



**REQUEST FOR PROPOSALS
RFP-21-03**

**PROPOSAL DUE DATE:
THURSDAY, March 11, 2021 BY 1 PM MST**

**CONNECTIONS NEWSLETTER:
DESIGN, PRINTING AND MAILING SERVICES**

EMAIL PROPOSALS TO:

BIDS@ci.wheatridge.co.us
City of Wheat Ridge
Attn: Jennifer Nellis, CPPB
Purchasing & Contracting Division

**DOCUMENTS PREPARED BY:
ADMINISTRATIVE SERVICES DEPARTMENT
PURCHASING & CONTRACTING DIVISION**

IMPORTANT: PLEASE READ ENTIRE DOCUMENT
Per the attached specifications, terms, and conditions.

PLEASE DO NOT REMOVE ANY PAGES FROM THIS BID DOCUMENT

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REQUEST FOR PROPOSALS
RFP-21-03
CONNECTIONS NEWSLETTER:
DESIGN, PRINTING AND MAILING SERVICES

Project Overview/Scope: The City is requesting proposals from qualified individuals or firms to provide design, printing and mailing services for the Connections newsletter. The City prefers to award to one firm who will provide and manage all three service requirements. However, firms may submit separately for each service or submit jointly for all services. The expectations of the City editor are high. Attention to detail is very important to the production of a high-quality publication. The City produces four issues per year, however the RFP begins with a requirement for three issues/editions beginning with Spring/Summer 2021 through December 2021; with the option to renew for four additional one-year renewal periods producing four issues/editions per year. The annual estimated budget for four issues/editions for design, printing and mailing services is \$32,000. There is no pre-proposal meeting.

Please visit the City website for any additional attachments: www.ci.wheatridge.co.us

Deadline for Questions: Noon, March 4, 2021 by email to Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us

Minimum Requirements: Awarded firm must have a valid City of Wheat Ridge Business/Use Tax license prior to starting the project. This service requires compliance with both the "Illegal Alien" provisions of CRS8-17.5-101 and "Non-Discrimination Assurance" of Title VI Regulations at 49 CFR Part 21 (forms included in bid documents).

Proposals Due: **THURSDAY, March 11, 2021 BY 1:00 PM MST. THERE IS NO PUBLIC OPENING.** Late receipt of bids will not be considered. It is the responsibility of the offeror to ensure the proposal is received in the Purchasing Office on or before the due date and time. Print samples may be requested following proposal submission.

Submit to: BIDS@ci.wheatridge.co.us

Comments: No submittals will be accepted after the due date and time, regardless of start of transmission. Submittals received after the due date and time will be filed unopened.

RFP Documents: Available on the RMEPS a division of BIDNET – www.rockymountainbidsystem.com, or visit the City website, www.ci.wheatridge.co.us for project documents and updates.

Publish Dates:

RMEPS/City Website

February 24, 2021

Jennifer Nellis, Purchasing Agent, CPPB

RFP-21-03
PROPOSAL REQUIREMENTS / SELECTION CRITERIA
CONNECTIONS NEWSLETTER:
DESIGN, PRINTING AND MAILING

Point of Contact: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us, Do not contact the requesting department or any member of the selection committee.

I. INTRODUCTION

A. General

The City of Wheat Ridge (the “City”) Municipal Building is located in the northwest Denver metropolitan area, with municipal offices at 7500 W 29th Avenue, Wheat Ridge, CO 80033. The City’s area consists of about nine square miles of rolling land adjacent to Interstate 70 transportation corridor between Denver and the Rocky Mountains. The topography is somewhat unique, with a natural ridge traversing the City. The City is a suburban community of approximately 31,000 residents. The City is a home-rule municipality with eight council members, and a city manager and mayoral form of government.

The City of Wheat Ridge *Connections* newsletter (aka Connections) is the official quarterly newsletter of the Wheat Ridge community. In 2020, the *Connections* newsletter was distributed to approximately 40,000 households residents/businesses in the community through the mail. The publication is intended to be a reflection of Wheat Ridge values, image, and identity. As one important information source in Wheat Ridge, the *Connections* newsletter must be a high-quality publication that is timely and accurate, focused on communicating the issues, programs, and services of the community. The quarterly Connections newsletter should continue to communicate the City’s brand and reinforce community values visually. The Contractor reports to the Communications Manager/Public Information Officer. The newsletter is intended to serve as one communication tool available to residents in addition to other community outreach efforts.

B. Background

The City has previously contracted for *Connections* newsprint publication and mailing services. The current agreement with Colorado Community Media expires in February 2021, and the City has negotiated with them to produce the first issue of the 2021 series. Visit the City website for information on multi-year agreements, vendors, and contract expiration dates.

C. Objectives

The goal is to contract with a qualified individual or firm to provide high-quality design, printing and distribution services. Term shall be through December 31, 2021, with the option to renew for four additional one-year periods, producing four issues/editions per calendar year.

II. STATEMENT OF WORK

The Connections newsletter is produced quarterly and the Communications Manager/Public Information Officer serves as the editor of the publication. Content coordination and development is provided by the Executive Assistant. The expectations of the editor are high. Attention to detail is very important to the production of a high quality publication. The contractor should be flexible with his/her schedule and willing to do what it takes to produce a high-quality newsletter for the City of Wheat Ridge. The graphic designer must be willing to work Monday through Friday between 8 a.m. and 5 p.m. and be accessible via phone and email within the identified timeframes.

