



WORKFORCE SOLUTIONS of the Coastal Bend

TO: Interested Parties

FROM: Ken Trevino, President/CEO

DATE: September 23, 2020

SUBJECT: REQUEST FOR PROPOSALS (RFP) – PRINT SHOP AND COPY SERVICES

Workforce Solutions of the Coastal Bend (WFSCB), also known as the Coastal Bend Workforce Development Board, is soliciting proposals from qualified and eligible vendors to provide print shop and copy services.

The description of the services solicited is provided in the attached RFP. Included in the RFP packet are the minimum requirements as it pertains to the services and information requested.

All inquiries should be directed to Robert Ramirez at: robert.ramirez@workforcesolutionscb.org Mailed and hand delivered copies are acceptable. Faxed or electronic transmitted copies will be accepted provided that proposers can sign all required forms via e-signature.

Workforce Solutions of the Coastal Bend is an Equal Opportunity Employer/Program. Auxiliary aid and services are available upon request to individuals with disabilities by dialing 711. They may use (512) 936- 0342; (TDD):1-800-735-2989, Voice 1-800-735-2988. Historically Underutilized Businesses (HUB's) are encouraged to apply.

REQUEST FOR PROPOSALS (RFP)

Issued by



WORKFORCE SOLUTIONS
of the Coastal Bend

For

PRINT SHOP AND COPY SERVICES

Responses to be submitted to the

Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions of the Coastal Bend) 520 North

Staples, Corpus Christi, TX 78401 (if hand-delivered or by private courier)

P.O. Box 2568, Corpus Christi, TX 78403 (if mailed)

Issue Date: September 23, 2020

Copies of the Request for Proposals packets are available September 23, 2020, 2:00 p.m. (CST) Proposal

Due Date and Time: Wednesday, October 14, 2020, 4:00 pm (CST)

Submission of Written Questions: September 23, 2020 – October 2, 2020, 5:00 p.m. (CST)

Procurement is open and subject to the availability of funds.

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Workforce Solutions is an Equal Opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Telephone access is available by dialing 711 or you can also call (512) 936-0342; (TDD): 1-800-735-2989, Voice 1-800-735-2988. Historically Underutilized Businesses (HUB's) are encouraged to apply.

WORKFORCE SOLUTIONS OF THE COASTAL BEND

REQUEST FOR PROPOSALS (RFP)

PRINT SHOP AND COPY SERVICES

PART I. GENERAL INFORMATION

Purpose of Request for Proposals:

Using the Request for Proposals (RFP) method of procurement, the Coastal Bend Workforce Development Board (d.b.a. Workforce Solutions of the Coastal Bend) is soliciting responses from qualified and eligible vendors that meet the requirements of the RFP and can provide the requested services. The needs of Workforce Solutions of the Coastal Bend (WFSCB) are described herein, as in accordance with the terms, conditions, and specifications contained in this RFP.

WFSCB has chosen to issue this Request for Proposals to ensure competitive pricing and quality services. Thus, we are requesting information including cost from qualified and eligible vendors to provide print shop and copy services in the Coastal Bend region. The intent of this RFP is to award a contract for service to the successful Proposer(s).

Depending on its needs, WFSCB from time to time will need print or copy jobs. WFSCB reserves the right to award the contract to one or more vendors. Successful Proposer(s) awarded the contract will provide the requested services on an as-needed-basis.

The print needs of WFSCB are diverse and include both photocopying and printing services. Some examples of printing requests include flyers, brochures, envelopes, letterhead, forms and business cards, newsletters, posters, banners, decals, outdoor signs, etc. Requests vary in quantity from a few hundred to a few thousand. The type of paper varies as well. Some printing requests may be produced electronically via an e-mail file or be downloaded from a USB pin drive to produce a master copy. WFSCB will require the ability to produce jobs in both PC compatible files, MAC compatible files, Word documents, PDF files, and personal computer files. On occasion, there may be times when same day or next day services are needed.

Background:

The Coastal Bend Workforce Development Board (Board) manages workforce development programs administered through career centers that provide workforce development services to area businesses and residents. The Board of Directors are local community members who are volunteers representing various employment and community sectors in the 11-county Coastal Bend region. The primary responsibility of the Board is to provide oversight of the delivery of workforce services, policy and program guidance, and evaluation of workforce development programs and services that effect area employers, residents and job seekers.

The 11-county area served by Workforce Solutions of the Coastal Bend includes: Aransas, Bee, Brooks, Duval, Jim Wells, Kenedy, Kleberg, Live Oak, Nueces, Refugio, and San Patricio counties.

Funding:

Funding for the Board’s operations and programs is provided primarily by the Texas Workforce Commission (TWC) under the Workforce Innovation and Opportunities Act (WIOA) and other federal programs. Workforce Solutions of the Coastal Bend is an equal opportunity Employer/Programs and ADA accessible. Auxiliary aids will be provided upon request. Historically Underutilized Businesses (HUBs) are encouraged to participate in all procurement programs.

Contract Period and Renewal Terms:

The contract(s) will be awarded for a period not to exceed twelve (12) months. The contract may be renewed at the discretion of the WFSCB, based on need, availability of funds, and the Contractor’s satisfactory performance. In accordance with written policies and procedures of Workforce Solutions of the Coastal Bend, this contract may be renewed for one (1) additional one-year period beyond the original acceptance award for a total not to exceed two (2) years.

