FRANKLIN COUNTY
PURCHASING DEPARTMENT
INVITATION FOR BID (IFB) COVER PAGE

IFB NO: 201711

TITLE: General Print Services

Bid Schedule & Deadlines:

October 11, 2017  
          Bid Release Date
October 11, 18, 25, 2017  
          Advertising Period
October 27, 2017, 2:00 pm  
          Deadline for Submitting Questions
November 6, 2017 at 9:00 AM  
          Deadline to Submit Bids
November 6, 2017 at 10:00 AM  
          Bid Opening Date & Time

| BID responses must be received no later than “Deadline to Submit Bids” |
| November 6, 2017 at 9 am |

*Awarding is good for one year, January 1, 2018 through December 31, 2018.*

Kathy Hardeman, Purchasing Agent, Phone: 636-583-6356

Ann Struttmann, Assistant Purchasing Agent, Phone: 636-584-6279

Email: purchasing@franklinmo.net

Submittal Instructions: Print this BID Packet in its entirety and complete all pages per instructions. Print the SEALED BID LABEL found in Attachment 1 of this packet and attach to the front of your envelope.
BID SUBMISSION CHECKLIST

_____ I have reviewed the bid schedule and deadlines, located on the IFB cover page
_____ I have read ALL Terms and Conditions and Bid documents closely

(Located at www.franklinmo.org/bidopps)

THE ITEMS LISTED BELOW ARE THE REQUIRED DOCUMENTATION FOR SUBMITTING A BID

USE THESE FORMS ONLY

_____ IFB Cover page
_____ Contractual Terms and Conditions Acknowledgement (page 5)
_____ Affidavit for Work Authorization is completed and Notarized (page 6&7)
_____ Current, signed W-9 is included in Bid (page 8)
_____ Completed Affidavit of Paid Property Taxes and Notarized (page 9)
_____ Completed Vendor Information Request and Website Information Forms (page 10&11)
_____ Bid Pricing Form completed and signed (page 12)
_____ I have one original and two copies that are labeled accordingly
_____ Envelope is sealed and label attached (page 13)
SCOPE OF WORK

This section of the IFB includes requirements as well as desirable attributes and provisions relating specifically to the scope of work requirements of the Franklin County Entity. The contents of this section include mandatory requirements that will be required of the successful bidder and subsequent contractor. The bidder is requested to provide responses to the requirements/desired attributes in this section pursuant to the directions identified herein. The bidder’s response, whether responding to a mandatory requirement or a desired attribute, shall be binding in the event the bid is accepted by Franklin County. The bidder must provide all costs necessary to meet the mandatory requirements and the fulfillment of any desirable attributes by the bidder (if any) in the appropriate Bid Pricing Form, page 12 of IFB.
SPECIFIC REQUIREMENTS

1. Contractor must be able to provide General Printing Services, which meets or exceeds the specifications contained in this document.
2. Mandatory services must include and is not limited to, standard black and white prints, as well as full color prints.
3. Contractor must be able to provide forms, envelopes, stationary, brochures, signs, decals, stickers, business cards, multipart forms, and any other requested print products.
4. Contractor must be able to provide copy services included but not limited to, standard black and white copies, as well as full color copies of various sizes.
5. Contractor must be able to provide binding
6. Requesting departments will provide a proof and/or specifications for each item ordered.
7. Contractor must be able to accept electronic requests.
8. Contractor must not start production of any print job prior to receipt of a confirmed order. If a proof is requested, the vendor must not start production of any print job prior to receiving written or verbal approval of the proof.
9. Contractor must adhere to Franklin County policy of a smoke free environment for delivered items to any of our facilities.
10. Upon completion of a print job, it may be requested that the contractor provide one (1) sample with the delivery slip and invoice to the ordering department. Any requested samples/proofs will not be returned to the contractor. The cost of all samples/proofs shall be included in the bid price.
11. Contractors are required to receive a purchase order number from Franklin County prior to providing equipment and/or services.
12. Method of delivery shall be determined at the time of order and will not exceed Franklin County boundaries.
13. Contractor must be able to provide printed jobs to any requesting department in Franklin County. Normal business hours are Monday through Friday 8:00 a.m. – 4:30 a.m. (CST). However, these times must be verified with each requesting department. County observed holidays will be provided upon request.
CONTRACTUAL TERMS AND CONDITIONS ACKNOWLEDGEMENT

The undersigned Vendor/Contractor has read, understood, and accepted the Terms and Conditions as published in the “Terms and Conditions” on the Franklin County Official Website located at:

http://www.franklinmo.org/bidopps

All terms and conditions as stated shall be adhered to by Vendor/Contractor upon acceptance of contract. Vendor/Contractor enters into this agreement voluntarily, with full knowledge of its effect.

________________________________________________________________________
Vendor/Contractor Signature Date

________________________________________________________________________
Vendor/Contractor Name and Title
AFFIDAVIT OF WORK AUTHORIZATION

The grantee, sub grantee, contractor or subcontractor who meets the section 285.525, RSMo definition of a business entity must complete and return the following Affidavit of Work Authorization.

Comes now ___________________________(Name of Business Entity Authorized Representative) as _____________________________(Position/Title)

first being duly sworn on my oath, affirm _____________________________(Business Entity Name) is enrolled and will continue to participate in the E-Verify Federal Work Authorization program with respect to employees hired after enrollment in the program who are proposed to work in connection with the services related to _____________________________(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contractor, or subcontractor, if awarded in accordance with subsection 2 of section 285.530, RSMo. I also affirm that _____________________________(Business Entity Name) does not and will not knowingly employ a person who is an unauthorized alien in connection with the contracted services related to _____________________________(Bid/Grant/Subgrant/Contract/Subcontract) for the duration of the grant, subgrant, contract, or subcontract, if awarded.

