



[HCPLonline.org](http://HCPLonline.org)

**REQUEST FOR PROPOSAL  
ADMINISTRATION OFFICE**

**HEADLINES & HAPPENINGS PRINTING**

RFP NO. L-18-06

**JUNE 20, 2018**

**Harford County Public Library  
Matthew Smith, Purchasing Manager  
1221-A Brass Mill Road  
Belcamp, MD 21017  
(p) 410-273-5600, ext. 6548  
(f) 410-273-5606  
[smithma@hcplonline.org](mailto:smithma@hcplonline.org)**

# **REQUEST FOR PROPOSAL**

**HEADLINES & HAPPENINGS PRINTING**

**RFP NO. L-18-06**

**PROPOSALS ARE DUE BY JULY 25, 2018 AT 1:00 P.M.**

PROPOSALS RECEIVED AFTER 1:00 PM ON JULY 25, 2018 WILL BE  
RETURNED UNOPENED

QUESTIONS CONCERNING THIS SOLICITATION MUST BE FAXED OR E-  
MAILED NO LATER THAN THE CLOSE OF BUSINESS ON  
**JULY 2, 2018.**

**SUBMIT ORIGINAL PROPOSALS TO:**

**HARFORD COUNTY PUBLIC LIBRARY  
ADMINISTRATION OFFICE, PROCUREMENT DEPARTMENT  
1221 A BRASS MILL ROAD  
BELCAMP, MARYLAND 21017**

# GENERAL INSTRUCTIONS (PLEASE READ THOROUGHLY)

## **1. INSTRUCTIONS, FORMS AND SPECIFICATIONS:**

Instructions, forms and specifications may be obtained at <https://hcplonline.org/rfps.php> or in person or by mail from the Procurement Department, 1221 A Brass Mill Road, Belcamp, Maryland 21017.

- a) All bids are to be submitted on and in accordance with forms for this purpose, which are available from the Procurement Department.
- b) All bids are to be submitted in a sealed envelope with the bid number and name of the bid noted in the lower left hand corner of the envelope.
- c) Bids received after the specified time will be returned to the bidder unopened.
- d) Additional information or clarification of any of the instructions or information contained herein must be obtained from the Procurement Department.
- e) Should any bidder find discrepancy in the plans, specifications, or specimen agreement, should the bidder be in doubt as to their meaning or intent of any part thereof, the bidder must prior to bid submission, request clarification from the Purchasing Manager, who will issue an addendum or otherwise clarify the matter. Every request for such interpretation should be in writing addressed to the Purchasing Department, 1221 A Brass Mill Road, Belcamp, Maryland, 21017 and marked "Request for Clarification". The request must be received at least seven (7) working days prior to the date fixed for bid receipt. Any and all such interpretations, any supplemental instructions will be mailed to all prospective bidders (at the respective address furnished for such purpose), not later than five (5) working days prior to the date fixed for the opening bids. Failure to request such clarification is a waiver to any claim by the bidder for expense made necessary by reason of later interpretation of the Contract Documents. All addenda issued during the time for bidding shall form a part of the Contract requirements and shall be considered by the bidders in preparing their bids. Failure of any bidder to receive any addendum or interpretation shall not relieve such bidder from any obligation under his bid as submitted.
- f) The Harford County Public Library will assume no responsibility for oral instructions or suggestion. All official correspondence in regard to the specifications shall be directed to and will be issued by the Purchasing Manager in writing.
- g) Oral, telephonic and/or telegraphic bids or modifications of bids will not be acceptable.
- h) Bids must be completed in ink or typewritten by the Bidder with the signature in full. When an unincorporated business is a bidder, the agent who signs the business name to the bids shall state, in addition, the names and addresses of the individuals composing the firm. When a corporation is a bidder, the person signing shall state under the laws of the State the corporation is chartered and the names and titles of the officer having the authority under the bylaws to sign contract. The bid shall also bear the seal of the corporation, attested by its secretary. Any one signing the bid as agent must file with it legal evidence of his authority to do so Post office address, County and State, and telephone number must be given after the signature of the person signing the bid.
- i) Any bid may be withdrawn prior to the scheduled time for the opening of bids or authorized postponement thereof. Any bid received after this time and date specified shall not be considered. Should there be reasons why the Contract cannot be awarded within the specified period; the time may

be extended by mutual agreement between the Library and the bidder.