Time-Frame:

The deadline for proposals is Wednesday, October 14, 2020, at 4:00 p.m. If you have any questions in regard to this solicitation, please contact Robert R. Ramirez, Procurement and Contracts at (361) 885-3013. **All responses must be delivered to and received prior to this deadline.** Responses received after the deadline will not be considered.

Question and Answer Period

Workforce Solutions of the Coastal Bend shall accept written, e-mailed and faxed questions prior to the deadline for written questions. Questions will not be accepted after the written question deadline of Friday, October 2, 2020, 5:00:p.m. All questions asked and answered will be provided to all individuals/entities that have requested a copy of the RFP or notified Robert Ramirez via e-mail. Questions shall be addressed to:

Robert R. Ramirez, Contracts and Procurement Officer
Via E-Mail at:
robert.ramirez@workforcesolutionscb.org or
Fax: (361) 356-3958

Other than specified above, all members of the Workforce Solutions Board of Directors, Board staff, authorized representatives or agents of the Board are precluded from entertaining or answering questions concerning this RFP or the procurement process. Other than the written questions submitted to the designated Board staff prior to the deadline for written questions, potential proposers are prohibited from making any contact with Board staff, its representatives, or the Board of Directors at any time during this procurement. Violations of this prohibition will result in the automatic disqualification of the offending proposer.

PART II. SCOPE OF SERVICES REQUESTED

The purpose of this Request for Proposal (RFP) is to solicit cost and service-related information from qualified and eligible vendors that will meet the RFP specifications and provide the requested services.

This RFP is intended to cover all labor, tools, equipment, materials, and supervision necessary to provide complete printing and related services necessary to WFSCB for the period of the contract. Printing services are defined as those services, which are normally a part of an in-house print shop and may include, but not limited to the following:

- Proofing Process
- Cutting
- 3-hole punching
- Stapling
- Perforating
- Lamination
- Collating
- 2-side copies
- Binding
- Embossing
- Padding
- Numbering
- Folding
- Saddle stitching
- Scoring
- Shrink-wrapping
- Special-sized paper

Photocopying, for the purpose of this RFP is defined as the reproduction of printed materials using xerographic-type of machine to reproduce the image. Some of the reproduction work required by WFSCB falls into the photocopying category. Typical reproduction work performed by WFSCB included single and double-sided forms, flyers, and brochures in various sizes including, but not limited to letter, legal, and 11" x 17" sizes. Recycle paper is desirable (but not mandatory) as long as the price is competitive, the brightness is 92 or greater, and the overall quality is acceptable.

Binding size definitions are as follows:

1. Small = up to 1 inch thick
2. Medium = 1 – 1.5 inches thick
3. Large = greater than 1.5 inches thick

Proposer shall furnish all labor, supervision, methods and processes, implements, tools, machinery, equipment, transportation and materials to provide printing services, including, but not limited to:

1. Printing of 1 to 4 colors, including PMS colors
2. Bindery services, such as collating, folding, stitching, die cutting, perforating, and perfect bind
3. Both half-tones and duo-tones

4. Inside delivery
5. Proofing process prior to start of work
6. Price quotations prior to start of work
7. Changes up to 48 hours prior to delivery

Delivery – Unless otherwise specified, delivery shall be to the following address:

Workforce Solutions of the Coastal Bend
Attn: Public Relations Department
520 North Staples Street
Corpus Christi, TX 78401

A contact number for the Outreach Department is (361) 885-3016 or (361) 885-3018.

Job Samples – Examples of the type of services commonly required by WFSCB are detailed in “Attachment B-1”. Proposer shall carefully examine Attachment B-1.

Successful proposers will be expected to maintain masters of commonly used forms, to ensure timely delivery of jobs to be produced on demand.

WFSCB reserves the right to visit and inspect the Proposer’s facilities at a mutually agreed upon time to ascertain the Proposer has the necessary resources to provide the required services. WFSCB shall be the sole judge in determining if the Proposer is qualified to undertake the solicited jobs pursuant to the criteria set forth herein.

Proposer shall have its own physical facilities from which the services described in the bid specifications will be performed within a forty-five (45) mile radius of WFSCB Staples Workforce Career Center. Production of actual printing jobs shall be completed at the Proposer’s facilities although bindery tasks may be subcontracted. Proposers shall list subcontractors on Bid Response Form.

Specifications and Performance Standards:

1. Services are to be provided Monday through Friday, 8:00 a.m. to 5:00 p.m., except WFSCB holidays.
2. Turnaround for printing or copy jobs must be two (2) weeks or less for all jobs, with some time-sensitive jobs requiring a quicker turnaround. Failure to provide promised delivery times may be cause for termination of the contract. If additional time is needed, it may be requested for consideration.
3. Supplier shall have pick-up and delivery services to end users requiring it for free or for a fixed delivery fee (to be noted on bid response (pricing) forms).
4. All copies produced must be of commercially accepted quality, for instance; properly aligned, no fading, smearing, correct contrast and color, and packaged in a manner to protect the documents from damage in transit. Supplier mistakes or copies of unacceptable quality will be corrected immediately at no cost to WFSCB.
5. On-line ordering – place orders, re-orders and review proofs, all on-line.

6. Supplier will provide individual invoices for each printing job, showing sufficient detail to verify unit costs are in accordance with contract prices. Upon mutual agreement, WFSCB may consider that invoices be consolidated into monthly departmental billings, and/or paid by credit card.
7. Proofs **will be required** for all jobs. WFSCB will indicate name and department of person responsible for proof. A **hard copy** proofing system is preferred.

