



INVITATION TO BID RFP 2018-0118-003 STATIONERY BID

The Board of County Commissioners will receive sealed bids for Stationery for the year of 2018 until 9:00 a.m. MST, Thursday, January 18, 2018 at the office of the County Commissioners, 218 West Kiowa Ave, Fort Morgan, Colorado, at which time all bids will be publicly opened and read aloud. Location of the bid opening will be at 231 Ensign, Fort Morgan, Colorado in the Assembly Conference Room, (lower level) of the Administration Building.

The bid documents are on file in the office of Administrative Services Department at 218 West Kiowa Avenue, Fort Morgan, Colorado and also on the Morgan County Website at www.co.morgan.co.us.

All Qualifications can be submitted as follows:

Email - Bids may be emailed to: kwaite@co.morgan.co.us. Emailed Bids must include the following statement on the email: **"I hereby waive my right to a sealed Response"**. An email confirmation will be sent when the County receives the Bid within 24 hours of normal business hours.

Hand delivery - Two (2) copies of the Bid may be hand delivered to the Office of the Board of County Commissioners, 218 W. Kiowa Ave. Fort Morgan, CO 80701.

Mail - All Bids must be clearly marked on the envelope **RFQ 2018-0118-003 Stationery Bid**. Please address as follows:

Morgan County
Attn: Kristi Waite, Administrative Services Manager
218 W Kiowa Ave
Fort Morgan, CO 80701

All bids shall be less all taxes and discounts, and shall, in every way, be the total net price which the bidder will expect Morgan County to pay the awarded bid. The Board of County Commissioners reserves the right to reject any or all bids and waive any formalities.

Kristi Waite
Administrative Services Manager
Morgan County, Colorado

Published in Brush News Tribune and Morgan
County Website: www.co.morgan.co.us
January 3, 2018

BID INFORMATION

1. All participating firms, by their signature hereunder, shall agree to comply with all conditions, requirements, and instructions of this bid as stated or implied herein. Should the County omit anything from this bid package which is necessary to a clear understanding of the items required, or should it appear that various instructions are in conflict, then the companies shall secure instructions from Kristi Waite, Administrative Services Manager.

2. Participating firms are expected to examine all documents contained herein. Failure to do so shall in no way relieve a participating firm from obligations with respect to his or her offer or to the resultant award. Non responsive and incomplete submittal may be deemed cause for rejection.

3. Any item which does not meet all of the terms, conditions, or specifications of this package must be clearly indicated on a separate sheet of paper and returned with your bid.

Substitutions or modifications to any of the terms, conditions, or specifications of this bid which are made by Morgan County after the packages have been distributed to prospective firms, and prior to the due date and time, will be made in writing, and signed by the Administrative Services Manager. No employee of Morgan County is authorized to, in any way, modify any of the terms, conditions, or specifications of this package, without written approval of the Administrative Services Manager. This is not to imply that offers will not be accepted or considered on specifications which are different than those herein.

5. All prices offered are to be FOB DESTINATION, unless otherwise specified.

6. Withdrawal of inadvertently erroneous bids before the award may be permitted if the offerer submits proof which clearly and convincingly demonstrates, as determined by the County, that an error was made. BIDS MAY NOT BE RE-SUBMITTED.

7. If you consider any of the information being submitted to be trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, it is your responsibility to label the information as such. Otherwise, all information submitted shall be available as a public record for public inspection.

LATE, INCOMPLETE, OR UNSIGNED BIDS WILL NOT BE ACCEPTED OR CONSIDERED. IT IS THE RESPONSIBILITY OF THE PARTICIPATING FIRMS TO INSURE THE BID ARRIVES IN THE COUNTY'S ADMINISTRATIVE SERVICES OFFICE AT THE TIME INDICATED ON THE BID.

8. The final award shall be made by the Board of County Commissioners in the best interests of Morgan County. THE BOARD WILL GIVE A 5% PREFERENCE TO LOCAL BIDDERS .

9. COLLUSION by submitting a bid, the participating firm certifies that (a) the prices in the bid have been arrived at independently without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such prices with any other participating firm or with any competitor, (b) the prices quoted herein have not been and will not be knowingly disclosed, directly or indirectly, by the offerer to any other participating firms, competitors or the County's representatives prior to the final date for submission of such bid; and (c) no attempt has been made and none will be made by the bidder to induce an other

person partnership or corporation to submit a proposal or not to submit a proposal (complementary or otherwise) for the purpose of restricting competition.

10. By submitting a bid, the offerer acknowledges that (a) the preparation of the bid, and other quotations herein contained, does not obligate the County in any way; (b) the County assumes no obligation to enter into an agreement for the Work; (c) all bid documents are understood; and (d) the offerer has the equipment, technical ability, personnel and facilities to complete the Work as specified herein in accordance with the bid documents.

