

# Invitation to Bid

ITB# ESD 112-2-19

Issued by:



2500 NE 65<sup>th</sup> Ave  
Vancouver, WA 98661

Invitation to Bid for:

## Offsite Printing Services

Issue Date:  
April 22, 2019

**BIDS ARE DUE BY 2:00 PM ON  
May 28, 2019**

**BRIEF SCOPE OF WORK**

Provide Offsite Printing Services to ESD 112 for services or print jobs which cannot be completed by our in-house Print Shop. The following amounts have been spent by ESD 112 on off campus printing during the last three fiscal years:

- 16’ - 17’      \$33,576
- 17’ - 18’      \$46,002
- 18’ - 19’      \$47,712 (based on current pace of spend)

Please see Pricing Form G below for additional information regarding required printing services.

**PROJECT TIMETABLE**

ITB Release	April 22, 2019
Pre-Bid Conference	9:00 a.m., May 6, 2019
Deadline for Questions	May 14, 2019
<b>Bids Due</b>	<b>2:00 p.m. May 28, 2019</b> <b>public bid opening immediately after</b>
Date of Intent to Award	June 3, 2019
Protest Period	June 4-10, 2019
Contract Start Date	June 17, 2019

**PRE-BIDDER’S CONFERENCE**

While the pre-bid conference is not mandatory, it is highly recommended that all prospective bidders call in to discuss requirements and submission of forms. Conference will be held via Zoom meeting, details for connecting below. Connection via computer is not necessary, there will be visuals to go over the pricing forms to be completed in Excel.

Zoom Meeting

When: May 6, 2019 9:00 AM Pacific Time

Register in advance for this meeting:

<https://zoom.us/meeting/register/17caf9ba62fb349fdc2040ba88984b7b>

After registering, you will receive a confirmation email containing information about joining the meeting.



**SUBMITTAL OF BID**

**Bids shall be sealed and clearly marked on the package cover as shown below:**

Educational Service District 112  
Attention: Jeff Strunk, Purchasing Manager  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661-6812

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**CONFIDENTIAL: DO NOT OPEN  
SEALED BID ENCLOSED**

**ITB # ESD 112-2-19 Offsite Printing**

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**Refer all questions in writing to:**

Jeff Strunk, Purchasing Manager  
Educational Service District 112  
[Jeffrey.Strunk@esd112.org](mailto:Jeffrey.Strunk@esd112.org)

**ESD 112 Bid Site:**

All questions and answers will be posted at <https://www.esd112.org/itb-rfp-rfq-contracts/>.

## GENERAL TERMS AND CONDITIONS

### ADMINISTRATIVE REQUIREMENTS -

Contractors shall comply with all management and administrative requirements established by Washington Administrative Code (WAC), the Revised Code of the State of Washington (RCW), and any subsequent amendments or modifications, as applicable to providers licensed in the State of Washington. ALL bids submitted become the property of ESD 112. It is understood and agreed that the prospective Bidder claims no proprietary rights to the ideas and written materials contained in or attached to the bid submitted. ESD 112 has the right to reject or accept proprietary information.

AUTHORSHIP - Applicants must identify any assistance provided by agencies or individuals outside the bidders own organization in preparing the bid. No contingent fees for such assistance will be allowed to be paid under any contract resulting from ITB.

CANCELLATION OF AWARD - ESD 112 reserves the right to immediately cancel an award if the contractual agreement has not been entered into by both parties or if new state regulations, policies, or other business needs make it necessary to change the program purpose or content, discontinue such programs, or impose funding reductions. In those cases, where the negotiation of contract activities is necessary, ESD 112 reserves the right to limit the period of negotiation to sixty (60) days after which time funds may be unencumbered.

CONFIDENTIALLY - Bidder shall comply with all applicable state and federal laws governing the confidentiality of information.

CONFLICT OF INTEREST - All bids submitted must contain a statement disclosing or denying any interest, financial or otherwise, that any employee or official of ESD 112 or the appropriate Advisory Board may have in the proposing agency or proposed project.

CONSORTIUM OF AGENCIES - Any consortium of companies or agencies submitting a bid must

certify that each company or agency of the consortium can meet the requirements set forth in the ITB.

COST OF BID & AWARD - The contract award(s) will not be final until ESD 112 and the prospective contractor(s) have executed a contractual agreement. The contractual agreement consists of the following parts: (a) the basic provisions and general terms and conditions, (b) the special terms and conditions, (c) the project description and goals (Statement of Work), and (d) the budget and payment terms. ESD 112 is not responsible for any costs incurred prior to the effective date of the contract. ESD 112 reserves the right to make an award without further negotiation of the bid submitted. Therefore, the bid shall be submitted in final form from a budgetary, technical and programmatic standpoint.