WFSCB Responsibilities:

1. WFSCB staff will provide all relevant job information on the vendor's job ticket forms and provide the graphics and text (in hard copy or electronic format) for their reprographic jobs.
2. WFSCB staff may e-mail, fax, or hand-deliver any such forms unless the job is being picked up by the vendor, in which case the job ticket form will be included with the relevant materials to be picked up.

PART III. GENERAL REQUIREMENTS AND PROVISIONS

Eligible Proposers:

Proposers who can meet the solicitation specifications regarding experience, cost, and other terms of the solicitation, and who are not debarred and/or suspended from conducting business with federal and state funded agencies may submit a response. A prospective Proposer must affirmatively demonstrate their responsibility. A prospective Proposer, by submitting a response, represents to the Board that it meets the following requirements:

- Have a minimum of five (5) years of demonstrated actual work experience in providing requested services;
- Is able to comply with the required or proposed solicitation;
- Have a satisfactory record of integrity and ethics; and
- Be otherwise qualified and eligible to receive an award.

Procurement Conditions and General Terms:

Procurement of these items shall be accordance with the state Texas Workforce Commission (TWC) procurement policies and Workforce Solutions procurement policies and general terms as follows:

- Workforce Solutions reserves the right to accept or reject any or all bids/quotes received or to cancel or extend in part or it's entirely, this solicitation, or to make partial awards.
- Workforce Solutions is exempt by law from payment of Texas Sales Tax and Federal Excise Tax.
- The intent of this solicitation is to identify the various contract alternatives and estimates of costs, if applicable, for the items solicited. Workforce Solutions is under no legal requirement to execute a contract from any response/bid/application submitted.
- Positive efforts shall be made to utilize Historical Underutilized Businesses (HUBs, i.e., minority and female-owned or operated businesses) as vendors, and to allow such organizations maximum feasible opportunity to compete for award.
- Award of purchase agreement or contract shall be made only to a responsible Proposer/ bidder(s), i.e., a bidder/vendor who has demonstrated competence to deliver the specified goods/services, a proven record of business integrity and ethics, and the ability to meet the requirements of the solicitation.

- When submitting a response, it is required that the Proposer have the necessary professional experience, prior training, and applicable professional judgment to perform the services and activities or deliver the goods stated in this RFP.
- Proposers/bidders shall not make offers of gratuities or favors, to any officer, employee, Board member of Workforce Solutions of the Coastal Bend, or any subcontractor employees of Workforce Solutions. Contact for technical assistance is allowed with the solicitation contact person or designated Workforce Solutions of the Coastal Bend Board staff. Violation of this instruction will result in immediate rejection of the response/bid/application.
- The contents of a successful proposal/bid/application may become contractual obligations if a contract is awarded. Failure of the Proposer/bidder to accept those obligations may result in the cancellation of the response/bid/application for selection. The contents and requirements of this solicitation may be incorporated into any legally binding and duly negotiated contract between Workforce Solutions of the Coastal Bend and the selected Proposer(s)/bidder(s). Workforce Solutions of the Coastal Bend reserves the right to withdraw or reduce the amount of an award or to cancel any contract resulting from this procurement if there is misrepresentation or errors in the specifications, pricing, terms, or Proposer's/Bidder's ability to meet the terms and conditions of this solicitation or if adequate funding is not received.
- All responses/bids/applications and their accompanying attachments will become property of the Workforce Solutions of the Coastal Bend after submission and materials will not be returned. In addition, all materials that are produced because of this solicitation become property of Workforce Solutions of the Coastal Bend.
- Workforce Solutions of the Coastal Bend specifically reserves the right to vary the provisions set herein any time prior to the execution of the contract where such variance is deemed to be in the best interest of Workforce Solutions of the Coastal Bend.
- A response does not commit Workforce Solutions of the Coastal Bend to award a purchase agreement or contract or to pay any costs incurred in the preparation of a response/bid/application nor pay for any costs incurred prior to the execution of a formal purchase agreement or contract unless such costs are specifically authorized in writing by Workforce Solutions of the Coastal Bend.
- Workforce Solutions of the Coastal Bend reserves the right to contact any individual, agency, or employers listed in the solicitation's response, to contact others who may have experience and/or knowledge of the Proposer's/bidder's/applicant's goods/supplies/services, relevant performance, qualifications, etc. and to request additional information from any and all proposers/bidders/applicants.
- No employee, officer, or member of the Board of Directors shall participate in the selection, development of a response to this solicitation, award or administration of a contract supported by the solicitation if a conflict of interest, real or apparent, would be involved.
- No purchase agreement or contract may be awarded until Proposer/bidder/applicant has complied with Executive Order 12549, 29 CFR, Part 98 by submitting a signed Certification of Debarment, which states that neither the vendor, nor any of its principles, are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in a procurement by any Federal department or agency.
- In the interest of maximum free and open competition, all Workforce Solutions of the Coastal Bend members and staff will be prohibited from providing technical assistance or answering questions concerning this solicitation which may be construed as offering a competitive advantage to any Proposer/bidder/applicant. Potential proposers/bidders/applicants are requested to respect these conditions by not making personal requests for assistance.

