

**Advertisement for
Printing Services for Summer Learning Challenge Guidebook**

Request for Proposals

Richland Library is seeking printing services to produce a guidebook and tracking card for the Richland Library Summer Learning Challenge. Please see Section III for full details.

Richland Library Summer Learning Challenge is a multi-month long initiative that consists of a variety of events, programs and activities spread out across Richland County, SC. The Summer Learning Challenge Guidebook is a large print piece that provides participants with a listing of all activities occurring mid-May through mid-August and the means to track (by using a “tracking card” inserted within the document) their, and their family’s, progress in the challenge.

The Request for Proposals may be downloaded from the Library’s website at richlandlibrary.com or by e-mailing: financeoffice@richlandlibrary.com.

Sealed proposals must be received on or before 12:00 noon on March 24, 2017. Proposals received after the stated time will not be accepted. Proposals must be in a sealed envelope clearly marked “Printing Services for Summer Learning Challenge”.

The Richland Library is an affirmative action and equal opportunity agency.

DATE: February 20, 2017

REQUEST FOR PROPOSALS: Printing Services for Summer Learning Challenge

OPENING DATE AND TIME: March 24, 2017 at 12:00 noon

Interested parties are invited to submit sealed proposals in accordance with the requirements of the Solicitation contained herein.

Sealed proposals must be submitted to the Main Library Finance Office, 1431 Assembly Street, no later than 12:00 noon, March 24, 2017. Proposals will be opened in Meeting Space 202 located on the Second Level at 1431 Assembly Street, at which time respondents to this request will be publicly identified. Proposals received after the stated time will not be accepted. Proposal modifications will not be accepted by facsimile prior to opening. Due to the possibility of negotiations with any offeror that may be eligible for contract award, prices will not be divulged at time of opening.

A proposal **must** be signed by an official authorized to bind the offeror and must contain a statement to the effect that the proposal price is firm for a period of ninety days beginning March 24, 2016.

Sealed proposals must be marked "**Printing Services for Summer Learning Challenge**".

This Solicitation does not commit Richland Library to award a contract, to pay any costs incurred in the preparation of proposals, or to procure or contract for the services solicited. The Library has the right to reject any or all proposals, to waive any minor irregularities, to cancel in part or whole this Solicitation if it is in the best interests of the Library, and to award a contract that will be most advantageous for the Library.

Richland Library is an affirmative action and equal opportunity agency.

KEY EVENT DATES

PROPOSAL

1. Advertised in SCBO February 20, 2017
2. Issuance of Request for Proposals February 20, 2017
3. Deadline for Questions March 1, 2017
4. Opening Date/Deadline for RFPs On or before March 24, 2017, at 12:00 noon

Send Questions To: Richland Library
Main Library Finance Office
1431 Assembly Street
Columbia, SC 29201-3101
E-mail: financeoffice@richlandlibrary.com

**Mail Proposals To: Richland Library
Main Library Finance Office
1431 Assembly Street
Columbia, SC 29201-3101

Hand-Carry Proposals To: Richland Library
Main Library Finance Office
1431 Assembly Street
Columbia, SC 29201-3101

Mark Envelopes: **“Printing Services for Summer Learning Challenge”**

**Offerors mailing proposals should allow a sufficient mail delivery period to insure timely receipt of their proposals by the Library.

PART I. REQUEST FOR PROPOSALS

A. GENERAL INFORMATION AND CONDITIONS

1. **Purpose:** This Request for Proposals is issued so that the Library may receive proposals from parties interested in providing printing services for the production of the Richland Library Summer Learning Challenge Guidebook and Tracking Card. The library invites all interested and qualified vendors to submit a sealed, written proposal for the services described in the Scope of Services.
2. **Issuing Office:** This RFP is issued for Richland Library, 1431 Assembly Street, Columbia, SC 29201, by the Library Finance Office. This issuing office is the sole point of contact for this RFP.
3. **Nature of Service:** The Library anticipates, but does not guarantee, that the Nature of Services will remain as outlined in Part III. Negotiations may be required with the successful vendor if the requested services are altered.
4. **Outside Discussions Prohibited:** By submission of a response to the Request for Proposals, a vendor agrees that during the period following issuance of Request and prior to an award, vendor shall not discuss this procurement with other vendors or any outside party except staff officials of Richland Library.
5. **Offeror Responsibility:** Each offeror shall fully acquaint itself with conditions and restrictions attending the performance of the contract solicited. Offerors shall state a price that includes all costs reasonably expected to be incurred by the Library if proposal is accepted. Offerors are fully responsible for any costs of proposal submissions.
6. **Proposal Constitutes Offer:** By submitting a proposal, the offeror agrees to be bound by all the terms and conditions set forth in this document. A proposal containing variations from the terms and conditions set forth herein may, in the sole discretion of the Library, be declared not responsive. The requirements and conditions set forth in this document will become part of the successful offeror's contractual obligations upon award of the contract.
7. **Approval of Board of Trustees:** Award of this contract shall not become effective unless and until approved by the Board of Trustees of Richland Library where warranted.