The City of Wheat Ridge is responsible for providing the content for the Connections newsletter. City departments submit articles for editing and inclusion in the newsletter. Following review and editing in-house, articles, photographs and graphic files are forwarded to the contractor for layout and design. The masthead design changes with each edition and is also the responsibility of the designer.

Deliverables

- Description of graphic design philosophy and customer service philosophy—describe how you and/or your firm's philosophy can provide value to this project. The contractor should demonstrate experience in production of municipal publications.
- A copy of a recent Connections newsletter is available as an example of the product. Print in English only.
- Production of four issues per year, beginning with only three issues in 2021. Provide pricing for 8-page lay-outs and 12-page lay-outs.
- Size: 11.5 x 15 inches (newspaper layout)
- Paper type: 42.5 pound High Bright newsprint or product of similar quality and weight
- Color – Four color production. Some color on each page such as logos, pictures, titles.
- Provide optional pricing for non-color print, black and white only. The City may elect to do color or black and white editions or any combination.
- Cost to send final version to the City as a high-resolution PDF file to be posted on the City Web site
- Provide detail on graphic design software that will be used to create the newsletter
- Hourly design cost, estimated number of design cost hours per issue
- Printing costs per issue, cost per copy
- Mailing costs per issue, cost per copy
 - Mailing method is postal saturation
 - Provide pricing on any costs associated with setting up mailing method
 - Update mailing list biannually
- Optional costs to have the newsletter delivered via “carrier delivery” to all single-family homes in Wheat Ridge
- Proposed time frames to provide the City with an understanding of turn-around times
- Identify the number of proofs included for production of each issue. Please provide a price per proof if a minimum of three proofs are not included in overall production costs.
- The contractor is responsible for notifying the City of any paper increases throughout the duration of the contract.
- References and Samples—please provide samples and references of previous or current work and clients with newsletter design and layout. Work does not need to be municipal in nature.

- Critical timelines. These are anticipated for bid purposes. Subject to change. See attached EXHIBIT A – 2021 Connections Newsletter Production Schedule.

III. PROPOSAL SUBMISSION AND EVALUATION CRITERIA

A. Proposal Submission

Submit to BIDS@ci.wheatridge.co.us Include electronic examples of your work. The City may request hard copy samples of paper or printed newsletter.

PROPOSAL DUE DATE: THURSDAY, MARCH 11, 2021 BY 1:00 PM MST. THERE IS NO PUBLIC OPENING.

B. Evaluation Criteria

To simplify the review process and to obtain the maximum degree of comparability, the proposal must follow the outline described below and—at a minimum—contain the requested information.

Firms will be judged not only on their past experience for the type of work involved, but also on their ability to address issues critical to the success of the project requirements outlined in this RFP. Submittals should be formatted to correspond exactly to the bullets. Indexes for each of the categories are preferred, in the same order. Additional relevant information is encouraged, though proposals should not exceed 75 letter-sized pages in length.

Omissions or incomplete responses in terms of content or aberrations in form may, at the City's discretion, render the proposal non-responsive. If you would like to incorporate the City marketing logo or City seal in your submittal, please contact: **Allison Lewis, Administrative Support Technician, via email:** alewis@ci.wheatridge.co.us

Clear and concise responses are appreciated.

Submit the following information in your proposal, in this order:

1) Signature Page and Forms

- a. Proposer Information and Addendum Acknowledgement
- b. Illegal Alien Form
- c. Non-Discrimination Assurance Form
- d. Non-Collusion Affidavit
- e. Vendor Qualifications

2) Qualifications of the Firm (20%)

- a. Provide an overview of your company's history. Include information on management, firm size, number of employees, years in business, location of working office, and assurance of financial security.
- b. Provide a minimum of three references for work of a similar nature: include the name, current phone number and email address of the owner's project manager for each project listed. Provide total dollar amount and a brief summary of the work performed.
- c. Describe your graphic design and customer service philosophy. How does this provide value?
- d. State any MBE/WBE, disadvantaged business enterprise participation.

- e. Provide a statement agreeing to provide and maintain insurance per the RFP requirements, if awarded.

3) Experience of Staff and Team (20%)

- a. Identify the team members and their respective roles.
- b. Provide resumes of essential staff; indicate experience with similar projects, credentials of training, education, and certifications, and lengths of time with the company,
- c. Describe individual experiences with the City or other government agencies. Detail experience in the Denver metropolitan and other areas in Colorado.
- d. Describe the unique strengths and relevant experience your firm offers.

4) Approach, Timelines, and Current Workload (30%)

- a. Provide information on current and projected workload and how this project will be accomplished.
- b. Detail your approach in managing work to meet project deadlines. (See EXHIBIT A for the 2021 production schedule). Provide a timeline outlining the dates and specific tasks necessary to meet our editions timelines.
- c. Identify any foreseeable problems in the implementation of the program.
- d. Provide detail regarding the graphic design software that will be used to create the newsletter.
- e. Demonstrate your understanding of the technical requirements.
- f. Provide samples of items similar to those requested in this RFP produced by the proposing firm. Newsprint samples are preferred.

5) Fee Schedule (30%)

- a. Provide a detailed statement of fees including individual rates for partners and support staff. Include all reimbursable expenses, which should be assumed to be billed at cost, without mark-up.
- b. List pricing for any or all of the requested services.
- c. Detail any value-added services.
- d. Rates are negotiable.