- Workforce Solutions of the Coastal Bend is an equal opportunity employer and complies fully with the nondiscrimination and equal opportunity provisions of the applicable laws. Each organization or individual that submits a response to a solicitation warrants and assures that it will comply fully with the non-discrimination and equal opportunity provisions as required by 29 CFR parts 38.2(1). Each applicant for financial assistance under Title I of WIA, as defined in §37.4, must include the following assurances: As a condition to the award of financial assistance from the Department of Labor under Title I of WIA, the grant applicant assures that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

Section 188 of the Workforce Investment Act of 1998 (WIA) or as stated under the Workforce Innovation and Opportunity Act (WIOA), which prohibits discrimination against all individuals in the United States on the basis of race, color, religion, sex, national origin, age, disability, political affiliation or belief, and against beneficiaries on the basis of either citizenship/status as a lawfully admitted immigrant authorized to work in the United States or participation in any WIA Title I—financially assisted program or activity;

Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the bases of race, color and national origin;

Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;

The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age; and

Title IX of the Education Amendments of 1972, as amended, which prohibits discrimination on the basis of sex in educational programs.

The grant Proposer/applicant also assures that it will comply with 29 CFR Part 38 and all other regulations implementing the laws listed above. This assurance applies to the grant applicant's operation of the WIA Title I-financially assisted program or activity, and to all agreements the grant applicant makes to carry out the WIA Title I-financially assisted program or activity. The grant applicant understands that the United States has the right to seek judicial enforcement of this assurance.

Insurance Requirements:

The Contractor will be required to maintain insurance coverage for the period of the contract. Contractor must obtain insurance adequate to cover Contractor's employees and against personal and bodily injury and property damage. The following minimum insurance coverage and limitations will be required;

- General liability insurance for personal injury and bodily injury and property damage to a third party. The required minimum coverage shall be \$500,000 per occurrence or \$1,000,000 aggregate.
- Workers Compensation insurance shall be required for all the Contractor's employees that will be working under this contract. However, if the Contractor does not have Workers Compensation insurance, but meets the definition of "Independent Contractor", as define by the State of Texas, the Contractor must sign a waiver agreeing to this independent relationship. The wavier form can be provided upon request.

In the event you are awarded the contract, the Contractor will be required to submit proof of insurance. A statement of assurance to that effect must be included in your transmittal letter and Statement of Work response.

PART IV. INFORMATION ON EVALUATION AND SELECTION CRITERIA:

Workforce Solutions of the Coastal Bend will evaluate responses received and select the organization/firm on the basis of the following criteria:

The Board staff reviews the responses received to determine if they are responsive. For responses to be considered responsive and to be evaluated for selection, the following requirements must be met:

1. The responses must have been submitted by the due date and time.
2. The responses must be complete with the appropriate signatures.
3. The responses must be for the specific services requested and described in the RFP packet.
4. The responses must be submitted in the format described in the RFP Packet.
5. One original (marked original with original signatures) and one electronic transmitted copy must be submitted. The electronic copy must contain signatures (via e-signature) on all required forms. Workforce Solutions will base its selection on Completeness and Responsiveness; Experience; References/Past Experience; and Fees/Cost. Additionally, points may be earned if proposer is certified as a HUB (Historically Underutilized Business) by the State of Texas Comptroller of Public Accounts.

All responses will be screened for inclusion of all required information prior to release to the evaluation team. Workforce Solutions staff may exclude from further consideration for contract award any non-responsive bid. The evaluation results may be submitted to the Board of Directors for consideration.

The Board may use Board staff, Board members, independent evaluators or a combination of all to evaluate and rank proposals.

After evaluation, an award may be made on the basis of the evaluation and ranking, without discussion, clarification or modification, or the Board may enter into negotiations with the highest ranked proposer. If the Board is unable to reach agreement with the highest ranked proposer, the negotiations will terminate and negotiations will begin with the next proposer in the order of the ranking until a contract is reached or the Board has rejected all responses.

NOTE: After evaluation, any response with a total score of less than 70 points will be considered as non-responsive and will be disqualified from further consideration. Responses/bids/applications receiving a final score of 70 or better are not guaranteed an award.

Workforce Solutions will make a good faith effort to award contracts to Historically Underutilized Businesses (HUBs). In order to earn the points for HUB certification, a Proposer must include in their response, a current copy of the certificate from the State.

All Proposers will receive notification of proposal/bid/application approval or non-approval. A proposer/bidder/applicant who wishes to protest the decision will be required to notify the Board's Complaint Officer, in writing, within fifteen (15) days from the date of the notification letter. The complainant letter must specify the nature of the protest and desired remedies of action. Workforce Solutions reserves the right to determine whether the protest is valid and merits further consideration.

Proposal Evaluation Criteria:

The review and selection process will include the following criteria and value system:

COMPLETENESS AND RESPONSIVENESS

VALUE 20 POINTS

This criterion examines the completeness and responsiveness to the requirements in the RFP.

EXPERIENCE

VALUE 30 POINTS

This criterion examines the current work and qualifications of the proposer which has been derived from actual work related experiences including a minimum of five (5) years of relevant prior experience providing requested services.

REFERENCE/PAST EXPERIENCE

VALUE 20 POINTS

The references/past experiences will be evaluated in terms of the amount of experience in working in the field of work requested. A minimum of three (3) references of active clients for print shop and copy services must be provided. The active clients must be current customers at the time of response submission and must be three distinct customers.

FEES/COSTS

VALUE 30 POINTS

This criterion will determine if fees/ costs submitted are reasonable and necessary to perform the proposed services. WFSCB will consider fees/cost, in terms of flexibility in costs and consistency with similar fees/costs of similar services.

HUB

VALUE 5 POINTS

Historically Underutilized Business as certified by the State of Texas. To earn points as a HUB, proposers must be currently registered and certified with the State of Texas and provide an actual copy of your certification.