## **2. AWARD OF CONTRACT:**

- a) The Library shall award all contracts in accordance with the criteria established in Section 41-26 of the Harford County Code.
- b) Prompt payment discount terms will be considered in determining award.
- c) Any other considerations for the award will be stated on the bid form or specifications.

## **3. TAXES:**

The Harford County Public Library is a tax exempt entity. The tax exemption is covered under State of Maryland Sales and Use Tax Certificate Account number 30001201.

## **4. RESERVATIONS:**

- a) The contract awarding authority reserves the right to reject any or all bids or parts of bids when, in its judgment, the public interest will be served thereby.
- b) The Contract Awarding Authority may waive informalities and irregularities in bids. (Sec. 41-26 Procurement Law) as the interest of the County may be required.
- c) Interpretation of Quantities in Bid Schedule: The quantities appearing in the prepared bid schedule are approximate only and are prepared for the canvassing of bids. Payment to the Bidder will be made only for the actual quantities of items furnished in accordance with the Contract and it is understood that the scheduled quantities of items to be furnished may be increased, diminished or omitted without in any way invalidating bid prices.
- d) The Contract Awarding Authority may waive minor differences in specifications provided these differences do not violate the specification intent nor materially affect the operation for which the item or items are being purchased nor increase estimated maintenance and repair cost to the Library.

## **5. DELIVERY:**

- a) Bidders shall guarantee delivery of materials in accordance with such delivery schedule as may be provided in the specifications and bid forms.
- b) All items shall be delivered F.O.B. destination and delivery costs and charges included in the bid unless otherwise quoted in Special Conditions.
- c) Delivery time may be a factor in award of bid.

## **6. COMPETITION, LITERATURE, SAMPLES:**

- a) To better insure fair competition and to permit a determination of the lowest bidder, bids may be rejected if they show any omission, irregularities, alteration of forms, additions not called for, conditional or unconditional unresponsive bids, or bids obviously unbalanced.
- b) The name of any manufacturer, trade name, or manufacturer or vendor catalog number mentioned in specifications is for the purpose of designating a standard of quality and type and for no other. Even though a particular manufacturer's name or brand is specified, bids will be considered on other brands or on the product of other manufacturers. On all such bids the bidder shall indicate clearly the product on which he is bidding and shall supply a sample or sufficient data to enable an intelligent comparison to be made with the particular brand or manufacturer specified Catalog cuts and descriptive data shall be attached

to the original copy of the bid where applicable. Failure to submit the above information may be sufficient grounds for rejection of bids.

c) No bidder will be allowed to offer more than one price on each item even though he may believe that he has two or more types or styles that will meet the specifications. Bidders must determine for themselves which item to offer. If the bidders should submit more than one price on any item, all prices for that item may be rejected at the discretion of the Contract Awarding Authority.

d) A statement of the origin, composition and manufacturer of any or all materials to be used in the work shall be supplied, if requested, on the Bid Form.

e) Specifications provided are based on Library needs and uses, estimated costs of operation and maintenance, and other significant and/or limiting factors to meet Library requirements and consistent with Library policies. Minimum specifications, and maximum specifications where included, are not established arbitrarily to limit competition or to exclude otherwise competitive bidders.

#### **7. DEVIATION FROM SPECIFICATIONS:**

In addition to the above requirements, all deviations from the specifications must be noted in detail by the bidder in writing, at the same time of submittal of the formal bid. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to Harford County Public Library for furnishing material, equipment or services in full accordance with the specifications as written. Items not meeting the specifications may be rejected upon delivery to the Library.

#### **8. INSPECTION:**

All materials, supplies, and/or services delivered or performed for Harford County Public Library shall be subject to final inspection by Harford County Public Library and/or the Purchasing Manager may designate other independent testing laboratories as may be deemed necessary. If the result of one or more of such tests indicates that any part of the materials or supplies are deficient in any respects, the Library may reject all or any part of the materials and supplies to be provided under the contract. The Purchasing Manager may waive variances in materials, supplies, and/or service upon written recommendation by the Library Department involved in the purchase.

#### **9. ERRORS IN EXTENSION:**

Where the unit price and the extension price are at variance, the unit price will prevail.

#### **10. LAW AND REGULATIONS:**

In all operation related to the subject item, all laws and regulations of Harford County and all United States, State of Maryland Laws, which are applicable to the Contract, must be strictly complied with. The Contractor shall protect and indemnify Harford County Public Library and its agents or employees against any claim or liability arising from or based on the violation of any such laws, ordinances or regulations, whether by him or his employees.

