



Procurement Division
 Public Services Building
 2051 Kaen Road
 Oregon City, OR 97045
 (503) 742-5444 (Office)

REQUEST FOR QUOTES (RFQ) #2019-110

Issue Date: January 29, 2019

Project Name:	Discovery Guide Printing		
Quote Due Date/Time:	February 12, 2019 2:00 PM		
Procurement Analyst:	Peter Madaus	Phone:	503-742-5451
		Email:	pmadaus@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO PROCUREMENT@CLACKAMAS.US
 OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE
 “RFQ 2018-110 DISCOVERY GUIDE PRINTING” IN THE SUBJECT LINE**

1. ANNOUNCEMENT AND SPECIAL INFORMATION

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at www.clackamas.us/bids/terms.html.

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page (www.clackamas.us/bids/index.html) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

2. SCOPE

The purpose of this RFQ is to purchase Discovery Guide Printing Services for the North Clackamas Parks and Recreation District (“NCPRD”) as further described below.

2.1. OVERVIEW

NCPRD prints a publication called the “Discovery Guide” three (3) times per year (Summer, Fall and Winter/Spring). There are up to 16,000 guides printed each season. The printer is required to mail out a portion (approximately 3,000) of the guides to a provided mailing list each time (not a saturated mailing by zip code). NCPRD covers postage costs through a bulk postal permit.

A Summer Fun Brochure and an Annual Report are also printed at the same time as two of the Discovery Guides, with a portion of the brochures and reports inserted into the actual guide. Actual timeframes will be coordinated with the NCPRD representative. Approximate run size is 30,000 for Summer Discovery Guide with inserts and brochures.

North Clackamas Parks and Recreation will require a soft proof for the publication of the “Discovery Guide”.

Pursuant to ORS 282.210 and applicable Local Contract Review Board rules, Discovery Guide Printing Services shall be performed in the State of Oregon.

The below Description further describes the requirements of each Discovery Guide printing run. Both the “Run Details and Price Quote” and “Frequently Asked Questions” are included in the Scope.

2.2. RUN DETAILS AND PRICE QUOTE

Discovery Guide	Format	Total Price Quoted
<p>Winter/Spring</p> <p>Key Dates: Goes to print mid-November</p> <p>Delivery: FOB Destination</p>	<p>Per Run Count: Up to 16,000; Magazine 11" x 17" long before the final fold Finish size with fold 8.5" x 10.75" 50# Uncoated Book 8 pages cover 60# gloss 10# gloss book for insert 4 color all pages Heatset all pages</p> <p>Annual Report Per Run Count: Up to 20,000 (16,000 to be inserted into the winter/spring issue of the Discovery Guide) 80# text matte 4 pages 80# cover matte 8.25" x 16.5" Gate Fold to 8.25" x 8.25" 4 Color all pages Saddle-stitch Heatset all pages</p>	
<p>Summer</p> <p>Key Dates: Goes to print mid-March</p> <p>Delivery: FOB Destination</p>	<p>Per Run Count: Up to 16,000; Magazine 11" x 17" long before the final fold Finish size with fold 8.5" x 10.75" 50# Uncoated Book 8 pages cover 60# gloss 10# gloss book for insert 4 color all pages Heatset all pages + Summer Fun Brochure Per Run Count: Up to 30,000 (16,000 to be inserted into the summer issue of the Discovery Guide) 100# Gloss Book 10.25" x 21" Gate Fold to 10.25" x 5.25" 4 Color all pages Heatset all pages</p>	
<p>Fall</p> <p>Key Dates: Goes to print late-July</p> <p>Delivery: FOB Destination</p>	<p>Per Run Count: Up to 16,000; Magazine 11" x 17" long before the final fold Finish size with fold 8.5" x 10.75" 50# Uncoated Book 8 pages cover 60# gloss 10# gloss book for insert 4 color all pages Heatset all pages</p>	
Total Annual Price Quoted*		

***It is anticipated that this RFQ will result in a contract with a one and a half (1.5) year initial term that includes four (4) one (1) year renewal options upon mutual agreement of the parties.**

2.3. FREQUENTLY ASKED QUESTION

The following questions have been asked during previous procurements of Discovery Guide Services and Answers are being provided for additional clarification. All questions and answers are included in the Scope.

