



**ADVERTISEMENT
REQUEST FOR QUOTATIONS
Goods and Services
RFQ NUMBER 20009
March 2, 2020**

RE: Printing of Parks and Rec Connected and Summer Camp Magazine

The City of Fairfax (City), department of Parks and Recreation, desires bids to print the Parks and Rec Connected and Summer Camp Magazine. This solicitation is being conducted in accordance with the Virginia Public Procurement Act; incorporated herewith by reference.

The City desires open and fair competition and is requesting competitive bids from printers for the Work as described in the Project Specifications. Send the attached Bid Quotation Form to Lyn Guzman, Acting Purchasing Agent, Department of Finance, 10455 Armstrong Street, Suite 312, Fairfax, Virginia 22030. Bid Quotation Forms may be hand delivered or mailed.

Responses shall be received no later than 3:00 PM, March 20, 2020 (deadline).

Questions may only be directed to the Purchasing Agent and must be received no later than five business days prior to the deadline. Responses to questions and related changes to the solicitation will be posted on the City and the Commonwealth of Virginia's websites as Addenda:

www.fairfaxva.gov/government/finance/procurement,

<http://www.eva.virginia.gov/pages/eva-i-buy-for-virginia.htm>

Addenda must be acknowledged as received on the Bid Quotation Form.

Lyn Guzman
Acting Purchasing Agent
Procurement@fairfaxva.gov

Conditions of Contract

1. The Agreement is provided as Attachment A.
2. Contractor must meet requirements of Business Conditions (Attachment B).
3. Contractor shall carry adequate insurance in accordance with Attachment B.
4. Contractor must meet requirements of the Project Specifications (Manual).
5. Contractor shall be subject to show to the satisfaction of the City, that it has the necessary facilities, ability, and financial resources to comply with the Contract Documents; to include a Virginia's Contractor's License, if required, and a City of Fairfax Business License.
6. Contractor shall meet all required federal and Commonwealth of Virginia laws.
7. Basis of Award shall be the Base Bid
8. Bids shall be binding for a period of 60 calendar days following the deadline.
9. The City reserves the right to reject any and all bids if bids are deemed non-responsive, the Offeror is deemed non-responsible, or the bids received exceed the project budget.
10. The City is committed to the Americans with Disabilities Act and if Bidder needs any reasonable accommodations please contact the Finance department.
11. The City does not discriminate against faith-based organizations.

BID QUOTATION FORM

(REQUIRED SUBMISSION – MUST BE SIGNED IN INK)

THE FULL LEGAL NAME OF THE FIRM OR ENTITY SUBMITTING THIS BID MUST BE WRITTEN IN THE SPACE PROVIDED BELOW. THIS BID FORM AND ALL OTHER DOCUMENTS REQUIRED BY THE SOLICITATION TO BE SUBMITTED WITH THIS BID FORM, INCLUDING, BUT NOT LIMITED TO ALL ISSUED AMENDMENTS, MUST BE FULLY AND ACCURATELY COMPLETED AND SIGNED BY A PERSON AUTHORIZED TO LEGALLY AND CONTRACTUALLY BIND THE BIDDER, OR THE BID MAY BE REJECTED:

SUBMITTED BY (Legal Name of Bidder): _____	
AGE OF THE ENTITY: Years Entity has been in business under the current name: _____	
FORMER NAMES (Insert all other names that this entity has been known by in the past ten (10) years): 	
PRINCIPAL PLACE OF BUSINESS: 	
TELEPHONE NO. 	
FACSIMILE NO.	CORPORATE WEBSITE:
DUNS NUMBER (Dun & Bradstreet): _____	
FORM OF ORGANIZATION (please mark one):	
<input type="checkbox"/> CORPORATION	<input type="checkbox"/> GENERAL PARTNERSHIP
<input type="checkbox"/> INCORPORATED ASSOCIATION	<input type="checkbox"/> LIMITED LIABILITY COMPANY
<input type="checkbox"/> LIMITED PARTNERSHIP	<input type="checkbox"/> LIMITED LIABILITY PARTNERSHIP
<input type="checkbox"/> SOLE PROPRIETORSHIP	
BIDDER'S STATUS (please mark one):	
<input type="checkbox"/> MINORITY OWNED	
<input type="checkbox"/> WOMAN OWNED	
<input type="checkbox"/> NEITHER	
NAME OF STATE WHERE ENTITY WAS FORMED: _____	
IDENTIFICATION NO. ISSUED TO THE FIRM BY SCC: _____	
If Bidder is exempt from the SCC authorization requirement, then it shall include a statement on the entity's Letterhead with its application certifying its exemption from this requirement.	