The City reserves the right to base its evaluation on a “Should Cost” analysis to reflect the real costs to the City arising out of, or incidental to the award. The City shall look to substance more than format and shall perform its cost and price evaluation on the basis of probable real costs.

IV. SELECTION PROCESS

The selection committee may either recommend an award based on the proposals alone, or elect to short-list firms and conduct interviews.

The short-list process includes written notification to the short-listed firms, interviews with firm members, reference checks on the top-ranked firm, and the negotiation of fees.

- 1) **Short List**: Submittals will be evaluated in accordance with the evaluation criteria above. The panel will review and score all proposals received. Firms with the highest scores may be invited to participate in oral interviews with the evaluation committee.
- 2) **Oral Interviews**: It is anticipated that oral interviews will be conducted in accordance to the schedule below. No more than three short-listed firms will be notified in writing and invited to interview. Key personnel from the firm and major consultants who will be directly involved with the project should attend the interview. The selection committee will, in particular, be interested in knowing more about the firm’s previous experiences, the perceived ability to meet specified deadlines, and the overall project approach, and will appreciate the opportunity to converse with individuals who will act as the primary contacts for the project.

- 3) **Fee Proposals and Final Selection**: The City will attempt to negotiate a contract with the highest ranked firm, following the interview process.

V. ANTICIPATED SCHEDULE OF EVENTS

All times are local, and by our clock. Proposals will be validated (stamped) with time and date upon receipt.

Event	Anticipated Date
RFP Issued & Advertised	Wednesday, February 24, 2021
Questions Due	March 4, 2021 by noon
Final Addendum Issued	March 8, 2021
Proposal Due Date and Time	Thursday, March 11, 2021 by 1:00 PM MST
Short List	Thursday, March 22, 2021
Interviews if Needed	Friday, March 26, 2021
Start Date	April 2021

VI. ADMINISTRATIVE AND OFFEROR INFORMATION

1) PROPOSAL OPENING, EVALUATION, AND AWARD

There is no public opening. Names of each proposer will be posted on the city website. Proposals will be examined after opening, and will be evaluated on the basis of the evaluation criteria. The firm selected for the award will be chosen on the basis of the apparent greatest benefit to the City and not necessarily on the basis of lowest price. The City reserves the right to make multiple awards if deemed in the best interest of the City. No proposal may be withdrawn for a period of sixty (60) calendar days of the Proposal Opening date.

2) SALES AND USE TAXES

Don't include sales or use tax in your proposal, as the City of Wheat Ridge is exempt from City, County, State, and Federal sales and excise taxes. Certificates will be issued upon request.

3) PROPOSER QUALIFICATIONS

No proposal shall be accepted from and no contract will be awarded to any person, firm, or corporation that is in arrears to the City of Wheat Ridge, upon debt or contract that is a defaulter, as surety or otherwise, upon any obligation to the City, or that is deemed irresponsible or unreliable by the City. If requested, proposers shall be required to submit satisfactory evidence that they have a practical knowledge of the particular supply or service bid upon and that they have the necessary financial resources to provide the proposed supply or service.

4) RIGHT TO INVESTIGATE

The City reserves the right to investigate and confirm the proposer's financial responsibility. This may include financial statements, bank references, and interview with past consultants, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of the proposal.

5) NO COMMITMENT BY THE CITY OF WHEAT RIDGE

This Request for Proposals does not commit the City of Wheat Ridge to award any costs or to pay any costs, or to award any contract, or to pay any costs associated with or incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. In acceptance of proposals, the City of Wheat Ridge reserves the right to negotiate further with one or more of the contractors as to any features of their proposals, and to accept modifications of the work and price when such action will be in the

best interest of the City. This includes solicitation of a best and final offer from one or more of the proposers.

6) PROPOSAL REPRESENTATION

Each proposer must sign the proposal and shall give his or her full business address on the form provided in this proposal. Proposals by partnerships shall be signed with the partnership name by one of the members or by an authorized representative. Proposals by corporations shall be signed with the name of the corporation, followed by the signature and designation of the president, secretary, or other person authorized to bind it in the matter and shall have the corporate seal affixed thereto.

7) ANTI COLLUSION CLAUSE

No officer or employee of the City of Wheat Ridge, and no other public official or employee who may exercise any function or responsibilities in the review or approval of this undertaking, shall have any personal or financial interest—direct or indirect—in any contract or negotiation process thereof. The above compliance request will be part of all City of Wheat Ridge contracts for this service.

8) INSURANCE

The successful proposer shall, during the term of this Agreement and until completion thereof, provide and maintain the following types and minimum insurance coverage, as follows:

Type of Insurance	Minimum Limits of Liability
Worker's Compensation, Coverage A	Statutory, including occupational disease coverage for all employees at work site.
Employer Liability, Coverage B	\$500,000 per person \$500,000 per accident \$500,000 each disease
Comprehensive General Liability (<i>including Premises-Operations, Independent Contractor's Protective, and Contractual Liability</i>) <ul style="list-style-type: none"> • Bodily Injury • Product Liability • Professional Liability 	\$1 million per occurrence \$2 million aggregate \$1 million per occurrence \$2 million aggregate \$1 million aggregate
Comprehensive Automotive Liability (<i>owned, hired, and non-owned vehicles</i>) <ul style="list-style-type: none"> • Bodily Injury • Property Damage 	\$1 million per occurrence \$1 million per occurrence
<i>The City of Wheat Ridge shall be named as additional insured on all liability policies. Insurance shall include provisions preventing cancellation without 30 days prior notice by certified mail to the City.</i>	

The successful proposer shall effect the insurance policies in a company or companies and in a form satisfactory to the Owner. Before commencing any performance under the Agreement, successful proposer shall deliver to the City certificates of insurance issued by the insurance company and/or its duly authorized

agents, pertaining to the aforementioned insurance and certifying that the policies stipulated above are in full force and effect.

