



Request for Proposal (RFP)# 23-03
for
Outsource Printing of Forms

Issue Date: October 5, 2022

Preproposal Conference: October 13, 2022, 2:00 pm

Last day for written questions: October 14, 2022

Proposal Due Date and Hour: October 27, 2022, 3:00 pm

Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073-3179

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Request for Proposal Number 23-03

Outsource Printing of Forms

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COUNTY OF MONTGOMERY, VIRGINIA
RFP # 23-03

ISSUE DATE: OCTOBER 5, 2022

Term Contract for Outsource Printing of Forms

(TO BE COMPLETED AND RETURNED)

GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Jeff Groseclose, CPPB, VCO, VCA, Procurement Manager, Phone: (540) 382-5784; faxed to (540) 382-5783, or e-mail: mcpurchasing@montgomerycountyva.gov.

DUE DATE: Sealed Proposals will be received until **October 27, 2022**, up to and including **3:00PM**. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: **Montgomery County Purchasing Department, 755 Roanoke Street, Suite 2C, Christiansburg, Virginia 24073-3179**. Reference the Due Date and Hour, and RFP number in the lower left corner of the return envelope or package.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request for Proposal and to all conditions imposed herein and hereby incorporated by reference, the undersigned offers and agrees to furnish the services and goods in accordance with the attached signed proposal or as mutually agreed upon by subsequent negotiation.

Full Legal Name (print)		Federal Taxpayer Number (ID#)	Contractor's Registration N/A
Business Name / DBA Name / TA Name and Address		Payment Address	Purchase Order Address
Contact Name/Title		Signature (ink)	Date
Telephone Number	Fax Number	Toll Free Number	E-mail Address

COUNTY OF MONTGOMERY

RFP# 23-03

Term Contract for Outsource Printing of Forms

I PURPOSE: The intent and purpose of this Request for Proposal (RFP) is to establish one or more contracts through competitive negotiation for a term Contract for Outsource Printing of Forms for the County of Montgomery County, Virginia herein after referred to as “County.”

II BACKGROUND:

A. General Background

Montgomery County is located in the southwestern part of Virginia in the region known as the New River Valley. This region takes its name from the New River, the nation's oldest and the world's second oldest river, and includes the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford. The County has a land area of 393 square miles and lies in the broad picturesque area between the Appalachian Plateau and the Blue Ridge Mountains. Topography varies from gently rolling to steep mountainous terrain, with elevations varying from 1,300 to 3,700 feet above sea level. The majority of the County is at an elevation of 2,000 feet.

Today the Towns of [Blacksburg](#) and [Christiansburg](#), the County seat, are the population centers of the County and are located approximately 35 miles southwest of the City of Roanoke. Blacksburg is home to [Virginia Polytechnic Institute and State University](#) (Virginia Tech). Founded in 1872 as a land-grant college, Virginia Tech is the largest university in Virginia and one of the country's leading research institutions. The County had a 2020 population of 100,839. (This includes two incorporated towns, Blacksburg and Christiansburg, with a combined population of approximately 67,365.)

The County is governed by an elected seven member Board of Supervisors who appoints a County Administrator.

B. Specific Background.

The Commissioner of Revenue has three (3) forms and the Treasurer's Office has six (6) forms that we outsource the printing and continue the printing annually under a term contract. Each form is printed once a year with the exception of dog license application and personal property supplemental bills being printed as needed and the data from the County's MUNIS database will be transmitted via secure FTP over the internet. Optional inserts must be provided upon request. The Contractor shall be given the data at least 5 business days before the print job would be due. Each form has a different print date. See Section III. for the dates of each form. Contractor must have the knowledge and ability to locate attributes and manipulate MUNIS data into usable forms for mailing. Create and FTP a PDF file of tax bills, delinquent notices and dog license applications. Print rebills from specific lender code list, mail to treasurer. Create and FTP a PDF file of rebills.

The Montgomery County Public Service Authority (PSA) has three (3) forms that are printed twice a month. Regular and final bills are mailed near the 15th and 30th. Any delinquent letters are mailed near the 5th and 20th. PSA forms may be awarded separately.

