

**FULL EMPLOYMENT COUNCIL, INC (FEC)**

**REQUEST FOR PROPOSALS FOR  
PRINTING SERVICE**

**PRE-BID CONFERENCE**

**11:00 a.m.**

**Tuesday, June 29, 2021**

**BID DEADLINE:**

**5:00 p.m.**

**Friday, July 9, 2021**

**PROPOSALS SHOULD BE ADDRESSED TO:**

**TIRHAS KIDANE  
CHIEF FINANCIAL OFFICER  
FULL EMPLOYMENT COUNCIL  
1740 PASEO  
KANSAS CITY, MO 64108  
TELEPHONE: (816) 471-2330 EXT.1258**

**PUBLIC NOTICE**

The Full Employment Council, Inc. (FEC) will receive Proposals for:

**PRINTING SERVICES**

Request for proposals and specifications may be obtained at the Full Employment Council, located at 1740 Paseo Boulevard, Kansas City, Missouri 64108, or at the pre-bid conference, or on the Full Employment Council website at [www.kcvworks.org](http://www.kcvworks.org). Proposals must be received in hard copy format, and stamped by the Full Employment Council no later than **5:00 p.m. Friday, July 9, 2021**. No electronic proposals will be accepted. The Full Employment Council reserves the right to reject any or all proposals, to take any or all proposals under advisement, or to accept any proposals as may be deemed in its interest as meeting the standards of best and lowest proposal.

A pre-bid conference will be held via zoom on **Tuesday, June 29, 2021 at 11:00 a.m.** To receive the link for the conference, email B. Michael Long at [mlong@feckc.org](mailto:mlong@feckc.org). All interested parties are required to attend. Proposals must be received and stamped at the Full Employment Council no later than **5:00 p.m., Friday, July 9, 2021**.

This request for proposal is not to be construed as a contract or commitment of any kind. The Full Employment Council reserves the right to reject any or all proposals, to take any or all proposals under advisement, or to accept any proposals as may be deemed in its interest as meeting the standards of best and lowest proposal.

It is the policy of the Full Employment Council not to discriminate in access to, or employment in, its programs and activities for any unlawful reason, such as race, color, national origin, sex, age, religion, or disability in Violation of the Civil Rights Act of 1991 and applicable regulations.

**EOE/AA/M/F/V/ADA EMPLOYER**

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## Request for Proposal — Printing Services

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**REQUEST FOR PROPOSALS  
FOR PRINTING SERVICES**

Dear Sir / Madam:

You are invited to submit a proposal to provide comprehensive PRINTING services for the Full Employment Council, Inc. (FEC). The FEC is a not-for-profit Missouri corporation administering the Workforce Innovation and Opportunity Act (WIOA) on behalf of the Kansas City and Vicinity Workforce Development Board and Eastern Jackson County Workforce Development Board.

**PROPOSAL DEADLINE**

Sealed proposals, one original and three copies must be received no later than **5:00 p.m., Friday, July 9, 2021** by the FEC at 1740 Paseo Boulevard, Kansas City MO 64108. Late proposals will not be considered.

**PROPOSAL SPECIFICATIONS**

Proposals must be submitted according to bid specifications contained in instructions and attachments below.

**CONTRACT PERIOD**

The printing contract awarded to a successful bidder will be for a period of one year starting on or around August 1, 2021 through July 31, 2022 and may be renewed at the discretion of FEC in one-year increments at the end of the initial lease term.

**OPTION TO RENEW**

The FEC reserves the right to extend or renew the contract for two years in one-year periods. Any decision made regarding renewing the contract for any extended period of time rests solely with the FEC. Prices may be negotiated for the subsequent year not to exceed an increase of five percent of the initial year's negotiated contract amount.

This request for proposal is not to be construed as a contract or commitment of any kind. The Full Employment Council, Inc., reserves the right to accept, reject or negotiate the terms of any proposals submitted in response to this request.