#### **11. QUALIFICATION AND LICENSE:**

The Library may make such investigations as deemed necessary to determine the ability of the bidder to perform. The work and the bidder shall furnish the Library all such information and data for this purpose as the Library may request. The Library reserves the right to reject any bid if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Library that such Bidder is properly qualified to carry out the obligations of the Agreement and to complete the work contemplated therein.

#### **12. FORM OF ORDER:**

An appropriate Harford County Public Library Purchase Order will be executed as required to the successful bidder.

#### **13. COOPERATIVE PURCHASING:**

Results of this bid may be made available to Harford County Public Schools, Harford Community College, and Harford County Municipalities. Upon mutual agreement of both parties (successful bidder(s) and any of the above mentioned entities), this bid may be utilized to affect such contracts. Results may also be made available to the State of Maryland, and other public or nonprofit agencies within or outside the State of Maryland.

# ***Request for Proposal Headlines & Happenings Printing***

## ***A. Introduction***

The Harford County Public Library (HCPL) is an 11 branch system with a separate administrative office and two outreach vehicles serving a growing, diverse community of approximately 250,000 residents in northeast metropolitan Baltimore. In fiscal year 2017, the Library circulated more than 4.7 million items and handled more than 473,000 information/reader assistance requests, utilizing a collection of approximately 1,000,000 volumes, online databases and the worldwide web. HCPL also offers an extensive array of downloadable and streaming audio/video products (movies, television shows, music albums and audio books). HCPL has been the recipient of numerous awards including Innovator of the Year and Library Journal's Star Library.

Headlines & Happenings is a quarterly publication prepared by HCPL to inform the community of upcoming events, programs and items of interest relating to the library.

The Marketing Department is comprised of a Marketing & Communications Administrator and a staff of 3 graphic designers.

## ***B. Purpose***

The purpose of this RFP is to solicit proposals from qualified printing companies to perform the printing, furnishing of all supplies and delivery of the quarterly issues of Headlines & Happenings to the Administrative Offices.

The company awarded the project will enter into a one year agreement with the option to annually renew the agreement for up to, but no more than, two (2) additional years. Any changes to this RFP after the initial year must be agreed to by both parties before the next year is to begin.

All materials, documents, processes, reports, data and information generated from this project are the property of HCPL.

## ***C. Submission of Proposal***

Bidders are requested to submit one (1) original and four (4) copies of their proposals by 1:00 PM, local time, July 25, 2018. Any proposal not received by the listed bid opening date and time will be returned unopened. Any questions requiring clarification of bid submission should be directed to Matthew Smith, Purchasing Manager, in writing, via email ([smithma@hcplonline.org](mailto:smithma@hcplonline.org)) or fax 410-273-5606.

The Proposer shall submit proposal to:

Harford County Public Library  
Administrative Office  
1221A Brass Mill Road  
Belcamp, Maryland 21017  
Attention: Matthew Smith, Purchasing Manager  
*RFP No. L-18-06 Headlines & Happenings Printing*

The deadline for the submission of questions is July 2, 2018. Any questions proposed after this date will not be answered. Any questions posed will be answered via an addendum and all participants will receive a copy of this addendum no later than July 6, 2018.

Any conditions which the bidder wishes to stipulate other than those included in this RFP must be specifically stated in writing in the bidder's cover letter. If the bidder cannot accept a provision of the RFP, it must so state. Any supporting literature that the bidder wants to include should be placed in an appendix.

**NOTE: EACH OFFEROR MUST SUBMIT AS PART OF THEIR PROPOSAL THE COMPLETED PROPOSAL AFFIDAVIT (PAGES 11 – 13.) FAILURE TO SUBMIT THIS DOCUMENT WILL CAUSE THE PROPOSAL TO BE REJECTED.**

### ***D. Schedule***

RFP L-18-06 Posted:	June 20, 2018
Questions Due:	July 2, 2018
Addendums Posted, if necessary:	July 6, 2018
Proposals Due:	July 25, 2018 1:00 PM local time
Award Made:	Week of July 30, 2018

### ***E. Scope of Work***

**Quantity:** 8,250 for the fall, winter and spring issues; 13,000 for the summer issue.

**Specifications:** Full color all pages  
Bleed, 2 sided  
Finished size 8.5" X 11"  
70# gloss text paper  
32 pages for spring, winter and fall  
36 pages for summer issue

**PLEASE NOTE:**

This bid will cover a one year period (four printings) to include Fall (Sep/Oct/Nov 2018), Winter (Dec 2018/Jan/Feb 2018), Spring (Mar/Apr/May 2018) and Summer (Jun/Jul/Aug 2019.) The bidder who is awarded this bid will receive the work for a year with invoices sent individually for each quarter's printing.