Nothing herein shall be deemed or construed as a waiver of any of the protections to which the Agencies may be entitled pursuant to the Colorado Governmental Immunity Act, sections 24-10-101, C.R.S., as amended.

Workers' Compensation Insurance

The contractor shall provide workers' compensation insurance for all persons employed to perform work to be done under the contract, and assure that all workers will receive compensation for compensable injuries.

9) LAWS AND REGULATIONS

All applicable State of Colorado and Federal laws, City and County ordinances, licenses and regulations shall apply to the award throughout, and herein incorporated here by reference.

10) SUBCONTRACTING

No portion of this proposal may be subcontracted without the prior written approval of the City.

11) SALES PROHIBITED / CONFLICT OF INTEREST

No officer, employee, or member of City Council shall have a financial interest in the sale to the City of any real or personal property, equipment, material, supplies, or services—where such officer or employee exercises (directly or indirectly) any decision-making authority concerning such sale, or has any supervisory authority over the services to be rendered. Soliciting or accepting any gift, gratuity favor, entertainment, kickback, or any items of monetary value from any person who has or is seeking to do business with the City of Wheat Ridge is prohibited.

12) MODIFICATION OF AGREEMENT

No modification of award shall be binding upon the City, unless made in writing and signed by authorized agents of both parties.

13) CANCELLATION

Either party may cancel the award in the event that a petition—either voluntary or involuntary—is filed to declare the other party bankrupt or insolvent, or in the event that such party makes an assignment for the benefit of creditors.

14) TERMINATION OF AWARD FOR CAUSE

If through any cause the successful proposer shall fail to fulfill in a timely and proper manner its obligations, or if the successful proposer shall violate any of the covenants, agreements, or stipulations of the award, the City shall thereupon have the right to terminate the award by giving written notice to the successful proposer of such termination—specifying the effective date of termination. In that event, all finished or unfinished services, reports, or other materials prepared by the successful proposer shall—at the option of the City—become its property, and the successful proposer shall be entitled to receive just, equitable compensation for any satisfactory work completed, or prepared documents/materials furnished.

Notwithstanding the above, the successful proposer shall not be relieved of liability to the City for damage sustained by the City by virtue of breach of the award by the successful proposer, and the City may withhold any payments to the successful vendor for the purpose of set-off, until such time as the exact amount of damages due the City from the successful proposer is determined.

15) TERMINATION OF AWARD FOR CONVENIENCE

The City may terminate the award at any time by giving written notice to the successful vendor of such termination (specifying the effective date thereof) at least thirty (30) working days before the effective date of such termination. In that event all finished or unfinished services, reports, materials(s) prepared or furnished by the successful proposer under the award shall—at the option of the City—become its property. If the award is terminated by the City as provided herein, the successful vendor will be paid an amount which bears the same ratio to the total compensation as the services actually performed or material of compensation previously made. If the award is terminated due to the fault of the successful proposer, termination of award for cause relative to termination shall apply.

16) EQUAL OPPORTUNITY

The successful firm will agree not to refuse to hire, discharge, promote, demote, or to otherwise discriminate in matters of compensation against any person otherwise qualified solely because of race, creed, sex, national origin, ancestry, or physical handicap.

It shall be a condition that any company, firm, or corporation supplying goods or services must be in compliance with the appropriate areas of the Americans with Disabilities Act of 1990 as enacted, and from time to time amended, and any other applicable Federal regulation. A signed, written certificate stating compliance with the Americans with Disabilities Act may be required, upon request, by the City.

17) DISADVANTAGED BUSINESS ENTERPRISES

Disadvantaged business enterprises are afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. As a recipient of Federal funds, subject to United States Department of Transportation Title VI Regulations at 49 CFR Part 21 the Civil Rights Act of 1964, the City of Wheat Ridge and its responsible agents, contractors and consultants assure that no person shall on the grounds of race, color or national origin be excluded from participation in the opportunity to bid, or be discriminated against in consideration of award of this project. The United States has a right to seek judicial enforcement with regard to any matter arising under Title VI, 49 CFR Part 21.

18) COMMON LANGUAGE

Unless otherwise specified in this document, all words shall have a common language unless the context in which they are used clearly requires a different meaning. Words in the singular number include the plural, and in the plural include the singular. Additionally, words in the masculine gender include the feminine and the neuter, and when the sense so indicates, words of the neuter gender may refer to any gender. The words “firm,” “bidder,” “vendor,” “contractor,” “consultant,” and “proposer” refer to any person, partnership, corporation, or other entity.

19) PROPRIETARY INFORMATION

The evaluation committee will hold information provided by proposers during the RFP process in confidence until the date of an award. After that date, proposals will become public record. Proposers may request parts of their proposals to remain confidential and shall indicate as such in the proposal and on the appropriate proprietary or financial pages. All information included in any proposal that is of a proprietary nature must be **clearly** marked. The City shall be held harmless from any claims arising from the release of proprietary information not clearly designated as such by the proposing firm. An entire proposal shall not be considered proprietary.

