Black Ink Only, Stock: 30# Newsprint or comparable, low-cost alternative (newsprint or sheet-fed offset), Page Trim Size: 5.5" x 8.5" Finishing - Saddle Stitch & Trim, Lot 1 to include an indicia printed on mailing panel Packaging - Booklets should be packed in cartons less than or equal to 15 lbs. and turned in manageable quantities for distribution			
3.	5,000	Arts Fest Post Card Pages: 2 (single panel printing front & back), Ink: 4/1 (process/black), Stock: 100# Gloss Enamel Cover, Trim Size: 4" x 6" plus bleeds			
Delivery for all items, to include ground level inside delivery			SHIPPING / DELIVERY		
SUBTOTAL					
SC SALES TAX @ 8.5%					
TOTAL COST					

GENERAL INFORMATION

This solicitation is intended to promote competition. If the language, specifications, terms and conditions, or any combination thereof restricts or limits the requirements in this solicitation to a single source, it shall be the responsibility of the interested vendor to notify the City of North Charleston, in writing, so as to be received five (5) days prior to the submission date. The solicitation may or may not be changed, but a review of such notification will be made prior to award.

AWARD OF BID:

Award of the Bid will be on an all or none basis. Bids will be analyzed and the award made to the lowest responsible, responsive Bidder whose Bid conforms to the specifications. The City shall be the sole judge of weights, given these factors. Selection of a Bid shall not imply the rejection of any other Bid. The City of North Charleston may reject any or all Bids without cause or explanation, and without incurring obligation to any Bidder.

TECHNICAL INFORMATION

- **The winning Bidder may not put their Company Name or Company Logo on any of the items.**
- **Art files will be supplied to the awardee no later than Monday, March 20, 2017.**
- **Please send all proofs to the attention of Ann Simmons, 843-740-5848; asimmons@northcharleston.org.**
- **Vendors Must Be Able To Meet The Delivery Deadline.**
- **Delivery date for ALL materials shall be no later than Monday, April 3, 2017.**

Posters, Postcards, and 26,500 booklets shall be delivered to:

North Charleston City Hall

2500 City Hall Lane

Cultural Arts Department, 2nd Floor

North Charleston, SC 29406

Contact Ann Simmons (843-740-5848; asimmons@northcharleston.org) to coordinate delivery.

8,500 booklet shall be delivered to:

Direct Marketers of Charleston

100 Columbus Street

Charleston, SC 29403

Contact John Pauldine (843-884-9147) to coordinate delivery.

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. The Resident Vendor Preference will only be applied in the event that more than one proposer's equipment is considered equal or suitable for use by the City, including delivery time and any other information obtained from responses, and either proposal would be advantageous to the City.

- a. 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.
- b. 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 bid. The percentage calculation is used only for award determination.
- c. 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%).
- d. The Resident Vendor Preference shall not exceed a total amount of \$3,000.00 for any one bid or proposal award.
- e. 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.

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

CERTIFICATION OF DRUG FREE WORKPLACE

The bidder 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 bidder'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 bidder'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 bidder 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 bidder's noncompliance with nondiscrimination clauses of this contract, this contract may be canceled, terminated, or suspended in whole or in part, and the bidder 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 subcontractors 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) _____