Bid Quotation Form
Goods and Services

Printing of Parks and Rec Connected and Summer Camp Magazine

THE FIRM OF: _____

Address: _____

FEIN _____

NOTICE TO BIDDERS: The following required services shall be provided according to the contract terms and conditions and specifications for RFQ# 20009

Parks & Rec Connected

22,000 copies per printing– 3 times annually, 60lb white glossy paper. Folded, trimmed and stapled to 8 ½” x 11”. Full color front to back. **Deliver to Merrifield Post Office and remainder to City Hall.**

Item 1	52 pages	\$ _____ per printing
Item 2	56 pages	\$ _____ per printing
Item 3	60 pages	\$ _____ per printing

Optional: Additional 1,000 copies (assume 52 pages; pro-rate other) \$ _____ per thousand

Summer Camp Magazine

2,500 copies one printing once per year, 50lb white recycled paper. Folded, trimmed and stapled to 8 ½” x 11”. Full color front to back. **Deliver to Sherwood Center.**

Item 4	24 pages	\$ _____ per printing
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Optional: Additional 1,000 copies \$ _____ per thousand

BID QUOTATION FORM (Cont'd.)

REQUEST FOR QUOTATION (RFQ) NUMBER 20009

AGREEMENT PRICING SCHEDULE

(REQUIRED SUBMISSION)

FURNISH ALL LABOR, MATERIALS AND EQUIPMENT FOR THE FOLLOWING END-PRODUCT(S)
Printing of Parks and Rec Connected and Summer Camp Magazine

TOTAL BASE BID AMOUNT \$ _____
Include only the sum of Items 1, 2, 3, and 4

Written in Words: _____
See Bid Quotation including all Lump Sum and Unit Prices

PROJECT COST BREAKDOWN

Bidder shall provide the Unit Prices shown on the Bid Quotation. All Unit Prices must be completed. The Bid shall be a balanced bid and Unit Prices shall include all materials, labor, incidentals, overhead and profit for a complete printing set. **The sum of all items shall equal the Total Base Bid Amount Written above.**

Bidder shall complete and submit one (1) copy of the BID QUOTATION FORM (Pages 3 to 8 inclusive) in a sealed envelope. Licenses, Insurance, and Bonds will be required within ten (10) days of Notice of Award.

DEBARRED, DISQUALIFIED, SUSPENDED FORM

If the answers to any of the questions below are yes, use additional pages to provide a detailed description of the situation and/or provide full documentation.

DEBARRED, DISQUALIFIED, SUSPENDED:

Is the entity or any of its principals currently debarred, disqualified or suspended from submitting responses to the City, or any other state, local or federal entities? YES NO

CLAIMS/FINAL RESOLUTION/JUDGMENTS:

Have any of the following actions occurred on, or in conjunction with, any project(s) performed by the Bidder, any affiliate, or their officers, partners or directors in the last five (5) years? "Legal Actions" shall include civil or criminal litigation, administrative proceedings, indictments, arbitrations or the like? YES NO

TERMINATION/FAILURE TO COMPLETE

Has the Bidder ever been terminated for work awarded to it? This includes termination for default (or cause) or for the convenience of the City? Has the Bidder for any other reason failed to complete a project? YES NO

BREACH, DEFAULT, DEBARRED:

Within the last five (5) years, has the Bidder been disqualified, removed, or otherwise declared in material breach or default of any contract by a public agency, or debarred from participating in bidding for any contract? If yes, please explain the circumstances. YES NO

RELEASE FROM CONTRACT APPLICATION, BID OR AWARD:

Has the Bidder filed a request to be released from an application, bid, selection or award of any contract within the last five (5) years? If yes, please explain the circumstances. YES NO

FAILURE TO EXECUTE A CONTRACT:

Has the Bidder ever been selected for award or awarded a contract in which the entity failed to execute the contract? This would include: the entity not signing the contract documents; an inability of the company to obtain insurance requirements; or failure of the company to submit required forms and attestations. If yes, please explain the circumstances. YES NO

BANKRUPTCY:

