



SEDGWICK COUNTY, KANSAS
DIVISION OF FINANCE
PURCHASING DEPARTMENT
525 N. Main, Suite 823 ~ Wichita, KS 67203
Phone: 316 660-7255 Fax: 316 383-7055

<http://www.sedgwickcounty.org/finance/purchasing.asp>

REQUEST FOR BID
16-0072
ON-CALL PRESS PRINTING SERVICES

July 27, 2016

Sedgwick County, Kansas (hereinafter referred to as "County") is seeking bids for On-Call Press Printing Services. If your firm is interested in submitting a response, please do so in accordance with the instructions contained within the attached Request for Bid.

Sincerely,

A handwritten signature in black ink that reads "Kimberly Evans". The signature is written in a cursive, flowing style.

Kim Evans
Purchasing Agent

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I. Purpose

Sedgwick County, located in south-central Kansas, is one of the most populous of Kansas' 105 counties with a population estimated at more than 508,000 persons. It is the sixteenth largest in area, with 1,008 square miles, and reportedly has the second highest per capita wealth among Kansas' counties. Organizationally, the County is a Commission/Manager entity, employs nearly 2,800 persons, and hosts or provides a full range of municipal services, e.g. – public safety, public works, criminal justice, recreation, entertainment, cultural, human/social, and education.

Sedgwick County is seeking bids for On-Call Press Printing Services. This contract will be utilized for projects which cannot be done in-house by the Sedgwick County Print Shop (Print Shop). This contract may be awarded to more than one vendor, at the county's discretion.

II. Submittals

Carefully review this Request for Bid. It provides specific technical information necessary to aid participating firms in formulating a thorough response. Should you elect to participate, submit one (1) original **AND** one (1) electronic copy (PDF/Word supplied on a flash drive) of the entire document with any supplementary materials to:

Kim Evans
Sedgwick County Purchasing Department
525 N. Main, Suite 823
Wichita, KS 67203

SUBMITTALS are due NO LATER THAN 1:45 p.m. CDT, TUESDAY, August 16, 2016. Responses must be sealed and marked on the lower left-hand corner with the firm name and address, bid number, and bid due date. **Late or incomplete responses will not be accepted and will not receive consideration for final award.**

Bid responses will be acknowledged and read into record at bid opening which will occur at 2:00 p.m. CDT, on the due date.

III. Scope of Work

1. All jobs accepted by vendor must come from the Sedgwick County Print Shop ONLY. No individual department orders should be accepted.
2. Vendor must provide proof for any job that requires typesetting to Print Shop for approval.
3. Vendor must send email confirmation upon receipt of each job request to Print Shop.
4. Vendor must send email confirming completion and delivery of items for each job to Print Shop for completion verification.
5. Vendor must provide all paper, envelopes and any other materials needed to complete the job unless otherwise provided by county. Separate pricing must be provided for any jobs which the county provides materials (See pricing attachment).
6. Print Shop must approve all supplies used by the vendor.
7. Vendor must provide artwork, negatives, dies, overlays or similar material used for a job unless otherwise agreed upon. This artwork shall become and remain the property of the county and be provided to the county upon request.
8. Vendor must be able to pick up artwork from Print Shop and then deliver completed jobs to the requesting department location.
9. Vendor shall deliver standard print jobs no later than 48 hours unless otherwise agreed upon. A penalty charge of 5% will be assessed for each two (2) business day periods over the deadline, unless approved by the Print Shop.
10. Vendor shall deliver copy jobs within 24 hours unless otherwise agreed upon.
11. The vendor shall deliver specialized jobs no later than five (5) to seven (7) working days, unless otherwise agreed upon. Specialized jobs are defined, but not limited to, envelopes, letterhead and carbonless forms. A penalty charge of 5% will be assessed for each work week (five days) over the deadline, unless approved by the Print Shop.

