

Patricia A. Peshka
Purchasing Agent



Joseph J. Solomon
Mayor

City of Warwick
Purchasing Division
3275 Post Road
Warwick, Rhode Island 02886
Tel (401) 738-2013
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The following notice is to appear on the City of Warwick's website Tuesday, February 25, 2020. The website address is <http://www.warwickri.gov/bids>.

**CITY OF WARWICK
BIDS REQUESTED FOR**

Bid2021-018 Printing of Various Letterhead, Envelopes & Business Cards

Specifications are available in the Purchasing Division, Warwick City Hall, Monday through Friday, 8:30 AM until 4:30 PM on or after Tuesday, February 25, 2020.

Sealed bids will be received by the Purchasing Division, Warwick City Hall, 3275 Post Road, Warwick, Rhode Island 02886 up until 11:00 AM, Thursday, March 5, 2020. The bids will be opened publicly commencing at 11:00 AM on the same day in the Lower Level Conference Room, Warwick City Hall.

Awards will be made on the basis of the lowest evaluated or responsive bid price. Please note that no bids can be accepted via email or fax.

The City of Warwick, in addition to soliciting bids in response to this bid, may consult, consider, and make an award for any and all open bid offers for a comparable unit as sought herein at the following websites:

RI State MPA: <https://www.ridop.ri.gov/contract-portal/>

NASPO: <https://www.naspo.org/>

NJPA (National Joint Powers Alliance): <https://www.njpacoop.org/cooperative-purchasing>

MHEC (Massachusetts Higher Education Consortium): <https://www.mhec.net/>

Individuals requesting interpreter services for the hearing impaired must notify the Purchasing Division at 401-738-2013 at least 48 hours in advance of the bid opening date.

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PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

Acknowledgement of Addendum (if applicable)

Addendum Number	Signature of Bidder
_____	_____
_____	_____

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY ADDRESS: _____

BIDDER'S SIGNATURE: _____

BIDDER'S NAME (PRINT): _____

TITLE: _____ TEL. NO.: _____

EMAIL ADDRESS: _____*

*Please include your email address. Future bids will be emailed, unless otherwise noted.

II. AWARD AND CONTRACT:

The CITY OF WARWICK, acting as duly authorized through its Purchasing Agent/Finance Director/Mayor, accepts the above bid and hereby enters into a contract with the above party to pay the bid price upon completion of the project or receipt of the goods unless another payment schedule is contained in the specifications. All terms of the specifications, both substantive and procedural, are made terms of this contract.

DATE: _____
Bid2021-018

Purchasing Agent

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CERTIFICATION & WARRANT FORM*

**This form must be completed and submitted with sealed bid.
Failure to do so will result in automatic rejection.**

Any and all bids shall contain a certification and warrant that they comply with all relevant and pertinent statues, laws, ordinances and regulations, in particular, but not limited to Chapter 16- Conflicts of Interest, of the Code of Ordinances of the City of Warwick. Any proven violation of this warranty and representation by a bidder at the time of the bid or during the course of the contract, included, but not limited to negligent acts, either directly or indirectly through agents and/or sub-contractors, shall render the bidder's contract terminated and the bidder shall be required to reimburse the City for any and all costs incurred by the City, including reasonable attorney fees, to prosecute and/or enforce this provision.

Signature

Date

Company Name

Address

Address

***This form cannot be altered in any way**

**CITY OF WARWICK
NOTICE TO BIDDERS**

Bid2021-018 Printing of Various Letterhead, Envelopes & Business

If you received this document from our homepage or from a source other than the City of Warwick Purchasing Division, please check with our office prior to submitting your bid to ensure that you have a complete package. The Purchasing Division cannot be responsible to provide addenda if we do not have you on record as a plan holder.

Bids received prior to the time of the opening will be securely kept, unopened. No responsibility will be attached to an officer or person for the premature opening of a bid not properly addressed and identified. No bids will be accepted via facsimile or email.

