

REQUEST FOR QUOTATION
SUBMIT BID TO
PURCHASING DIVISION
SHAWNEE COUNTY COURTHOUSE
Room 201
Topeka, Kansas 66603

QUOTATION NO.	002-19	VENDOR_____
DATE MAILED	01-02-19	ADDRESS_____
CLOSING 2:00 P.M.	01-18-19	PHONE_____

THIS IS NOT AN ORDER

1. In communications always refer to the above quotation number.
2. In order to receive consideration, one copy of this request for quotation with your bid properly filled in must be signed and returned by the specified closing date.
3. All prices and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Contracts or purchase orders resulting from this quotation may not be assigned without written prior consent of the Purchasing Division.
5. The Purchasing Division reserves the right to accept or reject any part of, or all of, any bid or proposal.
6. All prices quoted are to be less Federal Excise Tax and Kansas Sales Tax.
7. Failure to respond to RFQ may result in termination of future mailings.
8. Price quoted shall remain firm for thirty (30) days after bid closing date.

ITEM AND DESCRIPTION

Shawnee County is soliciting sealed bids for printing the Parks + Recreation catalog known as 'The Guide' per the following minimum specifications.

Bid results will not be given over the telephone. Results may be obtained by attending the public bid opening or by sending a self addressed stamped envelope to the Purchasing Division with your request for bid tabulation. Bid results will be posted on our website at our earliest convenience.
www.snco.us/purchasing/bid_results.asp

NOTE: If your company resides in a locale which has a local preference law, please state what that preference is _____. If there is no preference in your locale please answer by stating NONE. **FAILURE TO RESPOND TO THIS PART OF THE SPECIFICATION MAY RESULT IN REJECTION OF YOUR BID.**

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NONDISCRIMINATION: Shawnee County is committed to the concept of equal employment opportunity. All bidders and contractors are expected to comply with the provisions of K.S.A. 44-1030 and 44-1031, copies of which are attached and shall be a part of this contract and other applicable Federal and Kansas laws governing equal employment opportunity.

In accordance with K.S.A 44-1030, vendor hereby agrees to the following:

- A. He or she will observe the provision of the Kansas Commission on Human Rights and will not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex, national origin, ancestry, or physical disability.
- B. In all solicitations or advertisements for employees, he or she will include the phrase, "Equal Opportunity Employer", or a similar phrase to be approved by the Kansas Commission on Human Rights
- C. If he or she fails to comply with the manner in which he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Shawnee County, Kansas
- D. If he or she is found guilty of a violation of the Kansas Act Against Human Rights under a decision, or order of the Kansas Commission on Human Rights which has become final, he or she will be deemed to have breached the present contract, and it may be canceled, terminated, or suspended, in whole or in part, by Shawnee County, Kansas; and,
- E. He or she will include the provisions of subsections (a) through (d) inclusively of this paragraph in every subcontract or purchase order so that such provision will be binding upon such subcontractor of vendor.

BID FORMS: Bid forms are to be completed, signed and returned to Shawnee County Purchasing Department, 200 SE 7th St., Room 201, Topeka, KS 66603. Bids shall be submitted on or before the date and time set for closing of bids. Bids must be securely sealed in an envelope addressed and marked on the outside with the name and address of bidder, quotation number and closing date in the lower left-hand corner. Bids by telephone or telegraph, or facsimile will not be accepted.

SIGNATURE OF BIDS: Each bid must show in the space provided the complete business or mailing address of the bidder and must be signed by him with his usual signature.

CLOSING DATE: Sealed bids will be received until 2:00 p.m. CST, on the scheduled closing date at which time they will be opened and publicly read. The time clock stamp in the Purchasing Department will conclusively determine the time of receipt. Bids received after the scheduled closing time will not be considered. Bids that do not carry proper identification may be rejected. The Purchasing Division will accept no responsibility for the premature opening of a bid not properly identified on the outside of the envelope.

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MODIFICATION OF BIDS: Bids already submitted may be modified by letter or telegraph provided modification request is received in the Purchasing Division prior to the time set for closing of bids.

WITHDRAWAL OF BIDS: Bids already submitted may be withdrawn upon proper identification of bidder and provided request is received prior to time of closing. Negligence on the part of the bidder in preparing the bid confers no right for the withdrawal after the time set for closing of bids.

NOTICE TO SUCCESSFUL BIDDERS: The successful bidder will be notified by letter or telephone as soon as possible after bids have been opened, tabulated, and analyzed.

NOTICE TO UNSUCCESSFUL BIDDERS: Unsuccessful bidders will not be notified.

All bids received on or before the specified bid closing time and date shall be publicly opened, read aloud and properly recorded on the bid tabulation sheet. Subsequent to the bid opening, all bids shall be thoroughly evaluated and a determination made as to their compliance with applicable specifications. The appropriate County department heads and the architect or engineer as applicable shall make this determination jointly. Upon completion of the above determination, an analysis of all bids submitted shall be prepared and formally presented to the Board of County Commissioners for acceptance and approval of the lowest and/or best bid. The Board of County Commissioners reserves the right to accept or reject any and/or all bids and to waive any irregularities or informalities therein.

If additional information is required, please contact Mike McLaughlin, 785-251-6880. Or email him at Mike.Mclaughlin@sncos.us.