12. Vendor shall indicate charges which might be incurred for emergency/rush jobs. Emergency/rush jobs are defined as jobs requiring same day, next day or weekend service. The vendor shall allow a verbal request from the Print Shop for such orders that will be followed up with a Purchase Order.
13. Vendor must provide a monthly report of jobs completed and the quantity of materials used. The county reserves the right to charge a \$25.00 flat fee if no report is provided by the 10th business day of the subsequent month.
14. Vendor must provide notification via phone and email of any delays in service due to holiday schedules, outages, etc.
15. Vendor MUST use approved county logo for print jobs. If the vendor accepts and processes a job from any individual other than those authorized to request jobs, the county reserves the right to charge the vendor the full fee for reprints due to incorrect logo/design use.

IV. Sedgwick County's Responsibility

- Provide information, as legally allowed, in possession of the county, which relates to the county's requirements or which is relevant to this project.
- Designate a person to act as the County Contract Manager with respect to the work to be performed under this contract.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Kim Evans at Kimberly.j.evans@sedgwick.gov by 5:00 p.m. CDT August 1, 2016. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website at www.sedgwickcounty.org/finance/purchasing.asp, under view current RFQs and RFPs; to the right of the RFB number by 5:00 p.m. CDT August 4, 2016. Firms are responsible for checking the website and acknowledging any addendums on their bid response form.

B. Minimum Qualifications

This section lists the criteria to be considered in evaluating the ability of firms interested in providing the service(s) and/or product(s) specified in this Request for Bid. Firms must meet or exceed these qualifications to be considered for award. Bids submitted must reflect in detail their inclusion as well as the degree to which they can be provided. Any exceptions to the requirements listed should be clearly detailed in proposer's response.

Bidders shall:

1. Have proper certification(s) or license(s) for the services/product specified in this document.
2. Ensure that project work meets all local, state and federal laws, regulations and ordinances.
3. Have the capacity to acquire all required permits, bonds, escrows or insurances.
4. Provide appropriate project supervision and quality control procedures.
5. Have appropriate material, equipment and labor to perform job safely and efficiently. *All costs associated with meeting this requirement will be the sole responsibility of the vendor.*

C. Selection Criteria

An award will be made to the lowest responsible and responsive bidder(s) with proven experience in the printing industry. This experience will be evaluated by contacting references (as requested in Section VI).

END OF SECTION

D. [Request for Bid Timeline](#)

The following dates are provided for information purposes and are subject to change without notice. Contact the Purchasing Department at (316) 660-7255 to confirm any and all dates.

Distribution of Request for Bid to interested parties	July 27, 2016
Clarification, Information and Questions submitted in writing by 5:00 p.m. CDT	August 1, 2016
Addendum Issued	August 4, 2016
Sealed Bid due before 1:45pm CDT	August 16, 2016
Evaluation Period	August 17-31, 2016
Board of Bids and Contracts Recommendation	September 1, 2016
Board of County Commission Award	September 7, 2016

E. [Contract Period and Payment Terms](#)

A contractual period will begin following Board of County Commissioners (BoCC) approval of the successful firm(s) for three (3) years with two (2) one (1) year options to renew.

Either party may cancel its obligations herein upon thirty-day (30) prior written notice to the other party. It is understood that funding may cease or be reduced at any time, and in the event that adequate funds are not available to meet the obligations hereunder, either party reserves the right to terminate this agreement upon thirty (30) days prior written notice to the other. Payment will be remitted following receipt of monthly detailed invoice.

Payment and Invoice Provisions

http://www.sedgwickcounty.org/purchasing/payment_and_invoice_provisions.pdf

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured, except for professional liability, workers' compensation and employer's liability. Certificate shall be provided with bid/proposal submittals. Certificate shall remain in force during the duration of the project/services and will not be canceled, reduced, modified, limited, or restricted until thirty (30) days after County receives written notice of such change. All insurance must be with an insurance company with a minimum BEST rating of A-VIII and licensed to do business in the State of Kansas **(must be acknowledged on the bid/proposal response form)**.

NOTE: If any insurance is subject to a deductible or self-insured retention, written disclosure must be included in your proposal response and also be noted on the certificate of insurance.