The opening of bids will be in the order established by the posted agenda and the agenda will continue uninterrupted until completion.

Once an item has been reached and any bids on that item has been opened, no other bids on that item will be accepted and any such bid will be deemed late.

The contractor will not discriminate against any employee or applicant for employment because of physical or mental handicap for any position for which the employee or applicant is qualified and that in the event of non-compliance the City may declare the contractor in breach and take any necessary legal recourse including termination or cancellation of the contract.

A bidder filing a bid thereby certifies that no officer, agent, or employee of the City has a pecuniary interest in the bid or has participated in contract negotiations on the part of the City, that the bid is made in good faith without fraud, collusion, or connection of any kind with any other bidder for the same call for bids, and that the bidder is competing solely in his own behalf without connection with, or obligation to, any undisclosed person or firm.

All bids should be submitted with one (1) original and one (2) copies in a sealed envelope, which should read: *YOUR COMPANY NAME* plainly marked on the exterior of the envelope as well as "Bid2021-018 Printing of Various Letterhead, Envelopes & Business."

All proposals submitted become the property of the City and will not be returned. If the company intends to submit **confidential or proprietary information** as part of the proposal, **any limits on the use or distribution of that material should be clearly delineated in writing. This information should be submitted in a sealed envelope, clearly labeled confidential** and where it should be submitted in the response. Please be advised of the Freedom of Information Act as it may pertain to your submittal.

Should you have any questions, please contact Ruth Nicastro, Buyer, 3275 Post Rd., Warwick, RI at 401-921-9703.

All bids should be written in ink or typed. If there is a correction with whiteout, the bidder should initial the change.

Negligence on the part of the bidder in preparing the bid confers no rights for the withdrawal of the bid after it is open.

Any deviation from the specifications must be noted in writing and attached as part of the bid proposal. The bidder will indicate the item or part with the deviation and indicate how the bid will deviate from specifications.

There will be no additional charges to the City if there are any omissions or errors that are the fault of the printer.

The IRS Form W-9 available on www.warwickri.gov should be completed and submitted with the bid if the bidder falls under IRS requirements to file this form.

For a bid to be awarded to a corporation, limited liability company or other legal entity, prior to commencing work under the awarded bid, that corporation, company or legal entity may be required to provide to the Purchasing Agent a **Certificate of Good Standing** dated no more than thirty (30) days prior to the date upon which the bid approval was made.

The successful bidder will provide said **Certificate of Good Standing** (if required) within ten (10) calendar days after notification or the City reserves the right to rescind said award.

Prices are to be held firm beginning July 1, 2020. The City of Warwick reserves the right to award this contract as a one (1) year or two (2) year contract, as deemed most favorable to the interest of the City. Term contracts may be extended for one (1) additional term upon mutual agreement unless otherwise stated.

The contractor must carry sufficient liability insurance and agree to indemnify the city against all claims of any nature, which might arise as a result of his operations or conduct of work.

The City is exempt from the payment of the Rhode Island Sales Tax under the 1956 General Laws of the State of Rhode Island, 44-18-30, Paragraph I, as amended.

The Purchasing Agent reserves the right to reject any and all bids, to waive any minor deviations or informalities in the bids received, and to accept the bid deemed most favorable to the interest of the City.

The successful bidder must comply with all Rhode Island Laws applicable the public works projects, including, but not limited to provisions of Chapter 13 of Title 37 of the Rhode Island General Laws, pertaining to prevailing wage rates, and all other applicable local, state and federal laws.

The City reserves the right to terminate the contract or any part of the contract in the best interests of the City, upon 30-day notice to the contractor. The City will incur no liability for materials or services not yet ordered if it terminates in the best interests of the City. If the City terminates in the interests of the City after an order for materials or services have been placed, the contractor will be entitled to compensation upon submission of invoices and proper proof of claim, in that proportion which its services and products were satisfactorily rendered or provided, as well as expenses necessarily incurred in the performance of work up to time of termination.