PART V. SUBMISSION INSTRUCTIONS

How to Submit a Response:

Responses must be submitted **prior** to and received by the deadline and must clearly indicate externally the proposer's name and mailed or hand delivered to the following address:

**Robert R. Ramirez, Procurement and Contracts
Workforce Solutions of the Coastal Bend
Street Address: 520 North Staples, Corpus Christi, TX 78401
Mailing Address: P.O. Box 2568, Corpus Christi, TX 78403**

Additionally, an electronically transmitted copy of the proposal must be submitted by the proposer to Robert Ramirez, Contracts and Procurement Officer at: robert.ramirez@workforcesolutionscb.org. The electronic copy must contain signatures on all required forms via e-signature.

Proposal Format and Preparation:

Each proposer must submit one (1) ORIGINAL, and an electronic transmitted copy of their proposal. One of the copies must be marked “ORIGINAL”, and contain original signatures. The electronic transmitted copy must contain signatures on all required forms via e-signature.

All responses must be typed and completed on 8 1/2” x 11” paper, with all pages sequentially numbered and bound. Each response must contain Attachments/Certifications A through J in the order as shown below. Any reference to details contained in bidder’s attachments must state the page number of the attachment in order to be considered in evaluation of the response.

Response packages should be organized in the manner specified below:

- 1) **Transmittal Letter** – Include a brief introduction to your firm and your interest in this contract; give primary contact name, phone number, fax number, and e-mail address, if available. The letter must stipulate that the proposal fee/cost will be valid for a period of at least one year. Also, include your statement regarding the insurance requirements.
- 2) **Certification by Proposer Form (Attachment A)** – complete and use this form as the cover sheet to bid response.
- 3) **Bid Proposal/Your Response** – Provide your response to the questions noted in Attachment B. **Include this information on Attachment B.**
- 4) **Pricing Proposal and Itemized Costs Forms** – Provide the cost/fee information noted in Attachment B-1. **Include this information on Attachment B-1.**
- 5) **Attachments C-H** – Submit the signed attachments.
- 6) **Attachment I** – Attached any requested documents and/or samples of work and any additional information (e.g., HUB Certification).
- 7) **References** – List at least three (3) organizations/firms that you are currently providing this service. The active clients must be current customers at the time of response submission, have been a customer for at least one year, and must be three distinct customers. **Submit the references as Attachment J.**

ATTACHMENTS TO BE COMPLETED AND RETURNED WITH RESPONSE:

The attachments listed below are required. All forms must be signed, dated, and completed, as appropriate.

Attachment A - Certification By Proposer Form

Attachment B – Bid Proposal/Your Response

Attachment B-1 – Pricing Proposal and Itemized Cost Forms

Attachment C - Certification Regarding Lobbying and Debarment
Attachment D - Certification Regarding Texas Corporate Franchise Tax
Attachment E - State Assessment Certification
Attachment F - Workforce Solutions Disclosure of Interests
Attachment G – Undocumented Worker Certification
Attachment H – Customers Rights and Compliant Resolution Procedure
Attachment I – Other Attachments (Copies of Certifications/Licenses, proof of insurance. Additionally, if your firm is certified as a HUB by the State of Texas, please attach a copy of the certification.)
Attachment J – References Form

ATTACHMENT A
CERTIFICATION BY PROPOSER

for

RFP FOR PRINT SHOP AND COPY SERVICES

I. IDENTIFICATION OF PROPOSER

Name of Individual Responding: _____

Name of Firm (if applicable): _____

Mailing Address: _____

City/State/Zip: _____

Telephone: _____ Fax: _____

Email address: _____

How many years has your firm been providing similar services. _____

Is your firm registered with the state General Services Commission as a HUB. _____

Include your Employer vendor state license number for providing services: _____

If response is **YES**, include the HUB certification as part of Attachment I.

Include your Texas ID Number (issued by the Texas Comptroller of Public Accounts): _____

Include your Federal Employer ID Number (issued by the Internal Revenue Service): _____

II. DESCRIPTION OF SERVICES PROVIDED

Briefly describe the type of services you can provide:

III. SIGNATURE

Proposer certifies that each attachment to this Statement of Certification has been completed and is submitted as integral to this Statement.

I certify that I am authorized to submit this Statement on behalf of the above named organization. If any information changes significantly, the Workforce Solutions of the Coastal Bend will be notified. I certify that the contents of this document are true and correct.

Signature of Proposer: _____

Date Form Submitted: _____

Note: The deadline for the receipt of bid proposals is **Wednesday, October 14, 2020, 4:00 p.m. (CST)**.

Proposals received after the deadline will not be considered.

Proposals should be mailed or delivered to:

Workforce Solutions of the Coastal Bend

Attention: Robert R. Ramirez, Contracts and Procurement Officer

520 North Staples Street, Corpus Christi, TX, 78401 (if hand-delivered), or

P.O. Box 2568, Corpus Christi, TX 78403 (if mailed)

ATTACHMENT B

(Submit Your Bid Response / Details)

Please note that any reference to details on Proposer's attachments must state the page number of attachment in order to be considered in the evaluation of the bid response.

Please respond to the following questions pertaining to the RFP specifications and required fees/cost.

1. Provide a brief history of your company.

2. Provide a brief summary of your firm's demonstrated capability, including length of time that your firm has provided these services, and who are some of your customers?