20) COMPETITIVENESS AND INTEGRITY

The Purchasing Office maintains control of its internal and third-party communications during the procurement process to prevent biased evaluations and compromises of confidential information, and to preserve the competitiveness and integrity of such procurement efforts. Proposers should not disclose their pricing to any employees of the City other than the contract representative. Attempts by proposers to establish informal communication channels regarding this procurement will be viewed negatively, and shall result in rejection of the offending firm's offer.

21) PROPOSAL FORMAT

All responses to this Request for Proposal shall use the respondent's format, except for those pages which have blanks to be filled in by the respondent, or those pages marked for return with proposal. A proposal can be rejected by the City if the submitting firm fails to completely fill in all blanks for evaluation of the proposal, or fails to answer all questions. Proposal should be submitted initially on the most favorable terms. All proposals shall be prepared in a comprehensive manner as to content; however, no necessity exists for expensive binders or promotional materials. All costs—including travel and expenses incurred in the preparation of this proposal—shall be borne solely by the proposer.

22) PROPOSAL REJECTION AND / OR PARTIAL ACCEPTANCE

The City reserves the right to the following:

- Reject any and all proposals.
- Accept other than the lowest price.
- Waive minor defects or technicalities, formalities, and informalities.
- Accept in whole or in part such proposal where it is deemed advisable.
- Make an award on the basis of the apparent greatest benefit to the City of Wheat Ridge.
- Alter the scope of work reasonably and RFP documents until a contract is executed.

23) GOVERNING LAW

The laws of the State of Colorado shall govern any contract executed between the successful contractor and the City. Further, the place of performance and transaction of business shall be deemed to be in the County of Jefferson, State of Colorado. In the event of litigation, the exclusive venue and place of jurisdiction shall be the State of Colorado—more specifically, Jefferson County, Colorado.

24) TAXES AND LICENSES BY THE AWARDED CONTRACTOR

The contractor shall promptly pay—when they are due—all taxes, excises, license fees, and permit fees of whatever nature applicable to work which it performs under this agreement, and shall take out and keep current all required municipal, County, State or Federal licenses required to perform this work. Additionally, the contractor shall furnish the City—upon request—duplicate receipts or other satisfactory evidence showing or certifying to the proper payment of all required licenses and taxes. Contractor shall promptly pay—when due—all bills, debts, and obligations it incurs performing work under this agreement, and to allow no lien, mortgage, judgment, or execution to be filed against land, facilities, or improvements owned by the City.

25) PROMPT PAYMENT DISCOUNTS

In determining the most responsive price proposal(s) the City will consider all acceptable proposals on a basis of the net price to be paid after deduction of the discount specified in the respective proposals. Prompt payment discounts allowing less than 10 days for the discount to apply shall not be considered as a cost factor in the evaluation of proposals. In connection with any prompt payment discount offered, time will be computed from date of receipt of a correct invoice to include the receipt and acceptance of performance.

26) OWNERSHIP OF CONTRACT PRODUCTS

All products produced from the awarded contract shall be the sole property of the City.

27) FUNDING

There is in effect within the City of Wheat Ridge, Colorado, Section 2-4 of the City's Code of Laws which limits the amount for which the City shall be liable to the amount expressly appropriated by the City Council, either through budgeted appropriation, or contract or bid award. The contractor is specifically advised of this Section 2-4 of the Code of Laws. This contract is specifically subject to the provisions of said Code Section. Funding of this contract for any time period after January 1st of the year succeeding the date of entry of this contract is expressly contingent upon appropriations being made by the City Council of the City of Wheat Ridge, Colorado. No promise—expressed or implied—is made that such funding will be approved by the City Council, acting in its legislative discretion.

28) INDEMNIFICATION

The consultant agrees to indemnify, defend, and to hold the City and its agents, officials, officers and employees harmless for, from and against any and all claims, suits, expenses, damages, or other liabilities including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons to the extent caused by the negligent performance or failure of the consultant to provide services pursuant to the terms of this agreement.

29) INDEPENDENT CONTRACTOR

The consulting firm is an independent contractor. Notwithstanding any provision appearing in this RFP, all personnel assigned by the firm to perform work under the terms of this RFP and any subsequent agreement shall be—and remain at all times—employees or agents of the firm for all purposes. The firm shall make no representation that it is the employee of the City for any reason.

30) EMPLOYMENT OF LABOR

The Consultant and each of the approved sub-consultants shall hire qualified workers for the project who are citizens of the United States or legal resident aliens with first preference being given, insofar as practicable, to those having served in the armed forces of the United States and having been honorably discharged or released from active duty therein.

The Consultant shall employ only competent persons to do the work, and whenever requested in writing by the City Representative, the Consultant shall discharge any person who commits trespass or in, in the opinion of the City Representative, disorderly, dangerous, unfaithful, insubordinate, incompetent or otherwise unsatisfactory.

31) DUE DILIGENCE

Due care and diligence has been used in the preparation of this information and it is believed to be substantially correct. The responsibility, however, for determining the full extent to the exposure and the verification of all information shall rest solely with the proposer. The City is not responsible for any errors or omissions in the specification, or for the failure on the part of the proposer in determining the full extent of exposure.

32) DEBRIEFING

After the project award has been made, vendors may contact the City Purchasing Agent to request a debriefing on the selection process, as well as a discussion of the strengths and weaknesses of their firm's proposal.

