

# INVITATION FOR BID

FOR

## Printing

(Envelopes, Forms & Business Cards)

965-047

BID NUMBER: # 14-028-DAE



MACON-BIBB COUNTY, GEORGIA

**MACON-BIBB COUNTY – PROCUREMENT DEPT.**

Government Center Annex  
682 Cherry Street – 8<sup>th</sup> Floor  
Macon, Georgia 31201  
Telephone (478) 803-0550; Fax (478) 751-7998  
[deidmann@maconbibb.us](mailto:deidmann@maconbibb.us)

Invitation  
For Bid  
Number:

TITLE: PRINTING (Envelopes, Forms & Business Cards)

14-028-DAE

**INVITATION FOR BIDS:**

1. Notice is hereby given that Macon-Bibb County will **receive** sealed bids in the Procurement Department, Government Center Annex, 682 Cherry Street – 8<sup>th</sup> Floor, Macon, Georgia 31201, **until 12:00 noon on Thursday, July 17, 2014** for **Printing** (Envelopes, Forms & Business Cards), for Macon-Bibb County Government.

**NO BIDS WILL BE ACCEPTED AFTER THE ABOVE DESIGNATED TIME.**

2. Bids will be publicly **opened** and read in the Procurement Department Conference Room on Thursday, **July 17, 2014**, starting at 2:00 p.m.
3. Minority, Women Owned and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE subcontractors where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Dr. James Louis Bumpus, Director of Small Business Affairs at (478) 951-2192 or [jbumpus@maconbibb.us](mailto:jbumpus@maconbibb.us) .

**SEALED Bids** shall be delivered or mailed to:

Macon-Bibb County Procurement Department  
Government Center Annex  
Attn: Doreen Eidmann  
682 Cherry Street – 8<sup>th</sup> Floor  
Macon, GA 31201

**Mark the outside of the envelope “14-028-DAE - Printing”**

Macon-Bibb County reserves full freedom (in addition to the right to reject any and all bids) in awarding bids to consider all available factors including, but not limited to, price, the provision of needed and unneeded features, usefulness to the using department and prior Macon-Bibb County experience. Hence, the Macon-Bibb County may award bids to other than the lowest bidder if in the judgment of the Board of Commissioners the interest of the County will be best served by award to another. Any required information not submitted with bids shall deem bid not responsive.

If awarded, the initial term of this contract shall be from date of award through June 30, 2015. However, provided that funds are appropriated, the initial contract may be renewed for up to three (3) additional twelve (12) month terms or any portions thereof, up to a cumulative total of forty-eight (48) months.

**All prices shall include all charges for artwork, negatives, printing plates, set-up, packaging and delivery to the appropriate county office/department and shall remain firm for the term of this contract.**

Award, if made, will be made based on individual line item prices by quantity, lump sum total by quantity, or by total bid, whichever is in the best interest of Macon-Bibb County. Inside delivery will be made to the user department within \_\_\_\_\_ days/weeks (circle one) from receipt of Macon-Bibb County purchase order.

Normal payment terms are \_\_\_\_\_ if paid within \_\_\_\_\_ days. A cash discount of \_\_\_\_\_% will be allowed if paid with \_\_\_\_\_ days.

**PRICES SHALL BE FOB DESTINATION, DELIVERED AFTER DEDUCTING NON-APPLICABLE TAXES**

Delivery to Macon-Bibb County within \_\_\_\_\_ days/weeks (circle one) after receipt of order.

Minimum Macon-Bibb County Bid Specifications for the above commodity is as follows:

ITEM    DESCRIPTION

I.    **ENVELOPES**, Standard #10, 24 lb. White wove, printed in corner card field, address field, or on back. Ink shall be suitable for laser printer use.

PRICE PER

A. Printed in black ink	<u>500</u>	<u>1M</u>	<u>2.5M</u>	<u>5M</u>	<u>10M</u>
1. One side	_____	_____	_____	_____	_____
2. Two sides	_____	_____	_____	_____	_____

II.    **ENVELOPES**, standard #10, with standard window, 24lb. White wove, printed in corner card field, address field, or on back. Ink shall be suitable for laser printer use.