DISPUTES - ESD 112 encourages the use of informal resolution to address complaints or disputes arising over any actions in implementing the provisions of the ITB. Written complaints should be addressed to ESD 112, Chief Financial Officer, 2500 NE 65<sup>th</sup> Avenue, Vancouver WA 98661.

DIVERSITY IN EMPLOYMENT AND CONTRACTING REQUIREMENTS - It is the policy of ESD 112 to require equal opportunity in employment and services subject to eligibility standards that may be required for a specific program. ESD 112 is an equal opportunity employer and is committed to providing equal opportunity in employment and in access to the provision of all ESD 112 services. This commitment applies regardless of race, color, religion, creed, sex, marital status, national origin, disability, age, veteran status, on-the-job injury, or sexual orientation. Employment decisions are made without consideration of these or any other factors that are prohibited by law.

In compliance with Department of Labor Regulations implementing Section 504 of the Rehabilitation Act of 1973, as amended, no qualified handicapped individual shall be discriminated against in admission or access to

any program or activity. The prospective contractor must agree to provide equal opportunity in the administration of the contract, and its subcontracts or other agreements.

INDEPENDENT PRICE DETERMINATION – The prospective contractor guarantees that, in connection with this bid, the prices and/or cost data have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition. This does not preclude or impede the formation of a consortium of companies and/or agencies for purposes of engaging in jointly sponsored bids.

LIMITATION – This ITB does not commit ESD 112 to award a contract, to pay any costs incurred in the preparation of a response to this ITB, or to procure or contract for services or supplies.

LATE BIDS – A bid received after the date and time indicated will not be accepted. No exceptions will be made.

ORAL PRESENTATIONS – An oral presentation may be required of those prospective contractors whose bids are under consideration. Prospective contractors may be informed that an oral presentation is desired and will be notified of the date, time and location the oral presentation is to be conducted.

OTHER AUDIT/MONITORING REQUIREMENTS – In addition, auditing or monitoring for the following purposes will be conducted at the discretion of ESD 112: fund accountability, contract compliance, and program performance.

PRICE WARRANT – The bid shall warrant that the costs quoted for services in response to the ITB are not in excess of those which would be charged any other individual or entity for the same services performed by the prospective contractor.

PROTESTS – must be submitted in writing to the ESD 112 Purchasing Manager, within three days.

PUBLIC SAFETY – may require background checks if stipulated below. May also require

limiting access to public work sites, public facilities, and public offices, sometimes without advance notice. The successful Bidder's employees and agents shall carry sufficient identification to verify employer and display it upon request to security personnel. ESD 112 managers have discretion to require the successful Bidder's employees and agents to be escorted to and from any public office, facility or work site if national or local security appears to require it.

REJECTION/ACCEPTANCE OF BIDS – ESD 112 reserves the right to accept or reject any or all bids received as a result of this ITB, to negotiate with any or all prospective contractors on modifications to bids, to waive informalities, to postpone award, or to cancel in part or in its entirety this ITB if it is in the best interest of ESD 112 to do so.

SUBCONTRACTING – No activities or services included as a part of this bid may be subcontracted to another organization, firm, or individual without the approval of ESD 112. Such intent to subcontract shall be clearly identified in the bid. It is understood that the contractor is held responsible for the satisfactory accomplishment of the service or activities included in a subcontract.

VERBAL BIDS – Verbal bids will not be considered in making the award of any contract as a result of this ITB.

## **TERM**

The initial Contract period will be two (2) years from June 17, 2019 through June 16, 2021. This Contract may be extended for additional periods beginning June 17, 2021 if mutually agreed, but no greater than five (5) years in total. Furthermore, the Contract is subject to no less than thirty (30) days written cancellation notice by the Contractor or ESD 112.

ESD 112 reserves the right to make multiple or partial awards.

## **BID SUBMISSION**

Sealed bids must be received no later than the date, time and location specified on the cover of this document.

The outside of the envelope/package shall clearly identify:

1. ITB Number and;
2. TITLE and;
3. Name and address of the bidder.

All received bids will be time stamped. Bids received after submittal time will not be considered and will be returned, unopened, to the Bidder.

## **CONTRACT ADMINISTRATION**

This contract will be administered by Julie Gaetze in the ESD 112 Print Shop and will be the awarded vendor's only contact with ESD 112. The awarded vendor shall not discuss printing services with other individuals within ESD 112 without prior authorization from Julie Gaetze.

## **INSURANCE REQUIREMENTS**

At a minimum, the proposer shall carry:

1. Commercial General Liability with limits of not less than \$1,000,000 per occurrence with a \$2,000,000 General Aggregate. The proposer's policy shall include an Additional Insured Endorsement, which names ESD 112 and their respective directors, officers and employees as an additional insured. The proposer's coverage shall be primary and non-contributory.
2. Auto Liability and physical damage for any autos owned, hired, or non-owned with a minimum limit of \$1,000,000.
3. The proposer will maintain their own Property Insurance Policy to cover their personal property.
4. The proposer will provide proof of Worker's Compensation Coverage in the State statutory amount.