**I. GENERAL INFORMATION**

**A. Purpose**

This "Request for Proposal" (RFP) is to solicit proposals for the provision of PRINTING services for the Full Employment Council, Inc.

**B. Description of Entity**

The Full Employment Council, Inc. is a nonprofit organization, which serves two service delivery areas (Kansas City & Vicinity and Eastern Jackson County) in the state of Missouri.

The Full Employment Council, Inc. is a private nonprofit corporation and is therefore exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. The FEC is governed by a volunteer Board of Directors. Administrative offices and all records are located at 1740 Paseo Boulevard, Kansas City, MO 64108.

**C. Who May Respond**

Only established PRINTING services providers may respond to this RFP. (Established is defined as having been in business for at least two consecutive years with verifiable accounts.)

**D. Instructions on Proposal Submission**

1. Closing Submission Date

Sealed proposals must be received no later than 5:00 p.m. Central Daylight Time, Friday, July 9, 2021 by FEC at 1740 Paseo Boulevard, Kansas City, MO 64108. Late proposals will not be considered.

2. Condition of Proposal

All costs incurred in the preparation of proposals in response to this RFP will be the responsibility of the Offeror and will not be reimbursed by the Full Employment Council, Inc.

3. Your proposal should be addressed as follows:

Tirhas Kidane  
Chief Financial Officer  
Full Employment Council, Inc.  
1740 Paseo Boulevard  
Kansas City, MO 64108

One original and three copies of the offeror's proposal must be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:

Request for Proposal  
5:00 p.m., Friday, July 9, 2021  
**SEALED PROPOSAL**

**For PRINTING Services**

**E. Right to Reject**

The Full Employment Council, Inc. reserves the right to reject any and all proposals received in response to the RFP. A contract for the accepted proposal will be based upon the factors described in the RFP.

**F. Prevailing Wage**

The company selected to provide PRINTING services, in accordance with this request for proposals, must pay any employees working on this contract at a rate equal to or greater than the prevailing wage for the Kansas City, Missouri area. This information can be found at the Bureau of Labor Statistics. The rates below are from the Bureau of Labor Statistics, Occupational Employment Statistics, May 2020 State Occupational Employment and Wage Estimates, Missouri: [https://www.bls.gov/oes/current/oes\\_mo.htm](https://www.bls.gov/oes/current/oes_mo.htm)

Occupation code	Occupation title (click on the occupation title to view its profile)	Employment	Employment RSE	Employment per 1,000 jobs	Location quotient	Median hourly wage	Mean hourly wage	Annual mean wage	Mean wage RSE
51-1011	<u>First-Line Supervisors of Production and Operating Workers</u>	13,730	2.7%	4.729	1.10	\$27.97	\$29.43	\$61,220	1.0%
51-5111	<u>Prepress Technicians and Workers</u>	930	12.8%	0.344	1.71	\$18.76	\$19.60	\$40,770	2.4%
51-5112	<u>Printing Press Operators</u>	4,160	9.4%	1.547	1.34	\$18.79	\$20.17	\$41,950	2.8%
51-5113	<u>Print Binding and Finishing Workers</u>	1,520	19.5%	0.560	1.85	\$17.30	\$18.10	\$37,650	2.5%

**51-1011 First-Line Supervisors of Production and Operating Workers**

*Directly supervise and coordinate the activities of production and operating workers, such as inspectors, precision workers, machine setters and operators, assemblers, fabricators, and plant and system operators. Excludes team or work leaders.*

**51-5111 Prepress Technicians and Workers**

*Format and proof text and images submitted by designers and clients into finished pages that can be printed. Includes digital and photo typesetting. May produce printing plates.*

**51-5112 Printing Press Operators**

*Set up and operate digital, letterpress, lithographic, flexographic, gravure, or other printing machines. Includes short-run offset printing presses.*

**51-5113 Print Binding and Finishing Workers**

*Bind books and other publications or finish printed products by hand or machine. May set up binding and finishing machines.*

**G. Small and/or Minority-Owned Businesses**

Efforts will be made by the Full Employment Council, Inc. to contract with small and/or minority-owned businesses licensed to do business in the state of Missouri when considered feasible.

