



SEDGWICK COUNTY, KANSAS

DIVISION OF FINANCE

Purchasing Department

100 N. Broadway, Suite 610 ~ Wichita, KS 67202

Phone: 316 660-7255 Fax: 316 660-1839

[https://www.sedgwickcounty.org/finance/purchasing/
requests-for-bid-and-proposal/](https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/)

REQUEST FOR BID

RFB #22-0041

ON-CALL PRESS PRINTING SERVICES

November 18, 2022

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. Responses are due no later than 1:45 pm CST, December 20, 2022.

All contact concerning this solicitation shall be made through the Purchasing Department. Bidders shall not contact county employees, department heads, using agencies, evaluation committee members or elected officials with questions or any other concerns about the solicitation. Questions, clarifications and concerns shall be submitted to the Purchasing Department in writing. Failure to comply with these guidelines may disqualify the Bidder's response.

Sincerely,

**Jaimee Witmer
Purchasing Agent**

JW/ch

Table of Contents

- I. [Purpose](#)
- II. [Submittals](#)
- III. [Scope of Work](#)
- IV. [Sedgwick County's Responsibilities](#)
- V. [Bid Terms](#)
 - A. [Questions and Contact Information](#)
 - B. [Minimum Firm Qualifications](#)
 - C. [Evaluation Criteria](#)
 - D. [Request for Bid Timeline](#)
 - E. [Contract Period and Payment Terms](#)
 - F. [Insurance Requirements](#)
 - G. [Indemnification](#)
 - H. [Confidential Matters and Data Ownership](#)
 - I. [Bid Conditions](#)
- VI. [Required Response Content](#)
- VII. [Response Form](#)
- VIII. [Price Sheet](#)

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 514,000 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, in accordance with the specifications outlined, for various departments.

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, please email the entire document with supplementary materials to:

Purchasing@sedgwick.gov

SUBMITTALS are due **NO LATER THAN 1:45 pm CST, TUESDAY, December 20, 2022**. If there is any difficulty submitting a response electronically, please contact the Purchasing Technicians at purchasing@sedgwick.gov for assistance. Late or incomplete responses will not be accepted and will not receive consideration for final award. If you choose to send a hard copy of your bid, Sedgwick County will not accept submissions that arrive late due to the fault of the U.S. Postal Service, United Parcel Service, DHL, FedEx, or any other delivery/courier service.

Bid responses will be acknowledged and read into record at Bid Opening, which will occur at 2:00 pm CST, on the due date. We will continue to have Bid Openings for the items listed currently. If you would like to listen in as these bids are read into the record, please dial our Meet Me line @ (316) 660-7271 at 2:00 pm.

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 seven (7) working days 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 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 (5) 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 Responsibilities

- 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.
- County reserves the right to make inspections at various points of the project. Contractor agrees to openly participate in said inspections and provide information to the county on the progress, expected completion date and any unforeseen or unexpected complications in the project.

V. Bid Terms

A. Questions and Contact Information

Any questions regarding this document must be submitted in writing to Jaimee Witmer at Jaimee.Witmer@sedgwick.gov by 5:00 pm CST, December 2, 2022. Any questions of a substantive nature will be answered in written form as an addendum and posted on the purchasing website <https://www.sedgwickcounty.org/finance/purchasing/requests-for-bid-and-proposal/> under the Documents column associated with this bid number by 5:00 pm CST, December 9, 2022. Firms are responsible for checking the website and acknowledging any addenda on their bid response form.

B. Minimum Firm 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. Evaluation Criteria

An award will be made to the lowest responsible and responsive bidder.

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	November 18, 2022
Clarification, Information and Questions submitted in writing by 5:00 pm CST	December 2, 2022
Addendum Issued by 5:00 pm CST	December 9, 2022
Sealed Bid due before 1:45 pm CST	December 20, 2022
Board of Bids and Contracts Recommendation	January 5, 2023
Board of County Commission Award	January 11, 2023

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.

County 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

<https://www.sedgwickcounty.org/media/55477/payment-and-invoice-provisions.pdf>

F. [Insurance Requirements](#)

Liability insurance coverage indicated below must be considered as primary and not as excess insurance. If required, Contractor's professional liability/errors and omissions insurance shall (i) have a policy retroactive date prior to the date any professional services are provided for this project, and (ii) be maintained for a minimum of three (3) years past completion of the project. Contractor shall furnish a certificate evidencing such coverage, with County listed as an additional insured including both ongoing and completed operations, except for professional liability, workers' compensation and employer's liability. **Certificate shall be provided prior to award of contract.** 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.

Workers' Compensation:	
Applicable coverage per State Statutes	
Employer's Liability Insurance:	\$500,000.00
Commercial General Liability Insurance (on form CG 00 01 04 13 or its equivalent):	
Each Occurrence	\$1,000,000.00
General Aggregate, per project	\$2,000,000.00
Personal Injury	\$1,000,000.00
Products and Completed Operations Aggregate	\$2,000,000.00
Automobile Liability:	
Combined single limit	\$500,000.00
Umbrella Liability:	
Following form for both the general liability and automobile	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Professional Liability/ Errors & Omissions Insurance:	
<input checked="" type="checkbox"/> Required / <input type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00
Pollution Liability Insurance:	
<input type="checkbox"/> Required / <input checked="" type="checkbox"/> Not Required	
Each Claim	\$1,000,000.00
Aggregate	\$1,000,000.00

Special Risks or Circumstances:

Entity reserves the right to modify, by written contract, these requirements, including limits, based on the nature of the risk, prior experience, insurer, coverage, or other special circumstances.