III STATEMENT OF NEED:

The County needs the services of one or more Contractors that can provide outsource printing and mailing solutions for our County Tax Forms. The attached samples (Attachment C) show the current documents we have and the dates and quantities are as follows:

A. Specifications:

<u>Form No.</u>	<u>Form Description</u>	<u>Mail Date</u>
Form 1	Delinquent Notice Real Estate & Personal Property	Mail Date January
Form 2	Business Personal Property Return	Mail date January
Form 3	Real Estate and Public Service Tax Bill 1 st Installment	Mail Date late April/Early May

	Real Estate Supplemental Bills	Mail as needed
Form 4	Delinquent Notice Real Estate and Personal Property Supplemental bills	Mail Date July
Form 5	Real Estate and Public Service Tax Bill 2 nd Installment	Mail Date September to Mid October
	Real Estate Supplemental Bills	Mail as needed
Form 6	Personal Property and Public Service Tax Bill	Mail Date September to Mid October
	Personal Property Supplemental Bills	Mail as needed
Form 7	PSA Bills – Regular, Final and Delinquent	Mail monthly on 15 th and 30 th
Form 8	Dog License Application	Mail as needed
Form 9	Personal Property Forms	Mail date February
Form 10	High Mileage Forms	Mail date February

B. Description and Quantity:

<u>Form No.</u>	<u>Estimated Quantity</u>	<u>Printed</u>
Form 1	25,000	Duplex
Form 2	6,000	Duplex
Form 3	40,000	Duplex
Form 4	4,000	Duplex
Form 5	40,000	Duplex
Form 6	71,000	Duplex
Form 7		
15 th Regular	2,350	One sided
15 th Final	15	One sided
30 th Regular	1,100	One sided
30 th Final	15	One sided
Both Delinquent	400	One sided
Form 8	5,000	One sided
Form 9	4,000	Duplex
Form 10	2,000	One sided

Duplicate Bills:

1. Form 3 - Approximately 1,200 duplicate bills printed and mailed to Treasurer's Office.
2. Form 5 - Approximately 1,200 duplicate bills printed and mailed to Treasurer's Office.

C. Size:

All Forms 8-1/2" x 11" and will be folded and inserted in #10 double window envelope (including #9 return envelope and optional inserts) and mailed.

- D. Ink for all forms is Black with the following highlights. The ink may be screened at varying percentages on the forms. See samples of all forms in Attachment C for reference.
- Form 1 - Delinquent Notice, Real Estate and Personal Property: Black ink with highlight/pink and yellow spot color
 - Form 2 – Business Personal Property Return: Black ink
 - Form 3 – Real Estate and Public Service Tax Bill, First Installment: Black ink with highlight/green and yellow spot of color
 - Form 4 – Delinquent Notice, Real Estate and Personal Property Supplemental Bills: Black ink with highlight/pink and yellow spot color
 - Form 5 - Real Estate and Public Service Tax Bill, 2nd Installment: Black ink with highlight/green and yellow spot of color
 - Form 6 – Personal Property and Public Service Tax Bill: Black ink with highlight/blue and yellow spot of color
 - Form 7 – PSA Bills
 - Regular – multiple colors, see sample for details
 - Final - multiple colors, see sample for details
 - Delinquent - multiple colors, see sample for details
 - Form 8 - Dog License Applications: Black ink with highlight/green spot color
 - Form 9 – Personal Property Form: Black ink
 - Form 10 – High Mileage Form: Black ink
- E. Stock:
- 24 bond perforated paper.
- Forms, 1, 3, 4, 5, and 6 - White perforated paper
- Form 7 – White perforated paper
- Form 8 – Buff perforated paper
- Form 2 and Form 9 color choice varies by year
- F. Perforation:
- Perforation must not eliminate any writing when torn off. Bottom 1/3 of sheet. See sample
- G. Copy: Sample provided.
- H. Proof:
- PDF sample of 50-100 forms with data including specific samples by request. A final written approval will be made after reviewing a pdf of ten (10) bills from the actual print job. Total counts and dollar amounts will be required to verify that all forms have been processed. Forms will not be printed or mailed until verification and final written approval is complete
- I. Packaging and Delivery:
- The entire mailing will be presorted to obtain maximum postal discounts. All forms qualifying for presort rates will be mailed at the lowest possible rate. All forms with the same customer number will be mailed in one envelope. All mailings that will not fit into a window envelope, will be placed into a larger envelope and mailed separately. Contractor will provide all paper, envelopes and inserts. Contractor will make delivery to the post office.

If a vendor has an alternative method for providing these services, the County is willing to entertain discussion about such methods.