## NOTICE TO OUT OF STATE CONTRACTORS

Pursuant to the statute listed below, all contractors issuing bids for printing work to be performed outside of the State of Washington, shall submit documentation of their labor practices, specifically including the wage rates used in the calculation of the printing services requested.

***RCW [43.19.754](#) - Public printing for state agencies and municipal corporations—  
Contracts for out-of-state work.***

*All contracts for such work to be done outside the state shall require that it be executed under conditions of employment which shall substantially conform to the laws of this state respecting hours of labor, the minimum wage scale, and the rules and regulations of the department of labor and industries regarding conditions of employment, hours of labor, and minimum wages, and shall be favorably comparable to the labor standards and practices of the lowest competent bidder within the state, and the violation of any such provision of any contract shall be ground for cancellation thereof.*

## DEFINITIONS

### ADDENDA

Modifications or interpretations of the Invitation to Bid and the requirements contained therein that is prepared in response to properly submitted questions and comments. Addenda shall be available for review on the ESD 112 web site. Bidders are required to carefully and completely review all Addenda because the Addenda may contain terms and conditions that once issued become elements of the Invitation to Bid.

### AWARD

The acceptance of a bid and creation of a Contract with a Bidder.

### AWARDED BIDDER

A Bidder that is awarded a Contract as a result of being identified as the Lowest Bidder.

### AMENDMENT

For the purposes of a Contract, shall mean an agreement between the parties to change the Contract after it is fully signed by both parties. Such agreement shall be memorialized in a written document describing the agreed upon change including any terms and conditions required to support such change. An Order Document shall not constitute an Amendment to a Contract.

### CONTRACT

The agreement that exists when ESD 112 accepts the bid and awards the Contract for a competitive solicitation.

### DISPUTE

An unresolved disagreement between the Awarded Bidder and the Purchasing Manager that arises after the award has been made.

### ESD 112

The abbreviation for Educational Service District 112, located at 2500 NE 65th Avenue, Vancouver, WA 98661.

### RESPONSIBLE

Having the following attributes, as described in RCW 43.19.1911 (9):

- The ability, capacity, and skill of the Bidder to perform the Contract or provide the service required;
- The character, integrity, reputation, judgment, experience, and efficiency of the Bidder;
- Whether the Bidder can perform the Contract within the time specified;



- The quality of performance of previous contracts or services;
- The previous and existing compliance by the Bidder with laws relating to the Contract or services;
- Such other information as may be secured having a bearing on the decision to award the Contract.

**RESPONSIVE**

Conforming in all material respects to the terms and conditions, the scope of work, technical specifications, and other requirements of a bid. Bids shall be responsive to receive award consideration.

**REVISED CODE OF WASHINGTON (RCW)**

Compilation of statutory laws enacted by the state legislature. Organized topically into volumes, containing chapters and sections.

**END OF DEFINITIONS**

## **Submittal Forms**

Please provide your Proposer Response Documents in the following order;

- 1. COVER LETTER**
  
- 2. SUBMITTALS**
  - A. Non-Collusion Affidavit
  - B. Corporate Profile
  - C. Completed Reference Form
  - D. Services Questionnaire
  - E. Pricing Forms
    - Attachment A - Print Quotes
    - Attachment B - Pricing Form
  - F. Proposer's Offer and Acceptance Form
  
- 3. OTHER SUPPORTING DOCUMENTATION**
  - A. Proof of Insurance
  - B. Additional necessary documents

NON-COLLUSION AFFIDAVIT - A

RFP TITLE: \_\_\_\_\_

RFP DUE DATE: \_\_\_\_\_

I, the undersigned, having carefully examined the General Instructions, Terms, Conditions, Special Instructions, and This is to certify that the undersigned Proposer has neither directly nor indirectly, entered into any agreement, participated in any collusion or other-wise taken any action in restraint of free competitive bidding in connection with this bid submitted this date to Educational Service District 112.

It is agreed by the undersigned Proposer that the signed delivery of this bid represents the Proposer's acceptance of the terms and conditions of this Invitation to Bid including all specifications and special provisions.

NOTE: Signature of the authorized representative SHALL be of an individual who may legally enter his/her organization into a formal contract with the State of Washington and Educational Service District 112.

COMPANY NAME \_\_\_\_\_ (Check one) \_\_\_Corporation \_\_\_Partnership \_\_\_Individual

NAME OF AUTHORIZED REPRESENTATIVE (Please type or print) \_\_\_\_\_

SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

COMPANY ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ FAX NUMBER \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_ FEDERAL E.I. NUMBER \_\_\_\_\_

Has your firm, any affiliate or reseller, any predecessor company or entity, owner, director, officer, partner or proprietor been the subject of a Federal, State or Local government suspension or debarment within the last five years? Yes \_\_\_ No \_\_\_

If yes, please explain \_\_\_\_\_

TO BE COMPLETED BY NOTARY PUBLIC:

Notary Public section containing fields for State, County, Notary seal, and dates for signature and commission expiration.