Michele Hanshaw, Purchasing Specialist

SHOW TERMS _____

DELIVERY WILL BE MADE _____

F.O.B. _____

SIGNED _____

TITLE _____

PHONE NO. _____ FAX _____

EMAIL _____

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‘The Guide’ Brochure Specifications
Summer, Fall, Winter/Spring

A bid for a text of 24 pages and 4-page cover, and bids for additional four (4) page units. Printing shall include the paper stock, inks, labor, equipment and materials necessary to print from electronic files and to print 17,000 copies each of the Summer (2019), Fall (2019) and Winter/Spring 2019/2020 issues. Please submit printing samples of your work along with your bid.

Catalog Description:

Pages: 28 total
Cover: 4-page, 70-lb. coated gloss
Open Size: 11" x 17"
Fold Size: 8½" x 11"
Trimmed: On three sides; 2 short and 1 long
Stitched: Two stitches on the untrimmed long side
Inks: Cover – full color process. Text – full color

Art: Catalog pages will be provided electronically in PDF file.

Stock: 24 pages text; 50# white, uncoated. Cover; 70# coated gloss; Vendor shall include a sample of the proposed stock with bid and indicate brand of paper.

Production Schedule: The County and printer shall establish a workable production schedule after the contract has been awarded. The printer should be capable of producing the brochures in 14 days or less: 10 working days from the time the printer receives the file until the time the brochure is mailed.

Press Check: The Printer must be able to provide the County with at least one (1) set of “colored proofs” and a press check before printing.

Finishing: The Printer must fold, stitch trim and stack in bundles of 50 to 100 according to a distribution list supplied by the County.

Quantity: 17,000.

Bids should be submitted for the Summer, Fall and Winter/Spring issues of The Guide.

Distribution: The printer will deliver catalogs to the following locations:

- Shawnee County Parks + Recreation Administration Office, 3137 SE 29th 66605
- Shawnee County Parks + Recreation Administrative Annex, 1800 SE 21st 66607
- Shawnee North Community Center, 300 NE 43rd St 66617
- Central Park Community Center, 1534 SW Clay 66604
- Crestview Community Center, 4801 SW Shunga Dr. 66614
- Garfield Community Center, 1600 NE Quincy 66608
- Hillcrest Community Center, 1800 SE 21st St. 66607
- Oakland Community Center, 801 NE Poplar 66616
- Old Prairie Town, 124 N. Fillmore 66606
- Topeka Shawnee County Public Library 1515 SW 10th Ave. 66604

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DELIVERY: Prices quoted shall be F.O.B. County of Shawnee. Seller agrees to contact designated County personnel one week before delivery of first load. Bidder shall state, as a condition of the bid, the period of time required between issuance of purchase order, and the start of delivery.

SCHEDULE OF PRICES

Item Being Bid	Quantity	TOTAL BID PRICE
Summer (2019)	17,000	\$ _____
Fall (2019)	17,000	\$ _____
Winter/Spring (2019/20)	17,000	\$ _____
Additional orders	per 1,000	\$ _____

Best & Firm Delivery _____

COMPANY or FIRM NAME

BY: _____

Please submit the original and a copy of your bid along with printing samples of your work.

PLEASE SUBMIT THIS AS THE FIRST PAGE OF YOUR BID

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44-1030

Mandatory provisions applicable to contracts of the state and other political subdivisions; cancellation, when; application to subcontract; non-application to certain contract. (a) Except as provided by subsection (c) of this session, every contract for or on behalf of the state or any county or municipality or other political subdivision of the state or any agency of or authority created by any of the foregoing, for the construction, alteration or repair of any public building or public work or for the acquisition of materials, equipment, supplies or services shall contain provisions by which the contractor agrees that:

1. The contractor shall observe the provisions of the Kansas act against discrimination and shall not discriminate against any person in the performance of work under the present contract because of race, religion, color, sex physical handicap unrelated to such person's ability to engage in the particular work, national origin or ancestry.
2. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by the commission.
3. If the contractor fails to comply with the manner in which the contractor reports to the commission in accordance with the provisions of K.S.A. 44-1032, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, whole or in part, by the contracting agency
4. If the contractor is found guilty of a violation of the Kansas act against discrimination under a decision or order of the commission which has become final, the contractor shall be deemed to have breached the present contract and it may be cancelled, terminated or suspended, in whole or in part, by the contracting agency.
5. The contractor shall include the provisions of paragraphs one (1) through four (4) inclusively o this sub-section (a) in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor. (b) The Kansas commission on civil rights shall not be prevented hereby from requiring reports of contractors found to be not in compliance with the Kansas act against discrimination. (c) The provisions of this section shall not apply to a contract entered into by a contractor: (1) Who employs fewer than four (4) employees during the term of such contract; or (2) Whose contracts with the governmental entity letting such contract cumulatively total five thousand dollars (\$5,000) or less during the fiscal year of such governmental entity.

44-1031. Same; personnel to be used in performing contracts; reports; non-application to certain contractors. Every person, as defined in subsection (a) of K.S.A. 44-1002, who wishes to enter into a contract which is covered by the provisions of K.S.A. 44-1030 shall upon request of the commission, inform the commission in writing of the manner in which such person shall recruit and screen personnel to be used in performing the contract. The report shall be made on forms to be supplied by the commission. The provisions of K.S.A. 44-1030 and of this section shall not apply to any contractor who has already complied with the provisions of such sections by reason of holding a contract with the federal government or a contract involving federal funds.

History: L.1972, ch.184, & 15; L. 1975, ch. 264, & 8; L. 1977, ch. 183, & 2; July 1.