IV PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:

A. GENERAL REQUIREMENTS:

1. RFP Response: In order to be considered for selection, Offerors must submit a complete response to this RFP to include:
 - a. **One (1) original and six (6) paper copies of the entire proposal INCLUSIVE OF ALL ATTACHMENTS.** Any proprietary information should be clearly marked.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (USB/Flash Drive) of the entire proposal as one document, **INCLUSIVE OF ALL ATTACHMENTS** mailed along with the hard copy above. Any proprietary information should be clearly marked.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted** electronic copy in WORD format or searchable PDF (USB/Flash Drive) of the entire document **INCLUSIVE OF ALL ATTACHMENTS. All identified proprietary information should be blacked out.** This USB/Flash Drive should be marked ***"Redacted Copy"***.
 - d. Response shall be submitted to:

Jeff Groseclose, CPPB, Procurement Manager
Montgomery County Purchasing Department
755 Roanoke Street, Suite 2C
Christiansburg, VA 24073

Identify on outside of envelope: **Sealed RFP # 23-03**

RFP Due date/Opening date and hour: **October 27, 2022, 3:00 P.M.**

The Offeror shall make no other distribution of the proposal.

2. Proposal Preparations:

- a. Proposal shall be signed by an authorized representative of the Offeror. All information requested should be submitted. The Procurement Manager will review all proposals to ensure required information is included. Failure to submit all information requested may result in a request to submit the missing information. Proposals which are substantially incomplete or lack key information may be rejected as incomplete. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
- b. Proposals will be reviewed and evaluated by a Committee as designated by the County.
- c. Proposal should be prepared simply and economically, providing a straight forward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.
- d. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirements as it appears in the RFP. If a response covers more than one page, the proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
- e. Each copy of the proposal should be bound or contained in a single volume where practical. All documentation submitted with the proposal should be contained in that single volume.

- f. Ownership of all data, materials and documentation originated and prepared for the County pursuant to the RFP shall belong exclusively to the County and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the Offeror must invoke the protections of Section 2.2-4342D of the Code of Virginia, in writing, either before or at the time the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and will result in rejection of the proposal.

B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and as detailed as possible so that the County may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following information/items as a complete proposal:

1. The return of the RFP general information form and addenda, if any, signed and completed as required.
2. The offeror shall provide a plan for how raw data will be converted into a format that will be readable for the tax form format.
3. Provide methods for printing forms, postage and mailing of forms.
4. Discuss turn around time for timely delivery of forms. When must raw data be given to you in order to meet the mailing deadlines?
5. Discuss review of proofs by County staff in your system. How will the forms layout be approved?
6. Please provide costs of services in Section X for evaluation. Discuss how cost is arrived at and what changes might affect the cost and how cost will be affected by such changes. Discuss all costs associated with producing and mailing the form. In the set up cost, please include detail such as plate cost etc.
7. Discuss Offerors experience with printing tax forms, using data from the County's Munis database, and providing tax forms with return envelopes.
8. Discuss Offerors ability to print and mail forms under certain deadlines as outlined in Section III. Is it feasible for the Contractor to mail the forms? What would the County be expected to provide the Contractor if the forms are printed and mailed by the Contractor?
9. Please provide three (3) recent references, similar to Montgomery County, for whom you have provided the type of services described herein. Include the date(s) services were furnished, the client name, address and the name and phone number of the individual Montgomery County has your permission to contact.

V. EVALUATION AND AWARD OF CONTRACT:

- A. Award of Contract:** Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposal, including price, if so stated in the Request for proposal. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Montgomery County shall select the offeror(s) which, in its opinion, has made the best proposal, and shall award the contract(s) to that offeror(s). Montgomery County reserves the right to award more than one contract as a result of this solicitation. Montgomery County may cancel the Request for Proposal or reject proposals at any time prior to an award, and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 2.2-4359D, Code of Virginia.) Should Montgomery County determine in writing and in its sole discretion that only

one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms, and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment B for sample contract form.

B. Evaluation Criteria: Proposals shall be evaluated by the County using the following criteria:

Each proposal will be evaluated on the following criteria:

	<u>EVALUATION CRITERIA</u>	<u>WEIGHT</u>
1.	Qualifications and experience	40
2.	Method and plan for providing services	30
3.	Cost of Services	20
4.	References	10

VI **OPTIONAL PRE-PROPOSAL CONFERENCE:** A pre-proposal conference will be held **Thursday, October 13, 2022 at 2:00 PM** at 755 Roanoke Street, Christiansburg, VA 24073 in Multipurpose Room 2 (MP2). The purpose of this conference is to allow potential Offerors an opportunity to present questions and obtain clarification relative to any facet of this solicitation. Potential offerors may also attend by teleconference.

Email mcpurchasing@montgomerycountyva.gov no later than 5:00 pm on Wednesday, October 12, 2022 to pre-register for the conference and to receive instructions for attending in person or by teleconference.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are encouraged to attend. Bring/have a copy of this solicitation with you during the conference. Any changes resulting from this conference will be issued in a written addendum to this solicitation.