No extra charges for delivery, handling or other services will be honored. All claims for damage in transit will be the responsibility of the successful bidder. Deliveries must be made during normal working hours unless otherwise agreed upon.

All costs directly or indirectly related to the preparation of a response to this solicitation, or any presentation or communication to supplement and/or clarify any response to this solicitation which may be required or requested by the City of Warwick will be the sole responsibility of and will be borne by the respondent.

If the respondent is awarded a contract in accordance with this solicitation and if the respondent fails or refuses to satisfy fully all of the respondents obligations thereunder, the City of Warwick will be entitled to recover from the respondent any losses, damages or costs incurred by the City as a result of such failure or refusal.

The City reserves the right to award in part or full and to increase or decrease quantities in the best interest of the City.

Any quantity reference in the bid specifications are estimates only, and do not represent a commitment on the part of the City of Warwick to any level of billing activity. It is understood and agreed that the agreement will cover the actual quantities ordered during the contract period.

The City reserves the right to rescind award for non-compliance to bid specifications.

The successful bidder must adhere to all City, State and Federal Laws, where applicable.

Specifications

The bidder is solely responsible for all work, materials, and services related to the completion of this project. Please be advised that orders will be placed at multiple times and are to be printed and delivered on an as needed basis to the various City Departments. Please state in your response the minimum quantities that your company can print and deliver to the various City Departments.

Any company that intends to submit a bid for this portion of the project is advised to review the various samples that are available in the Purchasing Division, Warwick City Hall, 3275 Post Rd., Lower Level, Warwick, RI 02886 between the hours of 8:30 AM and 4:30 PM Monday through Friday.

By submitting a bid, the bidder affirms having carefully examined any records or requirements affecting work under this contract. No claim for additional cost will be allowed due to claims associated with lack of full knowledge of the performance requirements for this project. The City reserves the right to reject all products that do not meet the requested quality.

Price includes pickup and delivery to the various department locations. Orders are to be filled within five (5) business days. The City reserves to increase or decrease quantities in the best interest of the City, and to add new letterhead, envelopes and business cards, or eliminate current letterhead, envelopes and business cards, as needed. Some letterhead, envelopes and business cards may have to be modified (altered, name change, etc.).

All invoices must be sent directly to the Purchasing Division.

Orders will be placed in allotments of 500 – 1,000 – 2,000 on an as needed basis

Forms must have final approval by the City for appropriate quality and form setup. A proof shall be required for all printing projects signed off as approved from the City Department and/or Division.

In the event that the lowest responsible bidder cannot deliver in a timely fashion, the City reserves the right to go to the next lowest qualified bidder and the additional cost to secure a substitute printer shall be borne by the awarded vendor.

PLEASE COMPLETE THIS PAGE & SUBMIT WITH YOUR BID

CITY OF WARWICK

BID AND CONTRACT FORM

TITLE OF SPECIFICATION: Bid2021-018 Printing of Various Letterhead, Envelopes & Business Cards

I. BID:

WHEREAS, the CITY OF WARWICK has duly asked for bids for performance of services and/or supply of goods in accordance with the above-indicated specifications.

The person or entity does irrevocably offer to perform the services and/or furnish the goods in accordance with the specifications, which are hereby incorporated by reference in exchange for the bid price.

This offer will remain open and irrevocable until the CITY OF WARWICK has accepted this bid or another bid on the specifications or abandoned the project.

The bidder agrees that acceptance by the CITY OF WARWICK will transform the bid into a contract. This bid and contract will be secured by Bonds, if required by the specifications.