It is the responsibility of Contractor to require that any and all approved subcontractors meet the minimum insurance requirements. Contractor shall obtain the above referenced certificate(s) of insurance, and in accordance with this Agreement, provide copies of such certificates to County.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$100,000.00
Commercial General Liability Insurance:	
Bodily Injury:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Property Damage:	
Workers' Compensation:	
Each Occurrence	\$500,000.00
Aggregate	\$500,000.00
Personal Injury:	
Each Occurrence	\$500,000.00
General Aggregate	\$500,000.00
Automobile Liability-Owned, Non-owned and Hired	

Each Occurrence Bodily Injury and Property damage	\$500,000.00
General Aggregate	\$500,000.00
Professional Liability If required	

G. [Indemnification](#)

To the fullest extent of the law, the provider, its subcontractor, agents, servants, officers or employees shall indemnify and hold harmless Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, from any and all claims brought by any person or entity whatsoever, arising from any act, error, or omission of the provider during the provider's performance of the agreement or any other agreements of the provider entered into by reason thereof. The provider shall indemnify and defend Sedgwick County, including, but not limited to, its elected and appointed officials, officers, employees and agents, with respect to any claim arising, or alleged to have arisen from negligence, and/or willful, wanton or reckless acts or omissions of the provider, its subcontractor, agents, servants, officers, or employees and any and all losses or liabilities resulting from any such claims, including, but not limited to, damage awards, costs and reasonable attorney's fees. This indemnification shall not be affected by any other portions of the agreement relating to insurance requirements. The provider agrees that it will procure and keep in force at all times at its own expense insurance in accordance with these specifications.

H. [Confidential Matters and Data Ownership](#)

The successful proposer agrees all data, records and information, which the proposer, its agents and employees, which is the subject of this bid, obtain access, remains at all times exclusively the property of Sedgwick County. The successful proposer agrees all such data, records, plans and information constitutes at all times proprietary information of Sedgwick County. The successful proposer agrees that it will not disclose, provide, or make available any of such proprietary information in any form to any person or entity. In addition, the successful proposer agrees it will not use any names or addresses contained in such data, records, plans and information for the purpose of selling or offering for sale any property or service to any person or entity who resides at any address in such data. In addition, the successful proposer agrees it will not sell, give or otherwise make available to any person or entity any names or addresses contained in or derived from such data, records and information for the purpose of allowing such person to sell or offer for sale any property or service to any person or entity named in such data. Successful proposer agrees it will take all reasonable steps and the same protective precautions to protect Sedgwick County's proprietary information from disclosure to third parties as with successful proposer's own proprietary and confidential information. Proposer agrees that all data, regardless of form that is generated as a result of this Request for Bid is the property of Sedgwick County.

I. [Bid Conditions](#)

http://www.sedgwickcounty.org/purchasing/pdf_files/Bid%20Terms%20%20Conditions.pdf

General Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/General%20Contractual%20Provisions.pdf

Mandatory Contract Provisions

http://www.sedgwickcounty.org/purchasing/pdf_files/Mandatory%20Contractual%20Provisions.pdf

Sample Contract

http://www.sedgwickcounty.org/purchasing/pdf_files/Sample%20Contract.pdf

VI. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Completed pricing sheet (attachment A)
3. Completed and signed Bid Response Form.
4. Provide three (3) references with contact name, phone number and email address that the county can contact to evaluate quality and performance for previous clients. **At least one reference is preferred to be a public sector entity (city, county, school district, state, etc.)**

END SECTION

VII. Response Form

**REQUEST FOR BID
16-0072
ON-CALL PRESS PRINTING SERVICES**

The undersigned, on behalf of the Bidder, certifies that: (1) this offer is made without previous understanding, agreement or connection with any person, firm, or corporation submitting a bid on the same project; (2) is in all respects fair and without collusion or fraud; (3) the person whose signature appears below is legally empowered to bind the firm in whose name the bidder is entered; (4) they have read the complete Request for Bid and understands all provisions; (5) if accepted by the County, this bid is guaranteed as written and amended and will be implemented as stated; and (6) mistakes in writing of the submitted bid will be their responsibility.