33) SECURITY ACCESS CARDS

The City will issue security access cards to assigned workers. It will be at the discretion of the City to determine if the access cards are issued specifically for each worker, or if a guest card will be issued.

34) SAMPLE AGREEMENT

A sample agreement is provided in the RFP documents for informational purposes only. Do not complete or enclose with your submitted proposal.

35) COOPERATIVE PURCHASING EFFORT

Other governmental agencies—including State agencies, special districts, counties, municipalities, and school districts, etc.—may be extended the opportunity to purchase off this bid with the agreement of the successful vendor(s). Each agency or group desiring to participate shall establish its own contract, issue its own orders, be invoiced and make its own payments, and issue its own exemption certificates as required by the vendor. It is understood and agreed that the City is not a legally binding party to any contractual agreement made between another government agency and the vendor, as a result of this solicitation.

THANK YOU FOR YOUR INTEREST IN DOING BUSINESS WITH THE CITY OF WHEAT RIDGE



RFP-21-03

**CONNECTIONS NEWSLETTER:
DESIGN, PRINTING and MAILING**

PROPOSER INFORMATION AND ADDENDUM ACKNOWLEDGMENT

FEIN / SSN (Required) _____
Federal ID number

COMPANY NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIPCODE _____

PHONE _____ CELL _____

AUTHORIZED SIGNATURE _____
REQUIRED—MUST BE IN INK or DIGITAL

PRINTED NAME _____

TITLE _____ EMAIL _____

PROPOSER IS RESPONSIBLE FOR FOLLOWING UP ON ALL ADDENDA

ACKNOWLEDGE ADDENDA: Proposer is responsible for confirming receipt of each addendum; please initial as applicable.

#1 _____ #2 _____ #3 _____ #4 _____

POINT OF CONTACT: Jennifer Nellis, Purchasing Agent, jnellis@ci.wheatridge.co.us, fax 303-234-5924

DO NOT CONTACT THE REQUESTING DEPARTMENT OR MEMBERS OF THE EVALUATION COMMITTEE

Signature acknowledges that proposer:

- 1) Has read the RFP documents thoroughly prior to submitting a proposal,
- 2) Will fulfill the obligations in accordance to the scope of work or specifications, terms, and conditions,
- 3) Is capable of performing quality work to achieve the City objectives, and
- 4) Is submitting without collusion with any other individual or firm.

Bidder must complete and SUBMIT this form with your bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

**CITY OF WHEAT RIDGE, CO
CERTIFICATION STATEMENT FOR
ILLEGAL ALIENS, COMPLIANCE TO HB 1343**

The vendor, whose name and signature appear below, certifies and agrees as follows:

1. The vendor shall comply with the provision of CRS 8-17.5-101 et seq.
2. The vendor shall not knowingly employ or contract with an illegal alien to perform this work, or enter into a contract with a subcontractor who knowingly employs or contracts with an illegal alien.
3. The vendor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, or (ii) otherwise shall comply with the requirements of CRS 8-17.5-102(2)(b)(I).
4. The vendor shall comply with all reasonable requests made in the course of an investigation by the Colorado Department of Labor and Employment. If the vendor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the City may terminate an award for breach of contract, and the vendor shall be liable for actual and consequential damages to the City of Wheat Ridge.

CERTIFIED and AGREED to this _____ day of _____, 20____

RFP NUMBER AND TITLE: _____

FIRM SUBMITTING PROPOSAL: _____
(print full legal name)

Authorized Signature: _____

Printed Name: _____

Attestation: (a corporate attestation is required)

BY: _____
(Corporate secretary, or equivalent)

Place Corporate seal here, if applicable

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO
NON-DISCRIMINATION ASSURANCE FORM
TITLE VI REGULATIONS AT 49 CFR PART 21

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin by any entity receiving Federal financial assistance.

The City of Wheat Ridge is a recipient of Federal financial assistance and as such, it—as well as all of its responsible agents, contractors and consultants—is required by the United States Department of Transportation Title VI Regulations at 49 CFR Part 21 (the Regulations) to assure nondiscrimination. The City of Wheat Ridge assures that no person shall be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination on the grounds of race, color, or national origin under any program or activity conducted by the City.

All bidders are hereby notified that the City of Wheat Ridge will affirmatively ensure that disadvantaged business enterprises will be afforded full opportunity to submit bids in response to all invitations and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. This applies to all solicitations for bids for work or material subject to the Regulations, and for all proposals for negotiated agreements.

The bidder, whose name and signature appear below, certifies and agrees as follows:

1. The bidder shall comply with the provisions of Title VI of the Civil Rights Act of 1964.
2. The bidder assures the City of Wheat Ridge that disadvantaged business enterprises are afforded full opportunity to submit bids as sub-contractors or sub-consultants and will not be discriminated against on the grounds of race, color or national origin in consideration for award.
3. The bidder shall comply with all reasonable requests made in the course of an investigation of Title VI, the Regulations and this assurance by the Colorado Department of Transportation, the US Department of Transportation or the City of Wheat Ridge, as a sub-recipient of Federal financial assistance.
4. The bidder agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under Title VI, the Regulations and this assurance.