VII **CONTRACT ADMINISTRATION:**

Helen St. Clair, Treasurer, or her designee, shall be identified as the Contract Administrator and shall use all powers under the contract to enforce its faithful performance. The Contract Administrator, or their designee, shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. The Contract Administrator, or their designee, shall not have the authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Montgomery County Purchasing Department through a written amendment to the contract.

VIII **PAYMENT PROCEDURES:** Payment for services will be made within 30 days of invoice date. Payment of postage will be made by wire transfer prior to the production date or invoice. The County will authorize payment to the Contractor after receipt of Contractor's correct invoice for services rendered.

Invoices for Forms 1,3,4,5,6, and 8 shall be sent to:

Montgomery County Treasurer
755 Roanoke Street, Suite 1B
Christiansburg, VA 24073-3171

Invoices for Forms 2, 9, and 10 shall be sent to:

Montgomery County Commissioner of Revenue
755 Roanoke Street, Suite 1A
Christiansburg, VA 24073-3170

Invoices for Form 7 shall be sent to:

Montgomery County Public Service Authority
755 Roanoke Street, Suite 2I
Christiansburg, VA 24073-3185

IX **CONTRACT PERIOD:** The term of this contract is for one year or as negotiated. There will be an option for four (4) one-year renewals or as negotiated.

X **PRICING SCHEDULE:** For evaluation purposes, the offeror presents these prices based on the information that has been provided in the RFP. These cost of services should include at a minimum: cost of inserts – setup and printing, creating a PDF file, all forms, creating a PDF file for lenders, FTP server access, USPS delivery, one time setup charges, programming charge, and NCOA charge. When a form design has been agreed upon, a final price list will be established for each form for the resulting contract.

	<u>Estimated Quantity</u>	x	<u>Price</u>	=	<u>Extended Price</u>
Form 1	25,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 1					\$_____
Form 2	6,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 2					\$_____
Form 3	40,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 3					\$_____
Form 4	4,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 4					\$_____
Form 5	40,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 5					\$_____
Form 6	71,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 6					\$_____
Form 7	3880	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 7					\$_____
Form 8	5,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 8					\$_____

Form 9	4,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 9					\$_____
Form 10	2,000	x	\$_____	=	\$_____
Set up from data given					\$_____
Estimated freight for inside delivery					\$_____
Total Form 10					\$_____

ATTACHMENT A

TERMS AND CONDITIONS

GENERAL TERMS AND CONDITIONS

https://montgomerycountyva.gov/docs/default-source/purchasing-solicitations/rfp_terms_and_conditions.pdf?sfvrsn=ecfd231d_2

SPECIAL TERMS AND CONDITIONS

1. **ADDITIONAL GOODS AND SERVICES:** The County may acquire other goods and services that the supplier provides than those specifically solicited. The County reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services as negotiated under the same terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products components, accessories, subsystems, or related services that are newly introduced during the term of the contract. Such additional goods and services will be provided to the County at favored nations pricing. The exact pricing of these goods and services will be negotiated and determined at the time of procurement.
2. **AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Montgomery County, its authorized agents, and/or State auditors shall have full access to and the right to examine any of said materials during said period.
3. **AUTHORIZED USERS:** Additional State agencies, institutions and/or other public bodies may be added or deleted to receive the goods or services resulting from this solicitation. Montgomery County Purchasing Department shall be notified by the contractor or the specific agency intending to use the contract to determine if a written modification to the contract is necessary. Such modifications, when/if required, shall name the specific agency added or deleted and the effective date.
4. **AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Montgomery County shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.
5. **CANCELLATION OF CONTRACT:** Montgomery County reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
4. **INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of Montgomery County, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments which shall bind Montgomery County, or to otherwise act on behalf of Montgomery County, except as Montgomery County may expressly authorize in writing.
5. **INSURANCE:**

By signing and submitting a proposal under this solicitation, the Offeror certifies that if awarded the contract, it will have the following insurance coverages at the time the work commences. Additionally, it will maintain these during the entire term of the contract and that all insurance coverages will be provided by insurance companies authorized to sell insurance in Virginia by the Virginia State Corporation Commission. During the period of the contract, Montgomery County reserves the right to require the Contractor to furnish certificates of insurance for the coverage required.