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 bidder agrees all data, records and information, which the bidder, 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 bidder 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 bidder 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

<https://www.sedgwickcounty.org/media/31339/bid-terms-conditions.pdf>

General Contract Provisions

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

Mandatory Contract Provisions

<https://www.sedgwickcounty.org/media/31336/mandatory-contractual-provisions.pdf>

Independent Contractor

<https://www.sedgwickcounty.org/media/54780/independent-contractor-addendum.pdf>

Sample Contract

<https://www.sedgwickcounty.org/media/39236/sample-contract.pdf>

Federal Certifications Addendum Sedgwick County

<https://www.sedgwickcounty.org/media/59719/federal-certifications-addendum-updated-for-changes-to-ug-11-12-2020-no-signature-line.pdf>

Suspension and Debarment

<https://www.sedgwickcounty.org/finance/purchasing/suspension-and-debarment/>

VI. Required Response Content

Bid response should include the following:

1. Any exclusions clearly delineated.
2. Sample invoice.
3. Completed and signed Bid Response Form.
4. Proof of insurance
5. 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 (1) reference is preferred to be a public sector entity (city, county, school district, state, etc.**
6. Those responses that do not include all required forms/items may be deemed non-responsive.

VII. Response Form

**REQUEST FOR BID
RFB #22-0041
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

DUNS NUMBER: _____ **SAM NUMBER:** _____

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 RFB/RFP web page and it is the vendor's responsibility to check and confirm all addendum(s) related to this document.

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 _____

VIII. [Price Sheet](#)

**REQUEST FOR BID
RFB #22-0041
ON-CALL PRESS PRINTING SERVICES**

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
Letterhead			
1	Four (4) Color Logo Letterhead, Paper-8 ½ X 11, White, 24#, 25% Cotton, Laser Imaging	Text Ink:	
		Four (4) Color Process 4/0 Cyan, Magenta, Yellow, Black 50,000	\$
Envelopes			
2	Return Address Size/Paper: #10, 24#, White, 25% Cotton, Regular	Text Ink:	
		Four (4) Color Process 4/0 Cyan, Magenta, Yellow, Black 30,000	\$
3	Size/Paper: #10, 24#, White, Regular	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 5,000	
		1 Side 2/0	\$
		2 Sides 2/2	\$
		4-Color 20,000	
		1 Side 4/0	\$
		2 Sides 4/4	\$
		4	Size/Paper: #10, 24#, White, Window
Black 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
1-Color 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
2-Color 5,000			
1 Side 2/0	\$		
2 Sides 2/2	\$		
4-Color 20,000			
1 Side 4/0	\$		
2 Sides 4/4	\$		

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
5	Size/Paper: #10, 24#, White, Regular, Security	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 5,000	
		1 Side 2/0	\$
		2 Sides 2/2	\$
		4-Color 20,000	
		1 Side 4/0	\$
		2 Sides 4/4	\$
		6	Size/Paper: #10, 24# White, Window, Security
Black 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
1-Color 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
2-Color 5,000			
1 Side 2/0	\$		
2 Sides 2/2	\$		
4-Color 20,000			
1 Side 4/0	\$		
2 Sides 4/4	\$		
7	Size/Paper: #9, Policy Brown Kraft		
		Black 10,000	
		1 Side	\$
		2 Sides	\$

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
8	Size/Paper: #9, 24#, White, Regular	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 5,000	
		1 Side 2/0	\$
		2 Sides 2/2	\$
		4-Color 20,000	
		1 Side 4/0	\$
		2 Sides 4/4	\$
		9	Size/Paper: #11, 24#, White, Regular
Black 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
1-Color 100,000			
1 Side 1/0	\$		
2 Sides 1/1	\$		
10	Size/Paper: #11, 24#, White, Window	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		1-Color 100,000	
		1 Side 1/0	\$
2 Sides 1/1	\$		
11	Size/Paper: 6 x 9 Booklet Envelope, White	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		Three (3) Color Process Black, Red, and Gold 1 Side, 1,000	\$

Line Item	Description	Estimated Quantity (Annual)	Unit Price (Per 1,000) Virgin Stock
12	Size/Paper: 6 X 9 Window Booklet Envelope, White	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		2 Sides 1/1	\$
		2-Color 100,000	
		1 Side 1/0	\$
13	Size/Paper: A-2 Invitation Envelope, White Linen	Text Ink:	
		Black 100,000	
		1 Side 1/0	\$
		4-Color 100,000	
		1 Side 4/0	\$
		14	Size/Paper: 6.5 x 9.5 Booklet Envelope, White
Black 100,000			
1 Side 1/0	\$		
2-Color 100,000			
1 Side 2/0	\$		
15	Size Paper: 6 ¾ Envelope, White		
		Black 100,000	
		1 Side 1/0	\$
		2-Color 100,000	
		1 Side 2/0	\$
		Carbonless Five-Part Reverse	
16	Paper: 8 ½ X 11, 20# Color Sequence: White; Canary; Pink; Gold; Manila Tag	Text Ink:	
		Black, 1 Side	\$
Miscellaneous			
17	Typesetting	\$	
18	Set-up	\$	
19	Color Wash (Other Than Black)	\$	