**H. Compliance with Missouri Revised Statute § 285.530(1)**

The contractor shall only utilize personnel authorized to work in the United States in accordance with applicable federal and state laws. This includes but is not limited to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) and INA Section 274A. If the contractor is found to be in violation of this requirement or the applicable state, federal and local laws and regulations, and if the State of Missouri has reasonable cause to believe that the contractor has knowingly employed individuals who are not eligible to work in the United States, the state shall have the right to cancel the contract immediately without penalty or recourse and suspend or debar the contractor from doing business with the state. The contractor agrees to fully cooperate with any audit or investigation from federal, state or local law enforcement agencies.

Further, FEC has entered into a memorandum of understanding with a federal work authorization program, E-Verify, a copy of which is attached to this RFP.

Bidder hereby certifies that it does not knowingly employ any unauthorized aliens to perform work within the state of Missouri, as prohibited by Missouri Revised Statute § 285.530(1).

Additionally, Bidder understands that if its bid is selected, Bidder's contract with FEC will affirmatively state that Bidder is not knowingly in violation of Missouri Revised Statute § 285.530(1) and shall not henceforth be in such violation, and Bidder will be required to sign a sworn affidavit under the penalty of perjury attesting to the fact that its employees are lawfully present in the United States.

Bidder further understands that FEC shall not be liable for any loss, liability, or claim arising out of Bidder's employment of an unauthorized alien.

**I. E-Verify Eligibility Verification System**

On June 6, 2008, President Bush issued Executive Order 13465, "Economy and Efficiency in Government Procurement through Compliance with Certain Immigration and Nationality Act provisions and the Use of an Electronic Employment Eligibility Verification System." The order mandates that all federal agencies that enter into contracts shall require, as a condition of

each contract, that the contractor agrees to use an electronic employment eligibility verification system designated by the Department of Homeland Security (DHS) to verify all new employees and all persons assigned by the contractor to perform work within the United States on the federal contract. On June 9, 2008, DHS designated E-Verify as the system to be used in carrying out the order. For more information on E-Verify, go to [www.uscis.gov](http://www.uscis.gov).

**J. State of Missouri Vendors**

Efforts will be made by the Full Employment Council, Inc. to utilize businesses that are licensed to do business in the state of Missouri.

**K. Nondiscrimination and Labor Standards**

As a condition to the award of financial assistance under WIOA from the Department of Labor, the Contractor assures, with respect to operation of the WIOA-funded program or activity and all agreements or arrangements to carry out the WIOA-funded program or activity, that it will comply fully with the nondiscrimination and equal opportunity provisions of the Workforce Innovation and Opportunity Act (WIOA), including the Nontraditional Employment for Women Act of 1991; title VI of the Civil Rights Act of 1964, as amended; section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended, title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including but not limited to 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.

- (a) The Contractor shall comply with:
- (1) 29 U.S.C. 1551 and 1557, which sections are incorporated herein by this reference as if fully rewritten, and covenants that no person with responsibilities in the operation of any program under WIOA shall discriminate with respect to any program participant, any applicant for participation in such program, or deny employment in the administration of such program because of race, color, religion, sex, national origin, age, disability or political affiliation or belief, and as appropriate, citizenship.
  - (2) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 (d)); Title VII of the Civil Rights Act of 1964, as amended (42 U.S.C. 2000 (e)); and Executive Orders 11246 and 11375, which are incorporated herein by this reference as if fully rewritten, and covenants that no person in the United States shall, on the grounds of race, color or national origin, be subjected to discrimination under any program or activity for which the Contractor herein receives federal financial assistance. The Contractor shall immediately take any measures necessary to effectuate this requirement.
  - (3) The Fair Labor Standards Act of 1963, as amended, (29 U.S.C. 201-219), which is incorporated herein by this reference as if fully rewritten and covenants that the Contractor shall not practice wage differentiation in employment based on



sex and to include the minimum and maximum hours provisions as they apply to hospital and educational institution employees of state and local governments. It shall comply with the Missouri Child Labor Law (294 RSMO 1978), which is incorporated herein by this reference as if fully rewritten.