Files will be sent from HCPL to the vendor using the vendor's preferred method, (i.e. Dropbox or a similar cloud based sharing system,) no less than ten (10) days before delivery of the final product is due to be delivered to the HCPL Administrative Offices.

**Finishing/Delivery:** Finishing to include trimming, folding, saddle stitch bindery, bulk pack in cartons and delivery to 1221A Brass Mill Road, Belcamp, MD 21017.

Previous library publication experience is preferred.

Bidder must be able to provide hard copy proofs the same day, if needed, throughout the proofing and printing process. Artwork files should be able to be hand delivered or sent electronically.

## ***F. Evaluation and Selection Criteria:***

### **F.1 Evaluation Committee**

HCPL has established an evaluation committee who will review and score each proposal for adherence to the requirements in accordance with the criteria as described below.

### **F.2 Evaluation Criteria**

A complete proposal is considered a submission in which all information as requested by HCPL has been supplied, areas requiring a signature have been acknowledged and all documentation requested has been submitted per the terms of this RFP. Any proposal found to be missing any item requested in this RFP will be considered incomplete and disqualified.

Categories and their weights are described under Section F.3.

HCPL reserves the right to award all or part of the project based solely on the best interest of HCPL as determined by the Library's CEO.

### **F.3 Requirements of the Proposal**

The proposal must be submitted in the format as outlined below. Next to the title is the weight factor assigned to each category.

#### **F.3.1 Understanding the Project (20 points)**

Proposer shall state, in a concise manner, its interpretation and understanding of the project. The Proposer shall review and comment on the completeness of the Scope of Services.

Of special interest are any potential changes to the Scope of Services that would result in overall project cost savings or any potential omissions that could result in additional scope of services and a subsequent increase in the project cost.

**F.3.2 Qualifications and Experience of the Project Team (10 points)**

The proposing vendor shall present their ability and willingness to prepare the quarterly newsletter in accordance with the specifications stated by HCPL and the Marketing Department.

**F.3.3 Relevant Experience (10 points)**

The proposal shall provide a summary of the vendor's history and experience in printing materials in size and scope of HCPL's Headlines & Happenings.

**F.3.4 Client References (10 points)**

Client list and history with contact information of references from accounts worked within the past five (5) years of similar size and scope to HCPL.

**F.3.5 Price (50 points)**

The committee will award the full 50 points available to the lowest price proposal. Higher-priced proposals will receive a lower score, prorated from the lowest proposal's score.

The rates proposed will be firm for the duration of the project following the date of award.

## ***G. Basis of Award***

The firm with the highest score will be recommended for an award of contract.

HCPL reserves the right to cancel this RFP at any time after issuance, to reject, in whole or in part, any and all offers received, to waive minor technicalities in proposals, and to negotiate with responsible offers in any manner necessary to serve its best interests.

Any necessary additions or corrections to this RFP will be made by addenda, and issued to all offerors of record. Addenda become part of the RFP, and must be acknowledged by each offeror; failure to acknowledge any addenda shall not relieve offerors of compliance with the terms thereof. HCPL assumes no responsibility for oral instructions.

HCPL may request offerors to make oral presentations of their qualifications, and to substantiate any portions of proposals submitted. The Procurement Department will schedule such presentations.

Proposals should be prepared simply and economically, providing a straightforward, concise description of the offeror's ability to satisfy the requirements of this RFP.

Offerors are responsible for proposal preparation and submission costs, as well as travel costs incurred in connection with oral presentations or other pre-award discussions.

By submitting a proposal in response to this RFP, the offeror accepts the terms and conditions set forth herein, unless stated otherwise.



HCPL may require offerors to submit additional information regarding financial responsibility, technical expertise, and other qualifications, and may consider any information otherwise available concerning those qualifications. The Library may make such investigation as it deems necessary to determine the offeror's responsibility.

HCPL reserves the right to accept the best written proposal without further discussions, and may do so; thus, offerors should ensure that the initial proposals are both complete and competitively priced.

