

ROCHESTER COMMUNITY SCHOOLS

August 12, 2021

Request for Bids

Rochester Community Schools invites you to provide a bid for a **Printing of Community Education Program Guide** as per the specifications set forth herein or equivalent.

Bid Information and Requirements for Acceptance:

All bids, required forms, and pricing shall be submitted electronically on BidNet Direct (<https://www.bidnetdirect.com>) no later than 2:00 p.m., local time, Thursday, September 2, 2021 (the "Due Date".) No oral, telephonic, or facsimile proposals will be considered.

RCS will not consider or accept any late Bids received after the Due Date specified within the RFB. It is the sole responsibility of the Bidder to ensure their bid is entered completely and forms are uploaded on BidNet Direct before the closing date and hour indicated within the RFB. Bidders shall plan ample time to respond to all requirements and input all requirements. RCS is not responsible for any delivery delays.

Included in your response shall be one (1) of each of the following forms:

- Vendor Information Form, signed
- Vendor Price Quotation
- Detailed Pricing on Vendor's Company Form, inclusive of the specifications provided in Attachment A
- Iran Economic Sanctions Certification Form, signed
- Familial Disclosure Statement Form, signed and notarized

Designated forms above must be submitted online (print, sign, scan & attach) by due date and time to: <https://www.bidnetdirect.com>.

Bidder's Instructions:

1. The price quoted on the Vendor Price Quotation must be net. Discounts, rebates, and allowances will be used as criteria of evaluation, but must be stated separately on the Vendor Price Quotation.
2. The buyer has the right to cancel a purchase order if the terms and conditions set forth herein are not met.
3. Prices bid are to include shipment delivered to the U.S. Post Office as specified.
4. All purchases are to be exempt from all taxes including State and Federal taxes. An exemption certificate will be furnished upon request.
5. Bids must meet or exceed all specifications herein. Any deviations from the specifications set forth must be clearly detailed on the bid proposal form; otherwise, it will be considered that items offered are in strict compliance with the specifications, and successful bidder will be held responsible therefor.

6. The Board of Education reserves the right to accept any item in the bid; to accept or reject any or all bids; to waive any informality herein; or for reasons of establishing uniformity, to award the contract to other than the low bidder.
7. This bid is made without any previous understanding or agreement with any other person, firm or corporation making a bid for the same purpose, and is in all respects fair and without collusion or fraud.
8. No member of Rochester Community Schools Board of Education, City, State or any officer, employee or person whose salary is payable in whole or in part from the treasury of said Board of Education is directly or indirectly interested in this bid or in the supplies, materials, equipment, work, services or any portion of the profits thereof to which it relates.
9. All Bids shall be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the owner(s) or any employee of the Bidder and any member of the Board of Education of the School District or the Superintendent of the School District. In addition the Bid must include the signed Iran Economic Sanctions Certification. Bids that do not include the sworn and notarized Familial Relationship disclosure statement and the signed Iran Economic Sanctions Certification will not be consider by the Board of Education.
10. Any manufacturers' names, brand names, trade names, or catalog numbers used in the specification are there for the purpose of establishing and describing general performances and quality levels. Such references are not intended to be restrictive, and bids are invited on these and comparable brands or products of any manufacturer.
11. Vendor shall not during the contract assign, transfer or subcontract any part of agreement to any other supplier.
12. The vendor shall agree to a "Hold Harmless" clause concerning the process, selection criteria, award, and contract as entered into with RCS.

13. SOLE BIDDER

- A. It is the District's intent that this Request for Bids permit competition. It shall be the bidder's responsibility to advise Rochester Community Schools, in writing, if any language, requirements, scope specifications, etc., or any combinations thereof, inadvertently restricts or limits the requirements stated in this Invitation to Bid to a single source. Rochester Community Schools shall receive such notification no later than five (5) days prior to the date set for acceptance of bids.
- B. If only one bid is received in response to the RFB, a detailed cost proposal will be requested of the single seller. A cost/price analysis and evaluation and/or audit shall be performed of the cost proposal in order to determine if the price is fair and reasonable.
- C. Rochester Community Schools reserves the right to cancel the bid, or reschedule the bid opening, if there is only one bid received. The decision by Rochester Community Schools will be final.

Bid Proposal:

Rochester Community Schools (RCS) is seeking bids for **Printing of Community Education Program Guide** as per the specifications set forth herein, or equivalent.

Vendor Requirements

1. All proposals must include all forms as specified in **Bid Information and Requirements for Acceptance** and be inclusive of specifications provided in Attachment A.
2. Bid prices must be firm for the entire length of the first year of the contract.
3. **Contract Length:** The contract length for this procurement is for the period of the 2021-2022 School Year. During this period there shall not be any increase in bid list per item cost without prior meeting and agreement with RCS. Based on quality, service and pricing, the contract may be extended for up to four (4) additional years. Contract renewals shall be in accordance to the specifications set forth herein.
4. The Board of Education reserves the right to accept or reject any or all bids, to waive informalities and to accept the bid which will best serve the interest of the school district.
5. **Board Approval:** The Board approval date is anticipated to be **October 4, 2021**.
6. **Requests for Clarification:** All requests for clarification must be submitted through BidNet Direct by **August 30, 2021** and all responses will be released within the online posting.