- **Our goal is to standardize the layout of letterhead, envelopes and business cards for all departments and divisions.**
- **Please quote prices with virgin paper as well as recycled paper.**
- **Please verify that the unit of measure your company is bidding is the same unit of measure that the City of Warwick is requesting. If you are bidding a different unit of measure, please note the difference.**
- **Your bid submittal price must include all costs including setup and typeset fees (if any), as well as any other fees (if necessary). If any additional fees are not listed in the bid response, the costs will not be honored.**
- **No charges for overages will be honored.**
- **All invoices must be sent directly to the Purchasing Division.**
- **Prices to be held 2 years _____ Yes _____ No**

PLEASE COMPLETE THIS PAGE SUBMIT WITH YOUR BID
(PRICING SHEET MAY NOT BE CONFIDENTIAL)

PRINTING OF LETTERHEAD, ENVELOPES AND BUSINESS CARDS 2020						
<u>Item #</u>	<u>Description</u>	<u>Approx Quantity</u>	<u>UOM</u>	<u>Price</u>	<u>Price</u>	<u>Recycled</u>
VARIOUS DEPARTMENTS 2020						
1	8 1/2 X 11 Letterhead/Black Ink/25% bond	10,000	per 1,000			
2	8 1/2 X 11 Letterhead/Black Ink/25% bond	2,000	per 500			
3	8 1/2 x 11 Plain Paper (2nd page)/25% bond	1,000	per 1,000			
4	#10 Plain Envelope/Black Ink/24# White Wove	75,000	per 1,000			
5	#10 Plain Envelope/Black Ink/24# White Wove	1,500	per 500			
6	#10 Window Envelope/Black Ink/24# White Wove	50,000	per 1,000			
7	Business Cards/Black Ink OR Business Cards/Blue Ink	14,000 10,000	per 500 per 500			
8	Kraft 6 X 9 Catalog Envelope/Black Ink/No Clasp	1,000	per 1,000			
9	#9 Envelope/Black Ink/24# White Wove	5,000	per 1,000			
POLICE DEPARTMENT						
10	2.5 x 4 Yellow card- 2 Side/ Black Ink - Constitutional Rights	1,500	per 500			
11	3 x 5 Card/One Side White- Current Investigating Card	2,000	per 1,000			
12	4 1/2 x 5 1/2 Pads (50 pages each) Cardboard Backing - Rpt Rqst	600	per 600			
13	4 1/2 x 5 1/2 Pads (50 pages each) Cardboard Backing - Photocopy	600	per 600			
14	5.5x8 Pad Top 3 Color pgs OT Auth. Form Three Part 1 Side/All	20,000	per 1,000			
15	8.5x11 Tri-Fold 2 Color- Ivory - Complaint Procedures	2,000	per 1,000			
16	8.5x11 -Printed Form Various Colors 70# Paper Weight - Licenses	2,000	per 1,000			

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17	3 1/2 x 8 Card/Two Side White -Identity Card	1,000	per 1,000
18	Chief Stationary (Blank Sheet)-Classic Laid/ Antique Gray	1,000	per 500
19	Chief #10 Stationary Envelope-Classic Laid/ Antique Gray	1,000	per 500
FIRE DEPARTMENT			
20	Business Cards Red Ink	2,000	per 500
21	#10 Plain Envelopes Red Ink	2000	per 500
22	Assorted Flyers One sided Color Ink on Colored Paper 8.5 x 11	2000	per 500
ADMINISTRATIVE - MAYORAL			
23	Mayoral Letterhead - Executive Chambers Ivory 8.5 x 11	4,500	per 500
	Mayoral Letterhead - Page 2 Ivory	2,000	per 500
24	#10 Executive Chambers Envelopes Ivory	4,000	per 500
25	Mayoral Proclamation Letterhead - Blue 8.5 x 11	500	per 500
26	Mayoral Proclamation Letterhead 8.5 x 14	500	per 500
27	Mayoral Proclamation Folders w/ Mayor Name	100	per 100
28	Mayoral Proclamation Folders w/o Mayor Name	100	per 100
29	Mayoral Business Cards 2 Sided Ivory 3 Ink Colors	2,000	per 500
	" 2 Sided Ivory 3 Ink Colors Heavier Grade <i>(Provide Sample)</i>	2,000	per 500
Time Required to Submit Proof for Each New Form/Business Days			
Time Required for Delivery ARO/Business Days			