NAME _____

DBA/SAME _____

CONTACT _____

ADDRESS _____ **CITY/STATE** _____ **ZIP** _____

PHONE _____ **FAX** _____ **HOURS** _____

STATE OF INCORPORATION or ORGANIZATION _____

COMPANY WEBSITE ADDRESS _____ **E-MAIL** _____

NUMBER OF LOCATIONS _____ **NUMBER OF PERSONS EMPLOYED** _____

TYPE OF ORGANIZATION: Public Corporation _____ Private Corporation _____ Sole Proprietorship _____

Partnership _____ Other (Describe): _____

BUSINESS MODEL: Small Business _____ Manufacturer _____ Distributor _____ Retail _____

Dealer _____ Other (Describe): _____

Not a Minority-Owned Business: _____ **Minority-Owned Business:** _____ (Specify Below)

___ African American (05) ___ Asian Pacific (10) ___ Subcontinent Asian (15) ___ Hispanic (20)

___ Native American (25) ___ Other (30) - Please specify _____

Not a Woman-Owned Business: _____ **Woman-Owned Business:** _____ (Specify Below)

___ Not Minority -Woman Owned (50) ___ African American-Woman Owned (55)

___ Asian Pacific-Woman Owned (60) ___ Subcontinent Asian-Woman Owned (65) ___ Hispanic Woman Owned (70)

___ Native American-Woman Owned (75) ___ Other – Woman Owned (80) – Please specify _____

ARE YOU REGISTERED TO DO BUSINESS IN THE STATE OF KS: _____ Yes _____ No

INSURANCE REGISTERED IN THE STATE OF KS WITH MINIMUM BEST RATING OF A-VIII: _____ Yes _____ No

☐ Yes, I would like to be on the emergency vendor list. ☐

☐ No, I would not like to be on the emergency vendor list.

After Hours Phone #: _____ **Emergency Contact Name:** _____

After Hours Fax #: _____

ACKNOWLEDGE RECEIPT OF ADDENDA: All addendum(s) are posted to our RFQ/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document by going to www.sedgwickcounty.org/finance/purchasing.asp .

NO. _____, DATED _____; NO. _____, DATED _____; NO. _____, DATED _____

In submitting a response to this document, vendor acknowledges acceptance of all sections of the entire document and has clearly delineated and detailed any exceptions.

Signature _____ Title _____

Print Name _____ Dated _____

16-0072

Sedgwick County....Working for You

Pricing Sheet
RFB 16-0072

Line Item	Description	Estimated Quantity (annual)	Unit Price (per 1,000) Virgin Stock
1	Four (4) color logo letterhead, shell only Paper-8 ½ X 11, white, 24#, 25% cotton, laser imaging Logo: Four (4) color process-cyan, magenta, yellow, black.	100,000	\$
2	Letterhead stationary using printed shells (Specifications as item 1).	Text ink: Black 21,500 1-color 27,700 2-color 1,500	 \$ \$ \$
3	Letterhead stationary no shells Paper- 8 ½ x 11, white, 20#, 25% cotton laser imaging.	Text ink: Black 10,000 2-color 5,000	 \$ \$
4	Letterhead stationary no shells Paper- 8 ½ x 11, white, 20#.	Text ink: Black 10,000 1-color 25,000 2-color 10,000	 \$ \$ \$
ENVELOPES			
5	Logo Only Size/Paper-#10, 24#, white, 25% cotton logo	Text ink: Four (4) color process- cyan, magenta, yellow, black 30,000	 \$
6	Letterhead envelopes using printed shells (as specified in item 5).	Text ink: 1-color 10,000	 \$
7	Size/paper: #10, 24#, white, regular	Text ink: Black 100,000 1 side 2 sides 1 color 100,000 1 side 2 sides 2 color 5,000 1 side 2 sides	 . \$ \$. \$ \$. \$ \$