**CORPORATE PROFILE - B**

Company Name: \_\_\_\_\_

Company Contact: \_\_\_\_\_

Contact Telephone Number(s): \_\_\_\_\_

Company Overview: \_\_\_\_\_

Date Company Established: \_\_\_\_\_

Is the company privately or publicly held? \_\_\_\_\_

Parent, Alliances, Consultants, and Partnered Relationships:  
*Include a description of any outside resources available/used for performance of project(s).*

\_\_\_\_\_  
\_\_\_\_\_  
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**CORPORATE PROFILE - B**

Additional Qualifications:

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REFERENCES - C

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**REFERENCES – C**

(Additional)

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Organization: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Date Work Completed: \_\_\_\_\_ Value of Contract: \_\_\_\_\_  
Project Manager assigned to this project: \_\_\_\_\_  
Brief Project Description: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SERVICES QUESTIONNAIRE - D**

1. Describe fully your capabilities for offset printing.
2. What are the hours of your operation and number of shifts? If a job for the ESD requires overtime, how is that matter handled?
3. Does your company charge an expedited fee for “rush” jobs? If yes, explain how this fee is charged.
4. Describe your sub-contracting structure. If you are a successful awardee, how many sub-contractors would be affiliated with your company to serve the ESD’s needs and covering what facets of work? (Offerors are required to complete Attachment C reflecting the exact listing of subcontractors you may engage along with their services, etc. The answer to this question should be a condensed narrative of your subcontracted services.)
5. Does your company offer online services for ordering, proofing, estimating, etc. and if so, describe the process.
6. Does your company offer File Transfer Protocol (FTP) capability? If yes, describe capabilities and the process.
7. We typically provide jobs to offsite printers in pdf format. Is this acceptable?
8. Does your company offer capability for variable data printing? If so, fully describe all capabilities and equipment available to provide this service. Based on the ESD’s requirements for mailing services (outlined in Attachment A), provide the process by which you would execute variable data printing if requested.
9. How does your company manage discounts on the rates provided herein for large projects (i.e., recruitment, development pieces, “families” of publications, etc.)?
10. Describe the turnaround times for the following processes or types of jobs (in working days):
  - a. 2/2
  - b. 4/4
11. Describe how printing technologies or best practices available through your facilities could result in potential savings to the ESD for its printing needs.
12. What factors differentiate your firm from others offering similar products/services?



**PRICING FORMS – E**

Offerors must access and complete **Attachment A Print Quotes & Attachment B Pricing Form**. The attachments are Excel files and can be accessed from <https://www.esd112.org/itb-rfp-rfq-contracts/>:

Attachment A – Print Quotes

Attachment B – Pricing Form

Pricing should include delivery to the ESD 112 Print Shop, 2200 NE 65<sup>th</sup> Ave., Vancouver, WA 98661.

The completed attachments must be printed and submitted with all other bid documents and also submitted electronically on a flash drive in the bid package.

## PROPOSER'S OFFER AND ACCEPTANCE FORM – F

The undersigned hereby agrees to the requirements, terms and conditions of **ITB ESD 112-2-19 for Offsite Printing Services**. The undersigned acknowledges their authority to submit this proposal on behalf of the firm listed below and bind it to comply with these requirements, terms and conditions if a Contract is awarded. Furthermore, the undersigned certifies conformance to applicable federal and state laws concerning public contracts, and that this proposal is made without connection with any person, firm or corporation making a proposal for the same goods or services, and is in all respects fair and without collusion or fraud.

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Legal Name of Firm or Corporation

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Signature of Proposer's Authorized Representative  
Representative

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Printed Name of Company

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Title of Proposer Representative

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Date Signed

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Legal Address of Proposer's Company (including address, city, state and zip code)

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Company Phone (including area code)

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Company Fax (including area code)

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Federal Tax Identifier of Proposer's Company

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E-Mail Address

### To the Proposer:

Effective this \_\_\_\_ day of \_\_\_\_\_, 2019, ESD 112 is accepting the proposal and awarding a contract to the Proposer named above for **Offsite Printing Services** identified in the attached Final Letter of Award. Proposer is contractually obligated to provide the services that are subject to this Contract Award to ESD 112 in accordance with the requirements, and terms and conditions, in Contract ESD 112-2-19.

Educational Service District 112  
2500 NE 65<sup>th</sup> Avenue  
Vancouver, WA 98661

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By Tim Merlino, Superintendent (or Designee)