The offeror shall identify any actual or potential conflicts of interest that exist, or which may arise if the offeror is recommended for award, and propose how such conflicts might be resolved.

The laws of Harford County and the State of Maryland, and where applicable, federal laws and regulations, will govern the contract awarded pursuant to this RFP.

HCPL maintains the right to delete or insert tasks in the scope with appropriate changes in cost.

## ***H. Proposal Content***

To be considered as a complete submission respondents are required to present:

- A cover letter providing a brief description of the vendor including name, address, telephone number, e-mail, and fax of principal contact person.
- Executive summary of the highlights of the proposal, which should not exceed one page in length, which conveys the printer's understanding of the purpose and expected outcomes of the project.
- A summary of qualifications and experience.
- Copies of previous work in similar size and scope to HCPL's Headlines & Happenings as prepared by the vendor within the past two (2) years.
- Exclusions or exceptions – Note any parts of the proposal that is beyond the expertise of the consultant, or would be better handled by local library staff.
- Additional Documentation -Vendors are welcome to provide additional documentation that will assist HCPL in the selection process.
- Completed signatures where requested.
- Acknowledgement of any addenda created.
- List of three (3) references of which work had been done for within the past two (2) years.

NOTE: HCPL will not reimburse costs of preparing the proposals.

**BID FORM**

The undersigned, duly authorized to bind the named firm, agrees, upon receipt of acceptance of this proposal within 14 (fourteen) calendar days, to proceed to execute the contract in accordance with the proposal as accepted.

Signature \_\_\_\_\_

Type/Print Name \_\_\_\_\_

Title \_\_\_\_\_

Name of Firm \_\_\_\_\_

Address

\_\_\_\_\_  
Street

\_\_\_\_\_  
City

State

Zip

Mailing Address (if different from Street address)

\_\_\_\_\_  
Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

If corporation, place corporate seal beside signature and state:

Name of President \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Under laws of what state incorporated \_\_\_\_\_

Acknowledgement of Addenda (if applicable)

#1 \_\_\_\_\_

date

#2 \_\_\_\_\_

date

#3 \_\_\_\_\_

date

## PROPOSAL AFFIDAVIT

### A. AUTHORIZED REPRESENTATIVE

#### I HEREBY AFFIRM THAT:

I am the (title) \_\_\_\_\_ and the duly authorized representative of (name of business) \_\_\_\_\_ and that I possess the legal authority to make this Affidavit on behalf of myself and the business for which I am acting.

### B. AFFIRMATION REGARDING BRIBERY CONVICTIONS

#### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business (as is defined in Section 16-101(b) of the State Finance and Procurement Article of the Annotated Code of Maryland), or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies (as is defined in Section 16-101(f) of the State Finance and Procurement Article of the Annotated Code of Maryland), has been convicted of, or has had probation before judgment imposed pursuant to Article 27, Section 641 of the Annotated Code of Maryland, or has pleaded *nolo contendere* to a charge of bribery, attempted bribery, or conspiracy to bribe in violation of Maryland law, or of the law of any other state or federal law, except as follows:

(Indicate the reasons why the affirmation cannot be given and list any conviction, plea, or imposition of probation before judgment with the date, court, official or administrative body, the sentence or disposition, the name(s) of person(s) involved, and their current positions and responsibilities with the business):

---

---

### C. AFFIRMATION REGARDING DEBARMENT

#### I FURTHER AFFIRM THAT:

Neither I, nor to the best of my knowledge, information, and belief, the above business, or any of its officers, directors, partners, or any of its employees directly involved in obtaining or performing contracts with public bodies, has ever been suspended or debarred (including being issued a limited denial of participation) by any public entity, except as follows:

(List each debarment or suspension providing the dates of the suspension or debarment, the name of the public entity and the status of the proceedings, the name(s) of the person(s) involved and their current positions and responsibilities with the business, the grounds of the debarment or suspension, and the details of each person's involvement in any activity that formed the grounds of the debarment or suspension)

---

---

**D. AFFIRMATION REGARDING DEBARMENT OF RELATED ENTITIES**

**I FURTHER AFFIRM THAT:**

(1) The above business was not established and it does not operate in a manner designed to evade the application of or defeat the purpose of debarment pursuant to Sections 16-101, et seq., of the State Finance and Procurement Article of the Annotated Code of Maryland; and

(2) The business is not a successor, assignee, subsidiary, or affiliate of a suspended or debarred business, except as follows: (Indicate the reasons why the affirmation cannot be given without qualification):

---

---

**E. AFFIRMATION REGARDING COLLUSION**

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the agents, servants and/or employees of the above business have:

(1) Agreed, conspired, connived, or colluded to produce a deceptive show of competition in the compilation of the accompanying bid or offer that is being submitted;

(2) In any manner, directly or indirectly, entered into any agreement of any kind to fix the bid price or price proposal of the bidder or contractor or of any competitor, or otherwise taken any action in restraint of free competition in connection with the contract for which the accompanying bid or offer is submitted.