INSURANCE COVERAGES AND LIMITS REQUIRED:

 - A. Worker's Compensation - Statutory requirements and benefits.
 - B. Employers Liability - \$100,000.00
 - C. General Liability - \$500,000.00 combined single limit. Montgomery County and the Commonwealth of Virginia shall be named as an additional insured with respect to goods/services being procured. This coverage is to include Premises/Operations Liability, Products and Completed Operations Coverage, Independent Contractor's Liability, Owner's and Contractor's Protective Liability and Personal Injury Liability.
 - D. Automobile Liability - \$500,000.00

The contractor agrees to be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from the payment of all sums of money by reason of any claim against them arising out of any and all occurrences resulting in bodily or mental injury or property damage that may happen to occur in connection with and during the performance of the contract, including but not limited to claims under the Worker's Compensation Act. The contractor agrees that it will, at all times, after the completion of the work, be responsible for, indemnify, defend and hold harmless Montgomery County, its officers, agents and employees from all liabilities resulting from bodily or mental injury or property damage directly or indirectly arising out of the performance or nonperformance of the contract.
6. **MINORITY BUSINESS, WOMEN-OWNED BUSINESSES SUBCONTRACTING AND REPORTING:** Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the contractor is encouraged to offer such business to minority and/or women-owned businesses. Names of firms may be available from the buyer and/or from the Division of Purchases and Supply. When such business has been subcontracted to these firms and upon completion of the contract, the contractor agrees to furnish the purchasing office the following information: name of firm, phone number, total dollar amount subcontracted and type of product/service provided.
7. **PROPOSAL ACCEPTANCE PERIOD:** Any proposal received in response to this solicitation shall be valid for (90) days. At the end of the (90) days the proposal may be withdrawn at the written request of the Offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is cancelled.
8. **QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the Contractor shall supply at proposal prices actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.
9. **CLASS 2 - GOOD QUALITY PRINTING:** This class shall be used for the majority of black and white or one color jobs where no critical registration is required or when no colors overprint. Multiple color jobs may be classified as "Class 2." Original copy is uniform and may have medium lines and drawings, medium-sized halftones and screens, medium-sized reverses and solid areas. Normally halftones and screentints would be produced with 120 or 133 line screens. Metallic inks and process work are not generally included in the class. Normally metal plates and negatives are required. No cut lines or spots are acceptable. Finishing and bindery operations shall be of the same good quality.
10. **PRINTING PICKUPS/DELIVERIES:** Contractor shall be responsible for all pickups and deliveries of all materials.

11. **OWNERSHIP OF PRINTING MATERIALS:** All artwork, camera-ready copy, negative, dies, photos, and similar materials used to produce a printing job shall become the property of Montgomery County. Any furnished materials shall remain the property of Montgomery County. All such items and materials shall be delivered to Montgomery County in usable condition after completion of the work, and prior to submission of the invoice for payment.
12. **ACCEPTABLE MILL BRANDS:** Only those papers listed in the latest edition of The Competitive Grade Finder Directory fine paper directory book, will be considered as equal.
13. **SAMPLES:** Offerors shall provide a proposal sample for each designated item so offered prior to or with their sealed proposal. Proposal samples shall be an exact and true representative sample of the actual material offered. Each proposal sample shall be properly tagged or labeled with the name of the Offeror and manufacturer, the proposal opening date, the requisition or inquiry number and the specific commodity or item number. Proposal samples shall be provided at no cost to Montgomery County. Furthermore, Montgomery County reserves the right to secure additional check samples from the actual material supplied. In the event the check samples fail to conform with the contract requirements, the Contractor shall immediately replace the portion of the delivered commodity with acceptable material conforming to the contract requirements at no additional costs to Montgomery County.

**ATTACHMENT B
COUNTY OF MONTGOMERY
STANDARD CONTRACT**

Contract Number:

This contract entered into this ____ day of, 202__, by _____ hereinafter called the “Contractor” and the County of Montgomery, called the “County”.

WITNESSETH that the Contractor and the County, in consideration of mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF SERVICES: The Contractor shall provide the services to the County as set forth in the Contract Documents.

CONTRACT PERIOD: The initial contract period is _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid in accordance with the Contract Documents.

CONTRACT DOCUMENTS: The Contract Documents shall consist of signed Contract, the statement of need, general terms and conditions, special terms and conditions, specifications, and other data contained in this Request For Proposal Number, dated _____, together with all written modifications thereof, the proposal submitted by the Contractor dated _____ and the Contractor’s letter dated _____, all of which contract documents are incorporated herein.

In **WITNESS WHEREOF**, the parties have caused this Contract to be duly executed intending to be bound thereby.

CONTRACTOR:

By: _____

Title: _____

COUNTY OF MONTGOMERY:

By: _____

Title: _____

ATTACHMENT C

SAMPLE FORMS

Samples of current forms described in Statement of Need will be provided upon request