In Affirmation thereof, the facts stated above are true and correct. (The undersigned understands that false statements made in this filing are subject to the penalties provided under section 575.040, RSMo.)

Authorized Representative’s Signature Printed Name

Title Date

Subscribed and sworn to before me this Day of _____________________________, I am Month, Year

commissioned as a notary public within the County of _____________________________, State of _____________________________ and my commission expires on Date

Signature of Notary Date
AFFIDAVIT OF WORK AUTHORIZATION
(Continued)

CURRENT BUSINESS ENTITY STATUS

I certify that ____________________ (Business Entity Name) **MEETS** the definition of a business entity as defined in section 285.525, RSMo pertaining to section 285.530, RSMo as stated above.

<table>
<thead>
<tr>
<th>Authorized Business Entity Representative’s Name (Please Print)</th>
<th>Authorized Business Entity Representative’s Signature</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Business Entity Name</th>
<th>Date</th>
</tr>
</thead>
</table>

As a business entity, the grantee, sub grantee, contractor, or subcontractor must perform/provide the following. The grantee, sub grantee, contractor, or subcontractor shall check each to verify completion/submission:

- Enroll and participate in the E-Verify Federal Work Authorization Program
  *(Website: [http://www.dhs.gov/e-verify](http://www.dhs.gov/e-verify); Phone: 888-464-4218 Email: e-verify@dhs.gov)* with respect to the employees hired after enrollment in the program who are proposed to work in connection with the services required herein;

  **AND**

- Provide documentation affirming said company’s/individual’s enrollment and participation in the E-Verify Federal Work Authorization Program. Documentation shall include a page from the E-Verify Memorandum of Understanding (MOU) listing the grantee’s, subgrantee’s, contractor’s or subcontractor’s name and the MOU signature page completed and signed, at minimum, by the grantee, subgrantee, contractor, or subcontractor and the Department of Homeland Security – Verification Division; (if the signature page of the MOU lists the grantee’s, subgrantee’s, contractor’s, or subcontractor’s name, then no additional pages of the MOU must be submitted).
Request for Taxpayer Identification Number and Certification

Give this form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   - [ ] Individual/sole proprietor
   - [ ] C Corporation
   - [ ] S Corporation
   - [ ] Partnership
   - [ ] Trust/estate
   - [ ] Limited liability company. Enter the tax classification (C, S, or P). (Use instructions on page 3:)
   - [ ] Exempt payee code (if any)

   Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.

4. Exemptions (codes apply only to certain entities; see instructions on page 3):
   - [ ] Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)

6. City, state, and ZIP code

7. List account number(s) here (optional)

Part I: Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II: Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding;

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement IRA, and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Date

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1098-C (canceled debt)
- Form 1099-9 (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

- By signing the filled-out form, you:
  1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);
  2. Certify that you are not subject to backup withholding, or
  3. Certify that you have no interest or dividends paid to you or amounts reportable on other returns.

- By affixing your signature, you:
  4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from FATCA reporting, is correct. See What is FATCA reporting? on page 2 for further information.

Cat. No. 10251X

Form W-9 (Rev. 12-2014)
AFFIDAVIT OF PAID PROPERTY TAXES

I certify that __________________________ (Business name) does not owe any unpaid personal or real estate taxes to Franklin County for either the current tax year or prior years.

Authorized Representative’s Signature       Printed Name

Title                                      Date

Subscribed and sworn to before me this     of __________________________. I am
   Day     Month, Year

commissioned as a notary public within the County of __________________________, State of
   __________________________ and my commission expires on Date

Signature of Notary                          Date
VENDOR REQUEST FOR INFORMATION

Company Name__________________________________________

Mailing Address__________________________________________

________________________________________________________

Phone number____________________________________________

Contact Name____________________________________________

Contact Name Title________________________________________

Email Address____________________________________________

May we send Bid Packet and Bid Information via email? ________

WEBSITE INFORMATION

Does your company have a website? ____________________________

If yes, please provide the website address below:

__________________________________________________________

Can products be ordered from the website? ____________________________

Can we receive the pricing you have quoted us when ordering from the website?

__________________________________________________________

What form of payment is accepted on the website?

__________________________________________________________
BID PRICING FORM
201711 General Print Services

REQUIRED PRICING

The bidder shall complete the following pricing table and provide firm, fixed pricing necessary to meet the mandatory requirements of the IFB.

All invoices must reflect discounts applied to final order.

Discount offered

Company Name

Authorized Signature

Printed name and title

Franklin County reserves the right to request supporting documentation for the proposed pricing. In addition, it may be necessary to evaluate the bidder’s expertise and experience in order to award a bid. Franklin County reserves the right to request reference information and/or proof of expertise if necessary.
ATTACHMENT 1
SEALED BID LABEL

PLEASE ATTACH LABEL TO OUTSIDE OF BID PACKAGE

SEALED BID RESPONSE ENCLOSED
DELIVER TO:
Purchasing Department
400 East Locust St, Rm 206
Union, MO 63084

BID # 201711 DATE: 11/06/2017
DESCRIPTION: General Print Services

Vendor Name:__________________________________________

Vendor Address:_______________________________________