8	Size/paper: #10, 24#, white, window	Text ink: Black 250,000 1 side 2 sides 1 color 125,000 1 side 2 sides 2 color 5,000 1 side 2 sides	. \$ \$. \$ \$. \$ \$
9	Size/paper: #10, 24#, white, regular, simple seal	Text ink: Black one side 10,000	 \$
10	Size/paper: #10, 24#, white, regular, simple seal	Text ink: 1 color one side 5,000	 \$
11	Size/Paper: #10, 24#, white, window, simple seal	Text ink: Black one side 5,000	 \$
12	Size/Paper: #10, 24#, white, window, simple seal	Text ink: 1-color, one side 1-color, two sides	 \$ \$
13	Size/Paper: #10, 24#, White, Regular, Simple Seal, Security	Text ink: Black 1-side 5,000	 \$
14	Size/Paper: #10, 24#, White, Regular, Simple Seal, Security	Text ink: 1-color, 1-side 5,000	 \$
15	Size/Paper: #10, 24# White, Window, Simple Seal, Security	Text ink: Black 1-side 5,000	 \$
16	Size/Paper: #10, 24# White, Window, Simple Seal, Security	Text ink: 1-color, 1-side 5,000	 \$
17	Size/Paper: #9, Policy Brownkraft	Text ink: Black 10,000 1 side 2 sides	 \$ \$

18	Size/Paper: #9, 24#, White, Regular	Text ink: Black 45,000 1 side 2 sides 1 color 30,000 1 side 2 sides 2 color 10,000 1 side 2 sides	. \$ \$. \$ \$. \$ \$
19	Size/Paper: #11, 24#, White, Regular	Text ink: 1 color, 1 side 1 color, 2 sides	\$ \$
20	Size/Paper: #11, 24#, White Window	Text ink: 1 color 30,000 2 color 5,000	\$ \$
21	Size/Paper: 6 x 9 Booklet	Text ink: Black 7,500 1 side 2 sides	\$ \$ \$
22	Size/Paper: 6 X 9 Window Booklet	Text ink: Black 5,000	\$
23	Size/Paper: 9 x 11, Tyvek-imprinted only, stock provided	Text ink: Black, 1 side, 10,000	\$
24	Size/Paper: A-2 Invitation Envelope White Linen	Text ink: Four (4) color logo process, 1 side, 10,000	\$
25	Size/Paper: 6.5 x 9.5 Booklet	Text ink: 1 color 1,000	\$
26	Size Paper: 6 3/4	Text ink: 1 color 5,000	\$
Certificates			
27	Paper: 8 ½ X 11, #34625 Goes Border	Text ink: Black, 1 side, 1,000	\$
28	Paper: 8 ½ x 11 70# White Offset	Text ink: Three (3) color job, black, red and gold, 1 side, 1,000	\$
29	Paper: 8 ½ x 11 24# White or 70# White Offset	Text ink: Border copper 1,000 PMS 873 gold 1,000	. \$ \$

30	Paper: 8 ½ x 11 80# White Offset	Text ink: Border copper 1,000 PMS 873 gold 1,000	. \$ \$
Carbonless pre-collated black transfer image			
31	Paper: 8 ½ x 11 20# coated front and back	Standard 3 part 1,000 sheets Standard 4 part 1,500 sheets	. \$ \$
Carbonless non pre-collated			
32	Paper: 8 ½ x 11 20# color sequence: any	Coated: Front Back Front & Back 15,000 sheets	 \$ \$ \$.
Carbonless four-part straight			
33	Paper: 8 ½ x 11 20#	Text ink: Black 1,500 sheets	 \$
Carbonless five-part reverse			
34	Paper: 8 ½ x 11, 20# Color Sequence: White; Canary; Pink; Gold; manila tag	Text ink: Black 1 side 2 sides	 \$ \$
Miscellaneous			
35	Typesetting	\$	
36	Set-up	\$	
37	Color wash (other than black)	\$	