



SCBO Advertisement

Printing Services-Access Magazine

Category: Printing Services
Ad Title: Access Magazine
Purchasing Agent: Richland Library
Bid Due Date: April 12, 2021
Description: Richland Library is requesting bids for the printing of the Library's Access Magazine. Specific size, quantities, and papers may be found in the ITB document on the library's website.
Solicitation Number: n/a
Direct Inquiries to: Keisha Byrd
Buyer phone: 803-799-9084
Buyer Email: Financeoffice@richlandlibrary.com
Delivery Point: Columbia, South Carolina
Full Details: <https://www.richlandlibrary.com/doing-business>



DATE: March 23, 2021

INVITATION TO BID: Printing Services-Access Magazine

OPENING DATE AND TIME: April 12, 2021

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

Sealed bids must be submitted to the Main Library Finance Office, 1431 Assembly Street, Attn: Keisha Byrd no later than 12:00 noon, April 12, 2021. Bids will be opened in the Programming Area on the Third Level of the Main Library, 1431 Assembly Street, at which time respondents to this request will be publicly identified. Bids received after the stated time will not be accepted. Bid modifications will not be accepted by facsimile prior to opening.

A bid **must** be signed by an official authorized to bind the offeror and must contain a statement to the effect that the bid is firm for a period of ninety days beginning April 12, 2021.

Sealed bids must be marked "**Printing Services-Access Magazine**".

This Solicitation does not commit Richland Library to award a contract, to pay any costs incurred in the preparation of bids, or to procure or contract for the services solicited. The Library has the right to reject any or all bids, 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 purchase goods that will be most advantageous for the Library.

Richland Library is an affirmative action and equal opportunity agency.

KEY EVENT DATES

BID

1. Advertise in SCBO **March 23, 2021**
2. Issuance of Invitation to Bid **March 23, 2021**
3. Deadline for Receipt of Questions **April 2, 2021** at 12:00 noon
4. Opening Date/Deadline for Receipt of Bids **April 12, 2021** at 12:00 noon

E-mail Bids To: Financeoffice@richlandlibrary.com
Subject Line, "**Printing Services-Access Magazine**"

Send Questions To: Richland Library
Finance Office, Attn: Keisha Byrd
1431 Assembly Street
Columbia, SC 29201-3101
E-mail: Financeoffice@richlandlibrary.com

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

Mark Envelopes: "**Printing Services-Access Magazine**"

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

INVITATION TO BID

GENERAL INFORMATION AND CONDITIONS

1. Purpose: This Invitation to Bid (ITB) provides interested vendors with sufficient information to enable them to prepare and submit written bids to sell their service(s) to Richland Library (1431 Assembly Street, Columbia, SC) for Printing Access Magazine.
2. Issuing Office: This ITB 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 ITB.
3. Outside Discussions Prohibited: By submission of a response to the Invitation to Bid, a vendor agrees that during the period following issuance of the Invitation and prior to an award, the vendor shall not discuss this procurement with other vendors or any outside party except staff officials at Richland Library or their designated agents.
4. Bid Constitutes Offer: By submitting a bid, the offeror agrees to be bound by all the terms and conditions set forth in this document.
5. 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 required.
6. Preparation of Bids: All bids should be complete and clearly and carefully worded. Bids must convey all the information requested by the Library. The use of advertising and promotional material is not desired. If a bid contains less than the required information or if the bid fails to conform to the essential requirements of the Invitation to Bid, the Library, in its sole discretion, may declare the bid, in whole or part, not responsive. **Offeror is required to submit one (1) electronic copy.**
7. Inspection of Bids/Confidential Information: Bids shall be open for public inspection after contract award except that proprietary or confidential information in any bid that is clearly marked "confidential" by the offering vendor shall not be disclosed without the written consent of the offering vendor.
8. Questions/Substitution Review: Equals will **not** be accepted. Every effort has been made to ensure that all information needed by offerors is included herein. If an offeror finds that they cannot complete a bid without additional information, they 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.
9. Bids signed: All bids must be signed by a representative of the company authorized to commit to the provisions of the bid. Unsigned bids will be rejected unless an authorized representative is present at the bid opening and provides the needed signature.