- (4) The Age Discrimination in Employment Act of 1967 (29 U.S.C. 621), which is incorporated herein by this reference as if fully rewritten, and covenants that the Contractor shall not discriminate against employees or job applicants between the ages of forty and seventy years.
  - (5) The Age Discrimination in Employment Act of 1975 (42 U.S.C. 6102), which is incorporated herein by this reference as if fully rewritten, and covenants that the Contractor shall not exclude from participation, in any program or activity, deny a benefit of, or subject to discrimination, any person in the United States on the basis of age.
  - (6) The Rehabilitation Act of 1973 (29 U.S.C. 793-794) and the Vietnam Era Veterans Readjustment Act of 1974 (38 U.S.C. 2012-1014), which are incorporated herein by this reference as if fully rewritten, and covenants that it shall not discriminate in an employment situation against mentally or physically handicapped or disabled persons or veterans, if such individuals are capable of performing the work involved in the employment situation.
  - (7) Title IX of the Education Amendments of 1972 (20 U.S.C. 1681-1683), which is incorporated herein by this reference as if fully rewritten, which provides that no person shall, on the basis of sex, be excluded from participation in, denied the benefits or, or otherwise be subjected to discrimination under any education or training program or activity receiving financial assistance from the Department of Labor.
  - (8) 29 CFR 34.20, which is incorporated herein by this reference as if fully rewritten, and covenants that it shall not discriminate and it shall provide equal opportunity.
  - (9) The Americans with Disabilities Act of 1990, Public Law 101-336 and the Non-traditional Employment for Women Act of 1991 and associated Code of Federal Regulations published in the Federal Register, as applicable to the entity directly or indirectly as recipients of contracted funds from the state of Missouri.
  - (10) Equal Employment Opportunity practices , and not engage in (i) discrimination against any individual on the grounds of race, color, religion, sex, national origin, age, disability, political affiliation or belief; (ii) subject any individual to discrimination on such grounds or (iii) denying employment to any individual on such grounds.
- (b) The Contractor shall take action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, sex,

religion, national origin, or physical or mental disabilities. Qualified applicants and employees with disabilities will be provided with reasonable accommodations, unless accommodations would pose an undue hardship on the contractor.

Employment actions shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Contractor also covenants to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Full Employment Council's EEO Officer setting forth the provisions of this non-discrimination clause.

- (c) The Contractor shall, in all solicitations or advertisements for employment places by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin or condition or physical or mental disability, provided, however, in the instance of a disabled person, that the person's disability does not prevent that person from doing the job that person would be hired to perform.
- (d) The Contractor covenants that this agreement is subject to the Missouri Discriminatory Employment Practices Act, codified as Sections 296.010 to 296.070 of the Revised Statutes of Missouri.
- (e) The Contractor covenants that this agreement is subject to the Missouri State Law providing equal pay for women as codified in Sections 290.400 to 290.450 of the Revised Statutes of Missouri.
- (f) The Full Employment Council shall have the authority to require the Contractor to take corrective and/or remedial action if the Contractor violates the nondiscrimination and equal opportunity provisions. If the Contractor fails to take the required action, the Full Employment Council shall have the authority to impose such sanctions as are necessary to end the discrimination in accordance with Section 164 of the Act. The Contractor shall further notify its subcontractor, if any, of the applicability of this paragraph to all the Contractor's subcontractors.

**L. Assignment**

The Offeror agrees not to subcontract, assign, transfer, convey, sublet or otherwise dispose of the contract of any right, title, obligation or interest it may have therein.