8. Preparation of Proposals: All proposals should be complete and clearly and carefully worded. Proposals must convey all the information requested by the Library. The use of advertising and promotional material is not desired. If a proposal contains less than the required information or if the proposal fails to conform to the essential requirements of the Request for Proposals, the Library, in its sole discretion, may declare the proposal, in whole or part, not responsive. **Offeror is required to submit three (3) paper copies and one (1) electronic copy of the proposal (Flash drive or CD).**

9. Inspection of Proposals/Confidential Information: Proposals shall be open for public inspection after contract award except that proprietary or confidential information in any proposal that is clearly marked "confidential" by the offering vendor shall not be disclosed without the written consent of the offering vendor.

10. Questions: Every effort has been made to insure that all information needed by offerors is included herein. If an offeror finds that he cannot complete a proposal without additional information, he must submit written questions to the office designated in the Key Event Dates section. No questions will be accepted by the Library after the stated deadline. All questions and replies will be in writing and distributed to all offerors.

11. Proposals signed: All proposals must be signed by a representative of the company authorized to commit to the provisions of the proposal (Part II). Unsigned proposals will be rejected unless an authorized representative is present at the proposal opening and provides the needed signature.

12. Offeror Qualifications: In addition to the information required by this Request for Proposals, the apparent successful offeror must, upon request of the Library, furnish any and all information requested by the Library to determine offeror's ability to perform the contract.

13. Clarifications: The Library reserves the right, at any time after opening and prior to award, to request from any offeror clarification regarding information contained in the offeror's proposal.

14. Negotiations: In accordance with its Procurement Procedures, the Library may negotiate with offerors regarding the evaluation criteria contained in the Request for Proposals. All apparently eligible offerors will be accorded an opportunity to submit best and final proposals if negotiations with any other offeror has resulted in a material alteration to the RFP and such alteration has resulted in a cost consequence which may affect the order of ranking to the proposals. In conducting negotiations, no information derived from competing proposals will be disclosed.

15. Award: Award will be made to the responsive offeror(s) whose proposal(s) is/are determined to be the most advantageous to the Library, its employees, its users, and the taxpayers of Richland County. The evaluation factors are set forth herein. Factors are included in Part I(C). Only the factors listed will be used to evaluate proposals. The Library reserves the right to reject any or all proposals, in whole or part, to waive any minor irregularities, and to cancel in part or whole this solicitation if it is in the best interest of the Library.

16. Indemnification: Contractor agrees to hold the Library, its employees, officers and agents harmless from liability from any claims, damages, and actions of any nature arising from the use of any materials furnished or services performed by the contractor, provided that such liability is not attributable to negligence on the part of the Library, its officers, employees or agents.

17. Contractor Responsibility: The contractor alone will be held solely responsible for the performance of any and all obligations under the contract resulting from its proposal.

18. Nondiscrimination: Contractor agrees that, during the performance of all obligations under its contract with the Library, the contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin; that it will take affirmative action to insure that applicants are employed and employees are treated fairly during employment without regard to race, color, religion, sex, national origin; that all solicitations or advertisements for employees placed by or on behalf of the contractor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

19. Right to Protest: Contractors who have submitted a response to a Request for Proposals and believe that award has been improperly made may protest such award by submitting a protest, in writing, to the Procurement Coordinator, Richland Library, 1431 Assembly Street, Columbia, SC 29201-3101, within ten (10) days after the award or intent to award notice.

B. PROPOSAL REQUIREMENTS

Offeror must respond fully to each requirement stated below and indicate its compliance and understanding:

1. Offeror should state its understanding of the purpose described in this Request for Proposals.
2. Offeror must agree in its proposal that if it is the successful contractor, it will indemnify and hold the Library harmless for claims and damages as required in this Request for Proposals, Part I, A, 16.
3. The offeror must state in its proposal three other business references where offeror has, within the past three years, supplied similar printing services to the one being sought by this solicitation and to what extent it is similar. The offeror must also summarize in its proposal its work history and experience in performing contracts similar to the one solicited herein.
4. Offeror must state in its proposal the complete name of its company, its address, and its principal place of business. Indicate whether the business is operated by an individual, partnership, or corporation. If applicable, offeror must state in its proposal the name of any subordinate entity that will be performing all or a portion of the service.
5. Offeror must complete and sign the Certification of Cost.
6. Offeror must sign and have notarized the attached Affidavit of Noncollusion.
7. Offeror must sign and have notarized the attached Affidavit of Nondiscrimination.
8. Offeror must sign and complete the Cost Form.
9. Offeror must sign the attached Certification of Timely Delivery.
10. Offeror must state in its proposal that it agrees to bill the Library (invoice to include PO numbers) for services rendered:

Richland Library, Finance Office, 1431 Assembly Street, Columbia, SC 29201-3101.

C. EVALUATION CRITERIA

Proposals will be reviewed to determine compliance with all of the requirements of the Request for Proposals. Any proposal failing to meet all essential requirements of the RFP may be rejected.

Each proposal that meets all of the essential requirements of the RFP will be evaluated based on the criteria listed below in relative order of importance.