**F. FINANCIAL DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with, the provisions of Section 13-221 of the State Finance and Procurement Article of the Annotated Code of Maryland, which require that every business that enters into contracts, leases, or other agreements with the State of Maryland or its agencies during a calendar year under which the business is to receive in the aggregate \$100,000 or more shall, within 30 days of the time when the aggregate value of the contracts, leases, or other agreements reaches \$100,000, file with the Secretary of State of Maryland certain specified information to include disclosure of beneficial ownership of the business.

**G. POLITICAL CONTRIBUTION DISCLOSURE AFFIRMATION**

**I FURTHER AFFIRM THAT:**

I am aware of, and the above business will comply with the provisions of Article 33, Sections 30-1 through 30-4 et seq. of the Annotated Code of Maryland, which require that every person that enters into contracts, leases, or other agreements with the State of Maryland, including its agencies or a political subdivision of the State, during a calendar year under which the person receives in the aggregate \$100,000 or more shall, on or before February 15, of the following year, file with the Secretary of State of Maryland certain specified information to include disclosure of political contributions in excess of \$500 to a candidate for elective office in any primary or general election.

**H. CERTIFICATION OF CORPORATION REGISTRATION AND TAX PAYMENT**

**I FURTHER AFFIRM THAT:**

(1) The business named above is a (Check one) \_\_\_\_ Maryland (domestic) corporation  
\_\_\_\_ foreign (non-Maryland) corporation

registered in accordance with the Corporations and Associations Article, Annotated Code of Maryland, and that it is in good standing and has filed all of its annual reports, together with filing fees, with the Maryland State Department of Assessments and Taxation, and that the name and address of its resident agent filed with the State Department of Assessments and Taxation is:

Name:  
Address:

(If not applicable, so state).

(2) Except as validly contested, the business has paid, or has arranged for payment of, all taxes due the State of Maryland and has filed all required returns and reports with the Comptroller of the Treasury, the State Department of Assessments and Taxation, and the Employment Security Administration, as applicable, and will have paid all withholding taxes due the State of Maryland prior to final settlement.

**I. CONTINGENT FEES**

**I FURTHER AFFIRM THAT:**

The business has not employed or retained any person, partnership, corporation, or other entity, other than a bona fide employee or agent working for the business, to solicit or secure the Contract, and that the business has not paid or agreed to pay any person, partnership, corporation, or other entity, other than a bona fide employee or agent, any fee or any other consideration contingent on the making of the Contract.

**J. ACKNOWLEDGEMENT**

**I ACKNOWLEDGE THAT:**

This Affidavit is furnished to the Purchasing Manager and that nothing in this Affidavit or in any contract arising from this bid or proposal shall be construed to supersede, amend, modify or waive the exercise of any statutory right or remedy with respect to any misrepresentation made or any violation of the obligations, terms and covenants undertaken by the above business with respect to (1) this Affidavit, (2) the contract, and (3) other Affidavits comprising part of the contract.

**I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF.**

Date: \_\_\_\_\_

By \_\_\_\_\_  
(Authorized Representative and Affiant)

Federal Employer Identification Number (FEIN): \_\_\_\_\_

**ATTACHMENT A**

**RFP L-18-06  
PRICING PROPOSAL FOR PRINTING AND DELIVERY OF HEADLINES &  
HAPPENINGS**

Pursuant to the Invitation for Bids, the undersigned having read all addenda, if any, hereby submits the following Bid:

**HEADLINES & HAPPENINGS PRINTING**

Fall 2018 Issue – Quantity: 8,250	\$ _____
Winter 2018/19 Issue – Quantity: 8,250	\$ _____
Spring 2019 Issue – Quantity: 8,250	\$ _____
Summer 2019 – Quantity: 13,000	\$ _____
<b>TOTAL</b>	\$ _____