3. Will your firm be able to abide with the RFP specifications and stated performance standards, including the requirement of honoring the price quotes for at least one (1) year and delivering the requested jobs within 2 weeks? Yes No

4. Does your firm have its own physical printing facilities from which the services as described in the RFP will be performed within a 45 mile radius of our location at 520 North Staples Street, Corpus Christi, TX? Yes No

5. Will your firm be subcontracting any of the work stated in the RFP? Yes No

6. Will any discounts be given for large quantities: Yes No

If discounts are offered, please provide information on the discount amounts and conditions. If a discount is applied, the terms of the discount should be clearly explained. Please provide the information below:

7. Describe your process for remediating potential errors in printing jobs and your refund policy for reimbursing clients.

8. Is there any fees/costs for delivery? Yes No

If there is a fees/cost for delivery, please state the amount and the basis for the charge below:

9. Is your firm debarred and/or suspended from conducting business with federal and/or State funded agencies: Yes No

10. If selected as a vendor, the expectations are the vendor will receive payment after delivery and inventory of the order has been completed and accepted. Will this payment process be acceptable? Yes No If no, please explain:

11. Please provide any other information you may feel is important in order to determine that your company is the best choice as the vendor for these services.

Attachment B-1

Pricing Proposal and Itemized Costs Forms

Name of Company Bidding: _____

There is no guarantee of number of jobs or copies. All copying prices quoted below are to be all inclusive, covering all set-up, preparation, materials, equipment utilization, labor, and packaging. The price per piece can be provided using 500 increments, e.g., 500, 1,000, 1,500. In terms of specs, use most common standard collateral requests for each item with costs related to the specifications used. Units of measure can be quoted in increments of 50 with the exception of banners, posters, and signage. These items mostly likely will be ordered in increments of 25.

Presentation materials are items such as workbooks of about 50 pages.

Please base all costs quote on the paper price in effect as of August 2018.

Printing Item	Quantity	Price Per Copy 1-Sided	Price Per Copy 2-Sided
Black & White 8.5" x 11", 20 lb. white	2000		
Black & White 8.5" x 14, 20 lb. white			
Black & White 11" x 17", 20 lb. white			
Black & White 8.5" x 11", 110 lb. white			
Black & White 8.5 x 14", 110 lb. white			
Black & White 11" x 17", 110 lb. white			
8.5"x11", 20 lb. Color			
8.5"x14", 20 lb. Color			
11"x17", 20 lb. Color			
11"x17", 20 lb. Color (2 up – 75%)			
8.5"x11", 110 lb. Color			
8.5"x14", 110 lb. Color			
11"x17", 110 lb. Color			
11"x17", 110 lb. Color (2 up – 75%)			
Upcharge for colored paper 8.5" x 11"	Per Sheet		
Upcharge for colored paper 8.5" x 14"	Per Sheet		
Upcharge for colored paper 11" x 17"	Per Sheet		
Upcharge for 24 lb. white 8.5" x 11"	Per Sheet		
Upcharge for 24 lb. white 8.5" x 14"	Per Sheet		
Upcharge for 24 lb. white 11" x 17"	Per Sheet		
Upcharge for uncoated cover stock 8.5" x 11"	Per Sheet		
Upcharge for uncoated cover stock 8.5" x 14"	Per Sheet		
Upcharge for uncoated cover stock 11" x 17"	Per Sheet		
Upcharge for uncoated cover stock 8.5" x 11"	Per Sheet		
Upcharge for uncoated cover stock 8.5" x 14"	Per Sheet		
Upcharge for uncoated cover stock 11" x 17"	Per Sheet		
NCR, 2-Part, Single-sided	Per Set		
NCR, 2-Part, Double-sided	Per Set		
NCR, 3-Part, Single-sided	Per Set		

NCR, 3-Part, Double-sided	Per Set		
NCR, 4-Part, Single-sided	Per Set		
NCR, 4-Part, Double-sided	Per Set		
NCR, 5-Part, Single-sided	Per Set		
NCR, 5-Part, Double-sided	Per Set		
Finishing Services	Unit of Measures	Price Per Unit	
Three hole punch			
Stapling			
Perforation			
Tabs B&W one sided			
Tabs B&W two sided			
Tabs color one sided			
Tabs color two sided			
Side stich 5.5" x 8.5"			
Side stich 8.5 x 11"			
Comb binding small			
Comb binding medium			
Comb binding large			
Tape/Thermal small			
Tape/Thermal medium			
Tape/Thermal large			
Perfect bind			
Cutting	Per Sheet		
Lamination	Per Sheet		
Embossing	Per Sheet		
Shrink wrapping	Per Package		
Special Printing Items			
Folders			
Book Marks			
Banners			
Thank You / Note Cards and Envelopes			
Holiday Photo Cards			
Business Cards			
Announcements			
Annual Reports			
Tri-Fold and Quad-Fold Brochures			
Memo Pads			
Newsletters			
Post Cards			
Posters			
Presentation Materials			
Signage (for facilities and events)			
Rack Cards			
Name Tags/Badges			
Decals			
Outdoor Signs			
Shape Cutouts for Special Projects			
Customized Project Boxes			
Promotional Items			

IMPORTANT NOTE: Pricing shall be firm for the initial year of the contract. Adjustments may be proposed after the initial year, but no more than once annually. All proposed price increases must be requested in writing and be supported by relevant documentation and proper justification, such as letters of price increases from paper manufacturers.

ATTACHMENT C

CERTIFICATONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS, AND DRUG-FREE WORKPLACE REQUIREMENTS

Lobbying: This certification is required by the Federal Regulations, implementing Section 1352 of the Program Fraud and Civil Remedies Act, Title 31 U.S. Code, for the Department of Education (34 CFR Part 82), Department of Health and Human Services (45 CFR Part 93).