GENERAL SPECIFICATIONS

ORDERS:

Purchase Orders will be placed by the Morgan County Administrative Services Manager specifying printing requirements as needed. Morgan County will order each item as many times as necessary throughout the year.

Only the exact quantity ordered will be accepted. Over/Under quantities will not be accepted.

TERMS:

The term of this bid award shall be for one year from the date of bid award. Prices bid must be held firm for a period of 180 days after the date of the bid award. After this period, written notice, with proper documentation, must be submitted to the Morgan County Administrative Services Manager at least 30 days prior to the effective date of any price increases. The only price increases which will be allowed are direct cost increases to the vendor from the supplier.

The vendor shall also be expected to extend any direct cost decreases to the County. The bid prices will be changed only by the actual amount of the direct cost increases/decreases.

DELIVERY:

Vendors shall complete delivery of each order within fourteen (14) calendar days from the date of purchase order issuance.

INVOICES:

All invoices are to be sent to the Accounting Department, P.O. Box 189 Fort Morgan, CO 80701

QUALITY:

All items supplied shall be in accordance with the specifications contained herein. Any item supplied which does not meet the specifications will be returned at the vendors expense. At the discretion of the County, the vendor may be required to make corrections or provide replacements, as necessary, at no additional cost to Morgan County. Price and qualifications will be the determining factors in the award of this bid. High quality printing, materials, and timely delivery will be used as criteria for measuring vendor performance. If overall vendor performance is not acceptable during the year, Morgan County reserves the right to reject any outstanding orders and rescind the entire bid award.

ACCEPTANCE:

Acknowledgement of delivery shall not constitute acceptance by Morgan County. Each order shall be subject to inspection by the requesting department prior to payment.

ARTWORK:

The phrase "Camera Ready" indicates that the sample or original artwork provided is ready for printing and no changes to the copy or layout are required. In the event camera ready artwork is not provided or useable for reproduction, the vendor shall obtain approval from the Administrative Services Manager for additional labor and materials charges. All bidders must have typesetting and artwork-producing capabilities, either in-house or from outside sources. All artwork, whether provided by Morgan County or generated by the vendor, is the property of Morgan County and must be returned.

PAPERSTOCK:

Non-recycled paper stock for standard forms is to be 20# white, laser compatible.

Recycled paper stock for standard forms is to consist of 50% consumer/10% post waste material, and is to be 20# white, laser compatible. In addition, the recycled paper stock is to be compatible with regular paper specified for non-recycled forms.

BIDDING INSTRUCTIONS:

Bids must be submitted on the attached proposal sheets. Fill in the price column for the appropriate item(s). BID ONLY THE TOTAL AMOUNT FOR EACH QUANTITY LISTED. DO NOT BID A COST PER THOUSAND OR PER HUNDRED.

"Additional" costs on the proposal sheets are to cover optional specifications to the item description. Bidders are to enter the cost of the option only. At the time the order is processed, Morgan County will add the cost of the option(s) required to the base price to arrive at a total cost.

Bids for the printing of forms having different specifications/formats than those specified herein (e.g. stubbed NCR forms instead of padded sets) must be submitted separately, and must be marked as "alternative bids."

LIST BELOW THREE REFERENCES FOR WHOM YOUR FIRM HAS PROVIDED PRINTING SERVICES:

COMPANY NAME	CONTACT NAME	PHONE
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BIDS MUST BE RECEIVED BY THE MORGAN COUNTY ADMINISTRATIVE SERVICES MANAGER NO LATER THAN 9:00 A.M. MST ON JANUARY 18, 2018. ANY BIDS RECEIVED AFTER THIS TIME WILL NOT BE ACCEPTED OR CONSIDERED. THE ADMINISTRATIVE SERVICES MANAGER IS LOCATED AT 218 WEST KIOWA STREET, FORT. MORGAN, CO 80701. BIDS WILL BE OPENED AT THE LOCATION OF 231 ENSIGN, ASSEMBLY ROOM (BASEMENT) FORT MORGAN, CO 80701.

“NO EXCEPTIONS” _____ (PLEASE MARK IF THERE ARE NO EXCEPTIONS TAKEN TO ANY OF THE TERMS , CONDITIONS, OR SPECIFICATIONS OF THESE BID DOCUMENTS.)

IF THERE ARE EXCEPTIONS TAKEN TO ANY OF THE TERMS, CONDITIONS, OR SPECIFICATIONS OF THESE BID DOCUMENTS, THEY MUST BE CLEARLY STATED ON A SEPARATE SHEET OF PAPER, ATTACHED TO THIS PROPOSAL SHEET, AND RETURNED WITH YOUR BID.

COMPANY NAME _____

PHONE _____ FAX _____

COMPANY ADDRESS _____

NAME AND TITLE _____

AUTHORIZED SIGNATURE _____

DATE _____

EMAIL _____