**M. Non-responsive proposals**

Proposals will be judged non-responsive and removed from further consideration if any of the following occur:

- The proposal is not received on time in accordance with the terms of this RFP.

- The proposal does not follow the specified format.
- The proposal does not include the Certificate of Insurance and Assurances.
- The proposal is not adequate to form a judgment by the reviewer.

**N. Notification of Award**

It is expected that a decision selecting the successful bidder will be made within two (2) weeks of the closing date for the receipt of proposals. Proposals will be evaluated by the selection committee and will be recommended to the appropriate authority for approval. Upon conclusion of final negotiations with the successful firm, all Offerors submitting proposals in response to this request for proposals will be informed, in writing, of the decision. The Full Employment Council shall have the option to renew the contract for a total of three years, commencing on or about December 1, 2018, in increments of one-year periods.

The Full Employment Council, Inc. reserves the right to vary the provisions set forth herein at any time prior to the execution of the contract. The Full Employment Council, Inc. is under no legal requirement to grant a contract based on making this Request for Proposal. However, the Full Employment Council, Inc. reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the Offeror can propose.

**O. Equal Opportunity Employment Policy**

This is to notify you that FEC is an Equal Employment Opportunity (EEO) employer. We are subject to Executive Order 11246, the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA) of 1974, as amended and Section 503 of the Rehabilitation Act of 1973, as amended. These regulations require that we engage in Equal Opportunity Employment practices in the employment of females, minorities, veterans and qualified individuals with disabilities.

**II. THE PROPOSAL SHOULD INCLUDE THE FOLLOWING:**

- 1) Organizational capabilities
- 2) Statement of work (see specifications below)
- 3) Price quote
- 4) Past experience and two references
- 5) Certificate of Liability
- 6) Assurances based on statement of work
- 7) E-Verification
- 8) Equal Opportunity Employment policy
- 9) Diversity Profile (Employee Census)
- 10) Signed Conflict of Interest Affidavit
- 11) Signed Ethical Standards Affidavit
- 12) Most Recent Audit
- 13) Signed Debarment Form
- 14) Certificate of insurance

Printing RFP 10-2021

In addition, the following issues need to be addressed:

**Quality Control.** Please indicate the quality control mechanisms to be employed by your company to ensure customer satisfaction, address complaints, and resolve problems as they occur.

Failure to follow instructions may be cause to judge the proposal non-responsive. It is the responsibility of the Offeror to ensure that the Full Employment Council, Inc. receives the proposal by the date and time specified above.

**Late proposals will not be considered and will be returned unopened.**

**III. CERTIFICATIONS ON BEHALF OF THE OFFEROR:**

- A. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of this agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in the proposal have not been knowingly disclosed by the Offeror, prior to an award, to any other Offeror or potential Offeror.
- E. The individual signing certifies that he/she has read and understands all of the information in this request for proposal.
- F. The individual signing certifies that the Offeror, and/or the business entity has not been debarred or suspended from doing work or conducting business with any federal, state or local government.
- G. The individual signing agrees to abide by the Offeror assurance.
- H. Provisions of summer youth employment opportunities

Part of the objective of the Full Employment Council, Inc. is to provide employment opportunities for FEC referred youth during the summer. At least one (1) youth shall be employed as a summer intern and referred and certified through FEC between the ages of 16-24 years of age.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Offeror's Firm Name

\_\_\_\_\_  
Signature of Offeror's Representative

\_\_\_\_\_  
Printed Name and Title of Individual Signing

**IV. OFFEROR’S ASSURANCES**

If awarded, the applicant assures that:

- (1) It shall comply fully with non-discrimination equal opportunity provisions of the WIOA Act, including the Nontraditional Employment for Women Act of 1991; Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; title IX of the Education Amendments of 1972, as amended; and with all applicable requirements imposed by or pursuant to regulations implementing those laws, including, but not limited to, 29 CFR part 34. The United States has the right to seek judicial enforcement of this assurance.
- (2) It or its sub-recipients shall not use funds provided through the RFP under WIOA to duplicate facilities or services available in the area (with or without reimbursement) from federal, state or local sources, unless it is demonstrated in the response to the RFP, and accepted by the Full Employment Council, Inc., that the WIOA-funded alternative services or facilities would be more effective or more likely to achieve performance goals.
- (3) To the best of its knowledge and belief, the cost data are accurate, complete and current as submitted in its proposal. (NOTE: The Full Employment Council, Inc., reserves the right to make price adjustment to contracts or modifications negotiated in reliance on such data to exclude any significant sum by which the price was increased because the Contractor had submitted data that were not accurate, complete or current as certified.)
- (4) It will meet all applicable federal, state, and local compliance requirements. These include, but are not limited to:
  - Records accurately reflect actual performance.
  - Maintaining record confidentiality, as required.
  - Reporting financial, participant, and performance data, as required.
  - Complying with federal and state non-discrimination provisions.
  - Meeting requirements of Section 504 of the Rehabilitation Act of 1973.
  - Meeting all applicable labor law, including child labor law standards.

I am authorized by my Board of Directors, Trustees or other legally qualified officer, or as the owner of this agency or business to submit this proposal. I hereby assure that all of the above are true.

\_\_\_\_\_  
Signature of Person with Signatory Authority

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (Typed)

\_\_\_\_\_  
Title

**PROPOSAL COVER SHEET**

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Name of Applicant (as in the Articles of Incorporation)

---

Address City State

Zip Code

---

Contact Person Title

---

Telephone Number Fax Number

---

E-Mail Address

---

Date of Incorporation State of Incorporation

**ATTACH THE FOLLOWING DOCUMENTS:**

- Copy of Articles of Incorporation
- Signed and dated Assurances
- Budget/cost information
- List of references with telephone numbers
- Most recent audit
- Certificate of liability insurance
- E-Verify
- Conflict of interest



## **ATTACHMENTS**

<p style="text-align: center;"><b>ATTACHMENT A</b> <b>PRINTING SERVICES SPECIFICATIONS</b></p>
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The primary vendor will supply the following:

- 1) Pricing for the following list (Quantities reflect approximate amounts ordered for a one (1) year period).
- 2) Orders will be placed periodically throughout the year with an expected turn-around time of three (3) days on every standard item.
- 3) One-time items will be required to be provided on an ongoing basis. Turn-around time will be negotiated.
- 4) Free delivery and pick-up is expected from our FEC office at 1740 Paseo Boulevard, Kansas City, Missouri.
- 5) Prices shall stay consistent during the contract period.
- 6) Please list pricing for each item in units of 100, 500, 1000, 2000, 4000, 5000 and 10,000.
- 7) A full listing of all documents and samples will be available at the pre-bid conference.

**STANDARD – REGULARLY ORDERED ITEMS (YEARLY):**

	<b>ITEM</b>	<b>DETAIL – all 4 color</b>	<b>QUANTITY</b>
1.	Letterhead	Grey Classic Linen paper	20,000
2.	Letterhead Envelopes	Grey Classic Linen paper White Stock paper	20,000
3.	Letterhead Window Envelopes	White Stock paper	6,000
4.	10 x 13 Logo Envelopes	Grey Stock paper	6,500
5.	Work Experience Time Sheets	NCR 3-part 5 ½ x 8 ½	21,000
6.	Classroom Attendance Time Sheets	NCR 3-part 5 ½ x 8 ½	15,000
7.	Timesheet Batch Control	NCR 2-part 5 ½ x 8 ½	10,000
8.	Business Cards (500 each order)	Grey Classic Linen card stock	35,000
9.	Annual Reports	Center Stapled 30-40pgs	500
10.	Summer Jobs for Youth forms		500
11.	Summer Job booklets	20-30 pages	300
12.	FEC Applications	17 x 11, folded with inserts	500
13.	Purchase Orders	NCR 3-part, consecutively numbered	500- 1,000
14.	Wal-Mart Vouchers	NCR 3-part, consecutively numbered	500- 1,000
15.	Supportive Services Vouchers	NCR 3-part, consecutively numbered	500- 1,000
16.	Adult Brochures & Folders		1,000-5,000
17.	Youth Brochures & Folders		1,000-5,000
20.	Financial Aid 10 x 13 Catalog Envelopes		6,000
21.	Posters	24” x 36” laminated, foamcore mounting	30-50