Selection Process

RCS will base award on several evaluation factors including, but not limited to: bid specifications, pricing, product availability, adherence to required documentation, delivery terms.

Schedule of Events:

The following is a projected schedule of events for this project.

EVENT	DATE
Bid Release	8/12/21
Requests for Clarification Due Date	8/30/21
Proposal Due Date	9/2/21 2:00pm local time
Expected Board of Education Award	10/4/21

End of Schedule of Events

Vendor Information Form

Vendor Name: _____ Contact Name: _____

Address: _____
Street Address City State Zip Code

Phone Number: _____ Fax Number: _____ E-Mail: _____

Website: _____ Payment Terms: _____

Product Lead-time: _____ business days. (Maximum number of days for delivery of an order from the day it is placed).

Deviations from specifications: Yes _____ No _____
If yes, please explain on the Vendor Price Quotation.

Vendor comments:

Bidder Authorization

The undersigned certifies that the proposal submitted meets or exceeds, all specifications, which all conditions noted here are acknowledged, and the firm prices and terms specified by the bidder are true and accurate.

My signature certifies that the accompanying proposal is not the result of, or affected by an unlawful act of collusion with another person or company engaged in the same line of business or commerce or any act of fraud punishable under current Federal or Michigan law. I hereby certify that I am authorized to sign as a Representative for the Firm:

Name of Company Representative _____

Title: _____

Signature _____ Date: _____

FAMILIAL DISCLOSURE AFFIDAVIT OF BIDDER

The undersigned, the owner or authorized officer of _____ (the "Bidder"), pursuant to the familial disclosure requirement provided in the Rochester Community Schools' (the "School District") advertisement for construction bids, hereby represent and warrant, except as provided below, that no familial relationships exist between the owner(s) or any employee of _____ and any member of the Board of Education of the School District or the Superintendent of the School District.

List any Familial Relationships:

BIDDER:

By: _____

Its: _____

STATE OF MICHIGAN)
)
COUNTY OF _____)

This instrument was acknowledged before me on the ____ day of _____, 2011, by _____.

Notary Public: _____

_____ County, Michigan

My Commission Expires: _____

CERTIFICATION OF COMPLIANCE – IRAN ECONOMIC SANCTIONS ACT
Michigan Public Act No. 517 of 2012

The undersigned, the owner, or authorized officer of the below-named company (the “Company”), pursuant to the compliance certification requirement provided in the Rochester Community Schools’ Request For Proposal (the “RFP”), hereby certifies, represents, and warrants that the Company (which includes its officers, directors and employees) is not an “Iran Linked Business” within the meaning of the Iran Economic Sanctions Act, Michigan Public Act No. 517 of 2012 (the “Act”), and that in the event the Company is awarded a contract by Rochester Community Schools as a result of the aforementioned RFP, the Company is not and will not become an “Iran Linked Business” at any time during the course of performing any services under the contract.

The Company further acknowledges that any person who is found to have submitted a false certification is responsible for a civil penalty of not more than \$250,000.00 or two (2) times the amount of the contract or proposed contract for which the false certification was made, whichever is greater, the cost of the Rochester Community Schools’ investigation, and reasonable attorney fees, in addition to the fine. Moreover, any person who submitted a false certification shall be ineligible to bid on a request for proposal for three (3) years from the date the it is determined that the person has submitted the false certification.

Name of Company

Name and Title of Authorized Representative

Signature

ATTACHMENT A
Rochester Community Schools
Printing of Community Ed Program Guide
Specifications

Specifications:

- A. Contract Duration: Awarded contract will run from July 2021 through June 2022
Up to four renewals may be awarded after the initial year
- B. Print Schedule*: Fall Issue - Printed and delivered to Post Office in November 2021
Winter/Spring Issue - Printed and delivered to Post Office in April 2022
Summer Issue - Printed and delivered to Post Office in July 2022
****In the 2021-2022 contract year, there will only be two mailings, starting with the Winter/Spring issue. Subsequent years will resume with three mailings per year.***
- C. Quantity: 44,000
- D. Finished Size: 6.25" x 10.25"
- E. Stock Cover: Same as Text
- F. Stock Text: Option 1: 50# Bright
- G. Ink: Full Color Cover
Inside pages Option 1: Full color pages 4/4
- H. Number of Pg: Option 1: 36 text + 4 cover (40 total)
Option 2: 44 text + 4 cover (48 total)
Option 3: 46 text + 4 cover (56 total)
Option 4: 60 text + 4 cover (64 total)
Option 5: 68 text + 4 cover (72 total)
Option 6: 76 text + 4 cover (80 total)
- I. Binding: Staples only without glue
- J. Typesetting: Files provided by electronic submission in PDF format
- K. Turnaround: Expect 8 business day turnaround or better from time
Electronic art available, to drop off at Post Office with electronic/online proofing included in time.
- L. Bulk Mail: Prepare in-house for bulk mail per mailing list provided by Rochester Community Schools.
- M. Delivery: To be carrier route sorted, skid packed, and delivered to Post Office. Balance to be delivered to Rochester Schools' Administration Building the same day.
Postage to be paid by printer to be added to invoice.