Has the Bidder filed for bankruptcy in the last seven years or is the firm currently the debtor in a bankruptcy case? If yes, please explain the circumstances. YES NO

WORKPLACE SAFETY:

Has the Bidder been issued any fines and/or citations by OSHA or VOSH (Virginia Occupational Safety and Health) within the past three (3) years? If yes, are such fines/citations currently pending? If yes, please explain the circumstance and the status of resolution. YES NO

CONTACT PERSON AND MAILING ADDRESS FOR DELIVERY OF NOTICES

Provide the name and address of the person designated by the Bidder to receive notices and other communications (Refer to the section titled "Notices" in the Contractual Terms and Condition of this solicitation for further details):

TRADE SECRETS OR PROPRIETARY INFORMATION:

Trade secrets or proprietary information submitted by the Bidder in connection with a procurement transaction shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, the Bidder must identify the data and materials that need such protection prior to the submission of such data and material and state the reasons why protection is necessary. Please mark one:

Yes, the Application I have submitted does contain trade secrets and/or proprietary information.

No, the Application I have submitted does not contain any trade secrets and/or proprietary information.

If Yes, Bidder must clearly identify below the exact data or other materials to be protected and list all applicable page numbers of the Application containing such data or materials:

THE SPECIFIC REASON(S) WHY PROTECTION IS NECESSARY:

Use additional attachments if necessary

NOTE: If the Bidder fails to identify the data or other materials to be protected and fails to state the reasons why such protection is necessary in the space provided above, then the Bidder has not invoked protection accordingly, effectively making the Application open for public inspection consistent with applicable law.

CERTIFICATION OF NON-COLLUSION:

The undersigned certifies that this Application is not the result of, or affected by, any act of collusion with another person (as defined in Code of Virginia Section 59.1-68.6 et seq.), engaged in the same line of business or commerce; or any act of fraud punishable under the Virginia Governmental Frauds Act (Code of Virginia §18.2-498.1 et seq.).

COMPLIANCE WITH LOBBYING RESTRICTIONS:

By submitting this Bid Form, the firm certifies that:

a. Since promulgation of the federal requirements implementing Section 1352 of Title 31, U.S.C. (PL 101-121, Section 319) entitled "Limitation on use of appropriated funds to influence certain Federal contracting and financial transactions", no federal appropriated funds have been paid and none will be paid, by or on behalf of the Bidder, to any person for the purpose of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of a federal contract, the making of any Federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement;

b. If any funds other than federal appropriated funds have been paid or will be paid to any person for the purpose of influencing or attempting to influence an officer or employee of any federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the Bidder shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

CONFLICT OF INTEREST:

The undersigned certifies and warrants that to the best of its knowledge and belief and except as otherwise disclosed, it does not have any organizational conflict of interest, which is defined as a situation in which the nature or work under the contract and the Bidder's organizational, financial, contractual or other interests are such that award of the contract may result in the bidder receiving an unfair competitive advantage, or the Bidder's objectivity in performing the contract work may be impaired. The Bidder agrees that if after being awarded it discovers an organizational conflict of interest with respect to the contract being awarded, it shall make an immediate and full disclosure in writing to the City which shall include a description of the action which the Bidder has taken or intends to take to eliminate or neutralize the conflict.

ADDENDUM RECEIVED:

The undersigned warrants that it has received the following Addendum/Addenda for the Solicitation (Show date of Addendum).

AMENDMENT NO.	DATE	INITIAL

[Add more as needed]

INDICATE THE NAME AND CONTACT INFORMATION OF THE PERSON WHO CAN RESPOND AUTHORITATIVELY TO ANY QUESTIONS REGARDING THIS BID (I.E. PROJECT MANAGER):

NAME (PRINTED): _____ TITLE: _____

E-MAIL ADDRESS: _____ TEL. NO.: _____

The undersigned swears or affirms under the penalty of perjury and upon personal knowledge that the contents of the Bid are true and correct.

The undersigned swears or affirms under the penalty of perjury that the Bidder, its agents, servants and/or employees, to the best of his/her knowledge and belief, have not in any way colluded with anyone for and on behalf of the Bidder for an unfair advantage over others, nor have they colluded with anyone for and on behalf of the Bidder, or themselves, to gain any favoritism in the award of any contract resulting from this bid.

NAME OF AND TITLE BIDDER'S REPRESENTATIVE

SIGNATURE OF BIDDER'S REPRESENTATIVE