**ATTACHMENT B  
DEBARMENT FORM**

Certification Regarding  
Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions

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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before completing certification, read attached instructions which are an integral part of the certification)

- (1) The prospective recipient of Federal assistance funds certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach explanation to this proposal.

---

Name and Title of Authorized Representative

---

Signature

---

Date

### Instructions for Certification

1. By signing and submitting this proposal, the prospective recipient of Federal assistance funds is providing the certification as set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms “covered transaction,” “debarred,” “suspended,” “ineligible,” “lower tier covered transaction,” “participant,” “person,” “primary covered transaction,” “principal,” “proposal,” and “voluntarily excluded,” as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this proposal that it will include the clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Non-procurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and /or debarment.

**ATTACHMENT C  
ETHICAL STANDARDS AFFIDAVIT**

*(Must Be Notarized)*

State of: \_\_\_\_\_ County of: \_\_\_\_\_

Contractor, after being first duly sworn, affirms that by its employment policy, standards and practices it does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal or laying off of any individual due to race, creed, color, national origin, ages or sex and that it is not in violation of and will not violate any applicable laws concerning the employment of individuals with disabilities.

Contractor understands that it shall be a breach of ethical standards for any person to offer, give or agree to give any employee or former employee, or for any employee or former employee to solicit, demand, accept or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy or other particular matter pertaining to any program requirement of a contract or subcontract or to any solicitation or proposal therefore.

Contractors also understands that it shall be a breach of ethical standards for any payment, gratuity or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award or a subcontract or order.

Contractor also understands that it shall be a breach of ethical standards for a person to be retained, or to retain a person, to solicit or secure a metropolitan government contract upon the agreement or understanding for a contingent commission, percentage or brokerage fee, except for the retention of bona fide employees or bona fide established commercial selling agencies for the purpose of securing business.

Contractor represents that it **has** not retained anyone in violation of the foregoing.

Contractor also understands that a breach of ethical standards could result in civil or criminal sanctions and/or debarment or suspension from being a seller, contractor or subcontractor under metropolitan government contracts.

And further, contractor sayeth not.

*Print name of bidder:* \_\_\_\_\_

*Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

**ATTACHMENT D  
CONFLICT OF INTEREST AFFIDAVIT**

*(Must Be Notarized)*

The advertisement for bids (and proposals) shall do all of the following:

State that the bid shall be accompanied by a sworn and notarized statement disclosing my familial relationship that exists between the owner or any employee of the bidder and any member of the board, or board of directors, or chief executive officer that does not include this sworn and notarized disclosure statement.

CHECK ONE OF THE TWO BOXES BELOW.

List and describe all exist Conflicts of Interest *(Attach an additional page if necessary.)*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To the best of my knowledge, no conflict of interest exists.

Print name of bidder \_\_\_\_\_

Signature \_\_\_\_\_

Name of Company \_\_\_\_\_

City & State \_\_\_\_\_

\*\*\*\*\*

Notary - State of \_\_\_\_\_ County of \_\_\_\_\_

Sworn to and subscribed before me, a notary public in and for the above state and county,

on this \_\_\_\_\_ Day of \_\_\_\_\_, 20\_\_\_\_\_

Notary Public \_\_\_\_\_ My Commission Expires \_\_\_\_\_

<p style="text-align: center;"><b>ATTACHMENT F</b> <b>E-VERIFICATION</b></p>
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