2.3.1. DISCOVERY GUIDE QUESTIONS

Details:

Finished size: 8.5" x 10.75"

4 page Cover prints on 60#

gloss Text pages print on 50#

uncoated

Heatset, full color printing throughout; bleed trim

Question 1: How many total pages, including the cover?

Answer 1: 32

Question 2: Is the cover a standard 4-page cover?

Answer 2: Yes

Question 3: I'm assuming none of the pages in the Discovery Guide gatefold; that reference is for the Summer Fun brochures, correct?

Answer 3: Yes, the gatefold brochure (summer Fun Guide) gets inserted into the center of the Summer Discovery Guide.

Question 4: Quantity to estimate?

Answer 4: 16,000 (this is the maximum number of guides per run)

2.3.2. MAILING QUESTIONS

Question 5: How many of these mail?

Answer 5: Approximately 3,200 Discovery Guides are mailed out to the mailing list provided by NCPRD and using the NCPRD bulk postal permit number.

Question 6: Is this a saturation mailing to all Postal Customers within certain postal routes?

Answer 6: This is a mailing to residents who subscribe to the list and not a saturated mailing.

2.3.2. SUMMER FUN BROCHURE QUESTIONS

Details:

Trim size: 10.25" x 21"

Gate folds to 10.25" x 5.25" (Note: the two panels that fold in first should be narrower, 10.25" x 5.125")

100# gloss book

Heatset, full color printing; bleed trim

PDF file furnished by customer; who will supply file guidelines.

Question 7: Quantity to estimate:

Answer 7: 30,000 (this is the maximum number of brochures)

Question 8: Do these insert into the Discovery Guide? How many insert?

Answer 7: These insert into every Summer Discovery Guide (up to 16,000 per run) and the remaining amount as distributed as individual brochures.

2.4. DELIVERY – Choose one of the following:

- Delivery required within _____ days of supplier's receipt of order.
- Delivery required on or before _____.
- Delivery time is of the essence and may be a factor in making an award.

3. SAMPLE CONTRACT

Submission of a Quote in response to this RFQ indicates Quoter's willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Goods & Services Contract (unless checked, item does not apply)

Travel Expense Reimbursement is Authorized

The following insurance requirements will be applicable:

- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

4. QUOTE

Quotes should be short and concise with the following information:

- A. Description and/or sample of items to be provided;
- B. Statement that Discovery Guide Printing Services shall be performed in the State of Oregon;
- C. Price including any shipping FOB Destination related costs not covered by NCPRD submitted on the table under 2.2. RUN DETAILS AND PRICE QUOTE of this RFQ;
- D. Warranty information;
- E. Clackamas County Certifications Form; and
- F. Estimated delivery time upon order submission.

5. EVALUATION

Quotes will be evaluated based on subjective factors including, but not limited to: Firm experience, staff experience, not-to-exceed price, references, and proposal to complete the inventory (including timeline).

CLACKAMAS COUNTY CERTIFICATIONS
RFQ #2018-110 DISCOVERY GUIDE PRINTING SERVICES

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

SECTION II. NON-DISCRIMINATION

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: _____ Date: _____

Signature: _____ Title: _____

Name: _____ Telephone: _____

Email: _____ OR CCB # (if applicable): _____

Business Designation (check one):

Corporation Partnership Sole Proprietorship Non-Profit Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: _____

Oregon Business Registry Number: _____

**CLACKAMAS COUNTY
INSTRUCTIONS TO QUOTERS**

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE (www.clackamas.us/bids/index.html) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

QUOTE EVALUATION AND AWARD

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
6. **METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
7. **QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.