1. Similar experience, work history, and past performance.
2. Ability to satisfy specification requirements.
3. The proposed plan of performance, understanding of required services, compliance with general conditions.
4. Cost.

PART II. ATTACHMENTS

ATTACHMENT A

CERTIFICATION OF COST

The following certification must be submitted with the offer in the cost section:

I hereby certify that the price included in this proposal is accurate and binding for ninety days, beginning from the proposal due date and that all charges and estimates are, to the best of my knowledge, accurate and complete.

OFFEROR

Firm Name

Signature

F.E.I.N. _____

OR

SOCIAL SECURITY NO. _____

Failure to furnish your F.E.I.N. or Social Security Number will result in the delay of contract.

ATTACHMENT B

AFFIDAVIT OF NONCOLLUSION

INSTRUCTIONS: Each offeror submitting a proposal must complete this Affidavit of Noncollusion. This sworn statement will be considered part of the offeror's proposal.

PROJECT NAME: Richland Library
" **Printing Services for Summer Learning Challenge**"

SOLICITATION DOCUMENTS DATED: February 20, 2017

OPENING DATE: March 24, 2017 at 12:00 noon

STATE OF

COUNTY OF

Personally appeared before me _____, who being duly sworn, says that he is a member of the firm of _____, and that his firm, association, or corporation, has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the submission of a proposal on the above-named project.

OFFEROR

Firm Name

Signature

SWORN and subscribed to before me
this ____ day of _____, 20__

(L.S.)
Notary Public for
My commission expires:

ATTACHMENT C

AFFIDAVIT OF NONDISCRIMINATION

Offeror certifies that, during the performance of all obligations under its contract with the Library, the offeror will not discriminate against any employee or applicant for employment because of race, color, religion, sex or national origin; that it will take affirmative action to insure that applicants are employed and employees are treated during employment without regard to race, color, religion, sex, national origin; that all solicitations or advertisements for employees placed by or on behalf of the offeror shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex or national origin.

Offeror

SWORN and subscribed to before me
this ___ day of _____, 20__

_____(L.S.)

Notary Public for
My commission expires:

ATTACHMENT D

COST FORM

_____ (Offeror's Name) agrees to perform the services as outlined in this Request for Proposals for the following cost:

Printing Services for Summer Learning Challenge \$_____

The cost above does _____ does not _____ include South Carolina Sales Tax. **If South Carolina Sales/Use Tax is charged, it must also be itemized on all invoices.**

Offeror's / Authorized Signature

Date

ATTACHMENT E

CERTIFICATION OF TIMELY DELIVERY

_____ (Offeror's Name) agrees to provide printing services for the Richland Library Summer Learning Challenge to Richland Library by Tuesday, May 2nd, 2017 as outlined in this Request for Proposals upon issuance and delivery of Purchase Order from Richland Library.

Offeror's / Authorized Signature

Date

ATTACHMENT F

MINORITY PARTICIPATION FORM

Greater participation of minority businesses in contracts with the Richland Library for construction, materials, commodities, equipment and rendering of services shall be encourage.

Is the bidder a South Carolina Certified Minority Business? 0 Yes 0 No

Is the bidder a Minority Business certified by another governmental entity? 0 Yes 0 No

If so, please list the certifying governmental entity: _____

Will any of the work under this contract be performed by a SC certified Minority Business as a subcontractor? 0 Yes 0 No

If so, what percentage of the total value of the contract will be performed by a SC certified Minority Business as a subcontractor? _____

Will any of the work under this contract be performed by a minority business certified by another governmental entity as a subcontractor? 0 Yes 0 No

If so, what percentage of the total value of the contract will be performed by a minority business certified by another governmental entity as a subcontractor? _____

If a certified Minority Business is participating in this contract, please indicate all categories for which the Business is certified:

- o Traditional minority
- o Traditional minority, but female
- o Women (Caucasian females)
- o Hispanic minorities
- o DOT referral (Traditional minority)
- o DOT referral (Caucasian female)
- o Temporary certification
- o SBA 8 (a) certification referral
- o Other minorities (Native American, Asian, etc.)

(If more than one minority contractor will be utilized in the performance of this contract, please provide the information above for each minority business.)

PART III. SCOPE OF SERVICES

Printing Services for Summer Learning Challenge

Guidebook Document with Interior Cover Pocket

- Maximum per-document length of 40 pages + Cover (44 Total)
- Size of document = 8.5” x 11”
- Color: 4/4 Color (CMYK), Full Bleed
- Special Finishing:
 - Raised gloss UV spot coat on cover exterior
 - Front Cover page must include pocket (folded and glued) for Insert/”Summer Learning Tracking Card”
- Cover Paper: 100# Verso Sterling Premium Matte Cover
- Interior: 80# Accent Opaque Smooth Text
- Quantity: No less than 20,000
- Binding: Saddle-Stitch

Insert / “Summer Learning Tracking Card” (for placement in Cover Pocket)

- Dimensions: 8.25” x 10.75”
- Color: 4/4 Color (CMYK), Full Bleed both sides
- Paper 80# Accent Opaque White Smooth Cover
- Quantity: No less than 27,000