FIRM: _____
(Print full legal name of company)

AUTHORIZED SIGNATURE: _____

Printed Name and Title: _____

Date Certified and Agreed: _____

Attestation: (A corporate attestation is required)

Place corporate seal below:

BY: _____
Corporate Secretary or Equivalent

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

CITY OF WHEAT RIDGE, CO
NON-COLLUSION AFFIDAVIT

COMPANY SUBMITTING BID _____

STATE OF: _____

COUNTY OF: _____

_____ of lawful age, being duly sworn, on oath says that (s)he is the agent authorized by the Bidder to submit the attached bid. Affidavit further states that the Bidder has not been a party of any collusion among Bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or any Federal, State or Municipal official or employees as to quantity, quality, or price in the prospective Contract, or any other items of said prospective Contract; or in any discussions between bidders and any Federal, State or Municipal official concerning exchange of money or other thing of value for special consideration in the letting of a Contract.

NAME _____

TITLE _____

Subscribed and sworn to before me this _____ day of _____, 20____

NOTARY PUBLIC SIGNATURE

My Commission Expires:

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.

**CITY OF WHEAT RIDGE, CO
VENDOR QUALIFICATION FORM**

The following information is considered the minimum required to evaluate the qualifications of vendors intending to provide services for the City of Wheat Ridge. Any additional information the vendor feels is pertinent, or which clarifies items below, is welcome and may be attached.

The City will contact previous clients and references as a part of the evaluation process; thus, letters of reference may shorten the evaluation period, if they are attached to this form.

1. Name of firm: _____

Address: _____

State: _____ Zip: _____ Phone: _____

Principal in Charge: _____

Email: _____

Type of business organization:

Sole Proprietorship _____ Corporation _____

Partnership _____ Limited Partnership _____

State in which incorporated: _____ Joint Venture _____

Name, position, and address of contact person regarding the information on this form:

Number of years your firm has done business under current name: _____

Previous firm names and / or partnerships (or firms you have had any interest in), and number of years of each name:

2. Attach a list of all major accounts for the past two (2) years. For each account indicate the following:

- Original contract bid amount
- Owner (address, telephone number, and contact name)
- Account services provided

- Litigation or claims related to each project—state nature of claim(s), the parties, the dollar value, the status and outcome—including the value of any judgment(s) or settlement(s)
- Name, address, and phone number(s) of reference(s)

3. List major equipment, facilities, number and type of employees available for City contract work. Specify type of work normally done by your forces, and type of work you normally subcontract.

4. Have you ever terminated or abandoned any work prior to completion, or had work completed by others?

No Yes

If yes, describe the situation:

5. Has your firm—or any firm you have had any interest in—ever been debarred or prohibited from contract work with any government or private institution?

No Yes

If yes, describe the situation:

City Staff will evaluate all qualification forms. The evaluation will include the following:

- Verification of statements and information provided
- Ability to perform work of similar nature
- Financial stability and capability
- Any pattern of controversy, poor management, delayed claims, late completion, inferior service or equipment, or other undesirable characteristics

This qualification process is not intended to restrict competition. The intent is to protect the City's legitimate interests by ensuring that vendors are competent, capable of quality work, and financially able to complete the work awarded.

Bidder must complete and SUBMIT this form with bid/proposal or will be considered Non-Responsive and/or Non-Responsible and therefore disqualified from bidding.



RFP-21-03
CONNECTIONS NEWSLETTER:
DESIGN, PRINTING and MAILING
SAMPLE AGREEMENT, FOR REVIEW ONLY

THIS AGREEMENT made this _____ day of **MONTH, YEAR**, by and between the City of Wheat Ridge, Colorado, hereinafter referred to as the “City” or “Owner” and _____ (company name _____, _____ (company address) _____), hereinafter referred to as the “Contractor.”

WITNESSETH, that the City of Wheat Ridge and the Contractor agree as follows:

ARTICLE 1 – SERVICES

The Contractor shall serve as the City’s contractor and provide as a minimum all of the professional services required as per **RFP-21-03, CONNECTIONS NEWSLETTER: DESIGN, PRINTING and MAILING**, as more fully described in the Request for Proposal and Contractor’s response to the RFP incorporated herein by reference.

ARTICLE 2 – TERM

The work to be performed under this agreement shall commence promptly after receipt of a fully-executed copy of the agreement, to the extent that the Contractor has been authorized to proceed by the City.

THE TERM FOR THIS AGREEMENT IS THROUGH MONTH. DATE. YEAR, WITH THE OPTION TO RENEW FOR FOUR (4) ADDITIONAL ONE-YEAR PERIODS, AT THE SOLE DISCRETION OF THE CITY. If your firm has never performed work for the City, the initial term of the agreement may be six (6) months, at the sole discretion of the City.

At the end of each year, if the City deems the Contractor’s performance is acceptable and the pricing remains the same, the agreement may continue with automatic renewals. The agreement may be automatically renewed if:

- The City fails to contact your firm prior to the end of the current term regarding the desire to renew.
- All pricing remains the same.
- The scope of work or specifications are not changed or modified.

If at the end of each year the City desires to rebid, or the Contractor’s performance is not acceptable, the City and Contractor may elect to continue the agreement on a month-to-month basis until the rebid process is complete.

ARTICLE 3 – PAYMENT AND FEE SCHEDULE

It is understood and agreed by and between the parties hereto, that the City shall pay the Contractor for services provided, and the Contractor shall accept a not-to-exceed amount of **(written dollar amount)**, (**(\$ numerical dollar amount)**) as full payment for such services.