The undersigned contractor certifies that:

- (1) No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding 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.
- (2) If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and 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 undersigned shall complete and submit Standard Form – LLL, “Disclosure Form to Report Lobbying”, in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Debarment, Suspension, and Other Responsibility Matters: This certification is required by the Federal Regulations, implementing, Executive Order 12549, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that neither it nor its principals:

- (1) Are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
- (2) Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, State or Local) transaction or contract under a public transaction, violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (3) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity with commission of any of the offenses enumerated in Paragraph (2) of this certification; and,
- (4) Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the statements in this certification, such prospective recipient shall attach an explanation to this certification.

Drug-Free Workplace: This certification is required by the Federal Regulations, implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701; for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), and Department of Health and Human Services (45 CFR Part 76).

The undersigned contractor certifies that it shall provide a drug-free workplace by:

- (a) Publishing a policy statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;
- (b) Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the Contractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug abuse violations in the workplace;

- (c) Providing each employee with a copy of the Contractor's policy statement;
- (d) Notifying the employees in the Contractor's policy statement that as a condition of employment under this contract, employees shall abide by the terms of the policy statement and notifying the Contractor in writing within five days after any conviction for a violation by the employee of a criminal drug statute in the workplace;
- (e) Notifying the Commission within ten days of Contractor's receipt of a notice of a conviction of an employee; and,
- (f) Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or require such employee to participate in a drug abuse assistance or rehabilitation program.

These certifications are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction.

Name of Authorized Representative

Title of Authorized Representative

Signature

ATTACHMENT D

TEXAS CORPORATE FRANCHISE TAX CERTIFICATION

Pursuant to Article 2.45, Texas Business Corporation Act, state agencies may not contract with for profit corporation that are delinquent in making state franchise tax payments. The following certification that the corporation entering into this contract is current in its franchise taxes must be signed by the individual on Form 203, Corporate Board of Directors Resolution, to sign the contract for the corporation.

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

Indicate the certification that applies to your corporation:

_____ The Corporation is a for-profit corporation and certifies that it is not delinquent in its franchise tax payments to the State of Texas.

_____ The Corporation is a non-profit corporation or is otherwise not subject to payment of franchise taxes to the State of Texas.

Name of Authorized Representative

Title of Authorized Representative

Signature

ATTACHMENT E

STATE ASSESSMENT CERTIFICATION

The undersigned authorized representative of the corporation contracting herein certifies that the following indicated statement is true and correct and that the undersigned understands making a false statement is a material breach of contract and is grounds for contract cancellation.

The corporation certifies that:

_____ It is current in Unemployment Insurance taxes, Payday and Child Labor law monetary obligations, and Proprietary School fees and assessments payable to the State of Texas.

_____ It has no outstanding Unemployment Insurance overpayment balance payable to the State of Texas.

Name of Authorized Representative

Title of Authorized Representative

Signature

ATTACHMENT F

Coastal Bend Workforce Development Board

DISCLOSURE OF INTEREST

It is the fiscal policy of the Workforce Solutions of the Coastal Bend ("the Board") that all persons or firms seeking to do business with the Board to provide the following information. Every question must be answered. If the question is not applicable, answer with "NA".

FIRM NAME: _____

P.O. BOX: _____ STREET: _____

CITY: _____ STATE: _____ ZIP: _____

FIRM IS:

Corporation Partnership Sole Owner Association Other _____

DISCLOSURE QUESTIONS

If additional space is necessary, please use the reverse side of this page or attach separate sheet.

1. State the name of each "non-managerial employee" of Workforce Solutions of the Coastal Bend having an "ownership interest" constituting 5% or more or the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>	Job Title and Section (if known)

2. State the names of each "managerial employee" of Workforce Solutions of the Coastal Bend having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>	Title

3. State the names of each "board member" of Workforce Solutions of the Coastal Bend having an "ownership interest" constituting 5% or more of the ownership in the above named "firm" or who is an officer, director, employee, or consultant employed or associated with your organization:

<i>Name</i>	Board, Commission, or Committee

4. State the names of each employee or officer of a “consultant” of Workforce Solutions of the Coastal Bend who worked on any matter related to the subject of this contract and has an “ownership interest” constituting 5% or more of the ownership in the above named “firm” or is an officer, director, employee, or consultant employed or associated with your organization:

Name

Consultant

CERTIFICATE

I certify that all information provided is true and correct as of the date of this Statement, that I have not knowingly withheld disclosure of any information request; and that supplemental statement will be promptly submitted to the Board, as changes occur.

Certifying Person

 Title:

 Signature of Certifying Person:

 Date:

ATTACHMENT G

Coastal Bend Workforce Development Board

UNDOCUMENTED WORKER CERTIFICATION

Effective September 1, 2007, HB 1196 amended Subtitle F, Title 10, of the Texas Government Code to add Subsection 2264. Chapter 2264 directs public agencies, state or local taxing jurisdictions, and economic development corporations (public entities) to require that any business submitting an application to receive public subsidies include in the application a statement certifying that the business, or branch, division or department of the business does not and will not knowingly employ an undocumented worker.

In the event that a business grantee is found in violation of 8U.S.C. subsection 1324a(f), consistent with the requirements of Texas Government Code subsection 2264, Boards are permitted to bring a civil action to recover any amounts owed, as well as court costs and reasonable attorney's fees.