10. 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 bid.
11. Award: Award will be made to the responsive offeror(s) whose bid(s) is/are determined to be the most advantageous to the Library, its employees, its users, and the taxpayers of Richland County. The Library reserves the right to reject any or all bids, 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.
12. Governing Law: The vendor must comply with all applicable Federal laws and those of the State of South Carolina, including laws concerning authorization or license to do business in South Carolina. Interpretation and enforcement of the contract is governed by South Carolina law.
13. Indemnification: Vendor 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 vendor, provided that such liability is not attributable to negligence on the part of the Library, its officers, employees or agents.
14. Vendor Responsibility: The vendor alone will be held solely responsible for the performance of any and all obligations under the contract resulting from its bid.
15. Nondiscrimination: Vendor agrees that, during the performance of all obligations under its contract with the Library, the vendor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, gender, sexual orientation 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, gender, sexual orientation or national origin; that all solicitations or advertisements for employees placed by or on behalf of the vendor shall state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, gender, sexual orientation or national origin.
16. Right to Protest: Vendors who have submitted a response to an Invitation to Bid 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.

BID REQUIREMENTS

Offeror, by submitting a bid, agrees to each requirement stated below and indicates its compliance and understanding:

1. Offeror understands the purpose of this Invitation to Bid.
2. Offeror must agree that if it is the successful vendor, it will indemnify and hold the Library harmless for claims and damages as required in this Invitation to Bid, Part I, A, 13.
3. Offeror must complete and sign the Cost Form Attachment contained in this Invitation to Bid. All materials, work, expenses, taxes, shipping or freight to the Library, and costs incurred in performance of the work described in this Invitation to Bid is to be included in the "Cost" on the form.
4. Offeror will include local or state sales tax on the Cost Form Attachment.
5. Offeror must sign and have notarized the attached Affidavit of Noncollusion.
6. Offeror must sign and have notarized the attached Affidavit of Nondiscrimination.

ATTACHMENT A

AFFIDAVIT OF NONCOLLUSION

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

PROJECT NAME: Richland Library
"Printing Services-Access Magazine"

SOLICITATION DOCUMENTS DATED: March 23, 2021

OPENING DATE: April 12, 2021

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 bid 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 B

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, gender, sexual orientation or 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 gender, sexual orientation or national origin.

Offeror

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

_____(L.S.)

Notary Public for

My commission expires:

ATTACHMENT C

COST FORM

_____ (Offeror's Name) agrees to provide the materials as outlined in this Invitation to Bid for the following cost:

Total Cost \$ _____

The cost above must include South Carolina and Local Sales Tax. **South Carolina and Local Sales Tax must also be itemized on all invoices.**

Offeror's / Authorized Signature

Date

ATTACHMENT D

CERTIFICATION OF TIMELY DELIVERY

_____ (Offeror's Name) agrees to provide printing services for the Access Magazine delivered to Consolidated Mailing Services, 1141 Silstar Road West Columbia, SC 29170 by Friday, May 7, 2021 as outlined in this Request for Proposals upon issuance and delivery of Purchase Order from Richland Library.

Offeror's / Authorized Signature

Date

SCOPE OF SERVICES

Richland Library seeks a vendor to provide the materials described herein, including all costs, delivered to: Consolidated Mailing Services, 1141 Silstar Road West Columbia, SC 29170

Invitation to Bid Printing Services-Access Magazine

Qty: 26,000

Pages: 28 pages + cover

Size: Flat Size: 16.75" x 10.875"
Finished Size: 8.375" x 10.875"

Binding: Score/Fold/Saddle Stitch/Trim

Paper: Cover: 80# Verso Sterling Premium Dull Cover; CMYK 4/4 + Aqueous Spot UV (UV will cover approximately 40% of front cover, 20% of back cover, and will not be used on front or back interior)*

**Note: Responses to this Invitation to Bid that include alternatives to the above Cover specs will be accepted so long as an example of the stock is provided along with the submission.*

Interior: 80# Accent Opaque Text Vellum; CMYK 4/4