PRICE PER

A. Printed in black ink	<u>500</u>	<u>1M</u>	<u>2.5M</u>	<u>5M</u>	<u>10M</u>
1. One side	_____	_____	_____	_____	_____
2. Two sides	_____	_____	_____	_____	_____

III.    **FORMS**, 8 ½ X 11, NCR paper in standard color sequence.

PRICE PER

A. Black ink	<u>500</u>	<u>1M</u>	<u>2.5M</u>	<u>5M</u>	<u>10M</u>
1. Two part	_____	_____	_____	_____	_____
2. Three part	_____	_____	_____	_____	_____

VI.    **BUSINESS CARDS**, White Card Stock, standard Black Ink, with Seal

A. Black Ink	<u>1M</u>
1. One Side	_____
2. Two Sided	_____

V.    **BUSINESS CARDS**, Ivory Card Stock, raised Black Ink, with Gold Foil Seal

A. Black Ink	<u>1M</u>
1. One Side	_____

I certify that my bid meets these minimum specifications. This bid shall be valid and may not be withdrawn for a period of sixty (60) calendar days after the scheduled closing time for receiving bids.

**BIDDER INFORMATION**

Company Name:

Company Address:

Authorized By (typed or printed name):

Title:

Authorized Signature:

Date:

Telephone Number:

Fax Number :

Email Address:

**REMITTANCE INFORMATION (where payments should be sent)**

Remit to Name:

Remit to Address:

City: State: Zip: County:

Phone: Fax: Toll Free:

Contact: Email:

Tax ID:  SSN \_\_\_\_\_  Federal Tax ID \_\_\_\_\_

Business Type:  Individual  Business  Misc.

**PURCHASE ORDER INFORMATION (where purchase orders should be sent)**

Purchase Order Name:

Purchase Order Address:

City: State: Zip: County:

Phone: Fax: Toll Free:

Contact: Email:

Payment Terms: Discount \_\_\_\_\_% No. Days \_\_\_\_\_ Net Due \_\_\_\_\_

Freight Terms: Ship Via: \_\_\_\_\_ FOB \_\_\_\_\_

**MBE/DBE STATUS (check appropriate box)**

African American  Hispanic  Native American  Asian American

Disabled  Veteran  Woman-Owned  Not-Applicable

**FINANCIAL & LEGAL STABILITY STATEMENT**

Please check appropriate item(s):

Firm has the financial capability to undertake the work and assume the liability required if awarded this solicitation.

Firm has the legal capability to undertake the work and assume the responsibilities required if awarded this solicitation. Pending litigations (if any) will not affect the firm's ability to perform on this contract, if awarded.

SUBSCRIBED AND SWORN

BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_ My Commission Expires: \_\_\_\_\_

\_\_\_\_\_

[NOTARY SEAL]

Notary Public









**GEORGIA SECURITY AND IMMIGRATION  
COMPLIANCE ACT  
(E-Verify)  
AFFIDAVIT**

Contract/Bid No. and Name: \_\_\_\_\_

Name of Contracting Entity: \_\_\_\_\_

By executing this affidavit, the undersigned person or entity verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm, or corporation which is contracting with Macon-Bibb County has registered with, is authorized to participate in, and is participating in the federal work authorization program commonly known as E-Verify,\* in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91.

The undersigned person or entity further agrees that it will continue to use the federal work authorization program throughout the contract period, and it will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the undersigned with the information required by O.C.G.A. § 13-10-91(b).

The undersigned person or entity further agrees to maintain records of such compliance and provide a copy of each such verification to Macon-Bibb County at the time the subcontractor(s) is retained to perform such service.

\_\_\_\_\_  
EEV/E-Verify™ User Identification Number

\_\_\_\_\_  
Date of Authorization

\_\_\_\_\_  
By: Authorized Officer or Agent  
(Name of Person or Entity)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title of Authorized Officer or Agent

\_\_\_\_\_  
Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 201\_\_\_\_\_

My Commission Expires: \_\_\_\_\_

\_\_\_\_\_  
Notary Public

[NOTARY SEAL]

\* or any subsequent replacement operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603.