Penalties incurred by business grantees shall be assessed damages at a rate of 20% of contract award. Said damages shall be made payable to the Board within 120 days of receiving the notice of violation.

DEFINITION OF TERMS

Public Subsidy – is broadly defined Texas Government Code §2264.001 (3) as a public program or public benefit or assistance of any type that is designed to stimulate the economic development of a corporation, industry, or sector of the state's economy or to create or retain jobs in Texas. The term includes, among other things, bonds, grants, loans, loan guarantees, benefits relating to an enterprise or empowerment zone, infrastructure development and improvements designed to principally benefit a single business or defined group of businesses, and matching funds. The Commission's Office of General Counsel has found that HB 1196 does not apply to the acquisition of goods and services.

Undocumented Worker – is defined as an individual who, at the time of employment, is not lawfully admitted for permanent residence in the United States, or is not authorized under law to be employed in that manner in the United States.

CERTIFICATION

Contractor certifies that no undocumented workers will be employed during the execution of this contract. By the signature indicated below, the contractor verifies their understanding of the terms and conditions of this requirement.

Signature of Certifying Person

Date

ATTACHMENT H

CUSTOMER RIGHTS AND COMPLAINT RESOLUTION PROCEDURE WORKFORCE SOLUTIONS OF THE COASTAL BEND

Participating in workforce services administered by the Texas Workforce Commission (Commission) or Workforce Solutions of the Coastal Bend (Board) grants you the right to file a complaint regarding your workforce services. These rights are guaranteed through the Commission's complaints, hearings and appeals procedures* at 40 TAC, Chapter 823.

Please be aware that this complaint process does not pertain to matters alleging violations of nondiscrimination or equal opportunity requirements under the Workforce Innovations and Opportunity Act (WIOA) or matters governing job service related complaints.

THE COMPLAINT PROCESS

What is a complaint?

A complaint is a written statement alleging a violation of any law, regulation, or rule relating to any federal- or state-funded workforce service. If you have received an adverse action or want to file a formal complaint about workforce services you are first encouraged to discuss the adverse action or complaint with Texas Workforce Center staff where the complaint originated.

Who may file a complaint?

Texas Workforce Center customers – Individuals who have applied for or are eligible to receive federal- or state-funded workforce funded services administered by the Commission or the Board. These services include:

- Child Care Services
- Temporary Assistance for Needy Families (TANF) / CHOICES
- Supplemental Nutrition Assistance Program (SNAP) Employment & Training
- Workforce Innovations and Opportunity Act (WIOA) - Adult, Dislocated Worker, and Youth
- Eligible Training Providers receiving WIOA funds or other funds for training services.
- Other interested parties affected by the Texas workforce system, including subrecipients. These individuals may be child care or other service providers that have a received a written statement issued by the Board, a Texas Workforce Center, or the Agency relating to an adverse action, or a provider or contractor, related to denial or termination of eligibility, under programs administered by the Agency or the Board.
- Previously employed individuals who believe they have been displaced by a Texas Workforce Center customer participating in work-based services such as subsidized employment, work experience, or workfare.

How do I file a complaint?

- Complaints must be in writing using the attached complaint form.
- Complaints must be filed within 180 days of the alleged violation.
- Complaints should be filed at the service level where the complaint originated for optimal and immediate satisfaction.

Board complaint procedures are available upon request.

How will the complaint be resolved?

- You will be given the opportunity for an informal resolution to resolve any disputes resulting from either a complaint or an appeal to a determination. An example of an informal resolution may include:
 - Meeting with your immediate case worker to seek a resolution;
 - Meeting with a Texas Workforce Center manager or designated Board staff for a more in-depth discussion related to the circumstances of the complaint and to discuss how the complaint may be resolved.

- If you are not satisfied with the outcome of the informal resolution, you have the right to file a complaint and to have the opportunity for a Board hearing with:

**Workforce Solutions of the Coastal Bend
520 N. Staples
Corpus Christi, Texas 78401**

- Once a complaint is filed with the Board, you will be notified in writing of a Board hearing at least (10) ten calendar days prior to the hearing date. The ten-day notice may be shortened with prior written consent of the parties involved.
- A Board decision will be issued within 60 calendar days from the date the complaint is originally filed.

If you do not agree with the decision issued by the Board or if no decision is mailed within 60 calendar days from the date the complaint was originally filed, you may file a written appeal to the Commission. The appeal must be sent within 14 calendar days after the mailing date of the Board's decision or 90 calendar days after the original filing date of the complaint. Appeals to the Commission are mailed to:

**Appeals, Texas Workforce Commission
101 East 15th St., Room 410
Austin, Texas 78778-0001**

By my signature below, I certify I have received a copy of the Workforce Customer Rights and Complaint Resolution Procedure.

Name of Authorized Representative

Date

Signature of Authorized Representative

ATTACHMENT I
OTHER RESPONSE MATERIALS

ATTACHMENT J

REFERENCES FORM

REFERENCES/PAST EXPERIENCE – Maximum Points: 20

Failure to provide and include the following information with your response by the submission date of the bid may result in disqualification from further consideration for an award resulting from this solicitation. Each reference will be contacted for evaluation purposes. Any reference that does not respond in the allotted time provided by the Board will result in a score of zero.

REFERENCE #1:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services (To/From) Dates	

REFERENCE #2:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services((To/From) Dates	

REFERENCE #3:

Company Name	
Contact Name	
Address, City, State, Zip	
Phone Number	
Fax Number	
E-Mail Address	
Types of Services Provided	
Contract Term (how many years provided services) (To/From) Dates	