A. Invoices by Task

Invoices will be submitted monthly by the Contractor for services performed and expenses incurred, pursuant to this agreement during the prior month. The payment will be expedited by the user department and processed as a VISA transaction within two business days of City approval. The City may elect the alternative method of payment by the Treasurer's Office through proper accounting procedures. Payment is then made to the Contractor within thirty (30) days of receipt. A check is mailed to the Contractor.

B. Funding

There is in effect within the City of Wheat Ridge, Colorado, a provision of the City's Code of Laws which limits the amount for which the City shall be liable to the amount expressly appropriated by the City Council, either through budgeted appropriation, or contract or bid award. The contractor is specifically advised of the provisions of this portion of the Code of Laws of the City of Wheat Ridge, which was enacted pursuant to Ordinance 787, Series of 1989, and expressly incorporated herein. This contract is specifically subject to the provisions of said Ordinance and adopted Code Section.

ARTICLE 4 – INDEPENDENT CONTRACTOR

In performing the work under this agreement, the Contractor acts as an independent contractor and is solely responsible for necessary and adequate worker's compensation insurance, personal injury and property damage insurance, as well errors and omissions insurance. The Contractor, as an independent contractor, is obligated to pay Federal and State income tax on monies earned. The personnel employed by the Contractor are not and shall not become employees, agents, or servants of the City because of the performance of any work by this agreement. The Contractor warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person—other than bona fide employees working solely for the Contractor—any commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty the City will have the right to annul this agreement without liability or in its discretion to deduct from the agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

ARTICLE 5 – INSURANCE

In accordance with Article 4 above, the Contractor shall furnish a certificate of insurance upon notification of award, and prior to performance. Work shall not commence under this agreement until the Contractor has submitted to the City and received approval thereof, a certificate of insurance showing compliance with the following minimum types and coverages of insurance:

Type of Insurance	Minimum Limits of Liability
Worker's Compensation, Coverage A	Statutory, including occupational disease coverage for all employees at work site.
Employer Liability, Coverage B	\$500,000 per person \$500,000 per accident \$500,000 each disease
Commercial General Liability (<i>including Premises-Operations, Independent Contractor's Protective, Broad Form Property Damage, and Contractual Liability</i>) <ul style="list-style-type: none">• Bodily Injury	\$1 million per occurrence \$2 million aggregate

<ul style="list-style-type: none"> • Product Liability • Professional Liability 	<p>\$1 million per occurrence \$2 million aggregate</p> <p>\$1 million aggregate</p>
<hr/>	
<p>Comprehensive Automotive Liability (<i>owned, hired, and non-owned vehicles</i>)</p> <ul style="list-style-type: none"> • Bodily Injury • Property Damage 	<p>\$2 million per occurrence \$2 million per occurrence</p>
<p><i>The City of Wheat Ridge shall be named as additional insured on all liability policies. Insurance shall include provisions preventing cancellation without 30 days prior notice by certified mail to the City.</i></p>	

Nothing herein shall be deemed or construed as a waiver of any of the protections to, which the agencies may be entitled pursuant to the Colorado Governmental Immunity Act, Sections 24-10-101, CRS, as amended.

ARTICLE 6 – INDEMNIFICATION

The Contractor agrees to indemnify, defend, and to hold the City and its agents, officials, officers and employees harmless for, from and against any and all claims, suits, expenses, damages, or other liabilities—including reasonable attorney fees and court costs arising out of damage or injury to persons, entities, or property causes or sustained by any person or persons to the extent caused by the negligent performance or failure of the Contractor to provide services pursuant to the terms of this agreement.

ARTICLE 7 – EQUAL EMPLOYMENT OPPORTUNITY

The Contractor shall not discriminate against any employee or applicant for employment because of age, race, color, religion, sex, or national origin. The Contractor shall adhere to acceptable affirmative action guidelines in selecting employees and shall ensure that employees are treated equally during employment, without regard to age, race, color, religion, sex, or national origin. Such action 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 agrees to post in conspicuous places, available to employees and applicants for employment, notices provided by the local public agency setting forth the provisions of this nondiscrimination clause.

The Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this agreement so that such provisions will be binding upon each subcontractor—provided that the foregoing provisions shall not apply to contracts or subcontracts for standard commercial supplies or raw materials.

ARTICLE 9 – CHARTER, LAWS, AND ORDINANCES

The Contractor at all times during the performance of this agreement, agrees to strictly adhere to all applicable Federal, State, and local laws, rules, regulations, and ordinances that affect or govern the work as contemplated under this agreement.

ARTICLE 10 – LAW AND VENUE

The laws of the State of Colorado shall govern as to the interpretation, validity, and effect of this agreement. The parties agree that venue and jurisdiction for disputes regarding performance of this contract is with the District Court of Jefferson County, Colorado.

ARTICLE 11 – TERMINATION

The Contractor acknowledges that his failure to accomplish the work as described shall be considered a material breach of the contract and entitle the City to consequential damages resulting from failures, acts, or omissions—including, but not limited to re-procurement costs, insufficient or improper work.

The City and the Contractor agree that this agreement may be canceled for cause by either party, with a fifteen (15) day prior written notice. The cost of completing the portion of the work which remains unperformed at the time of such termination shall be deducted from the contract price before payment is made.

The City may terminate the agreement for its convenience, upon thirty (30) days written notice. In the event of such termination the Contractor will be paid for all work and expenses incurred up until the time of such termination.

All work accomplished by the Contractor prior to the date of such termination shall be recorded, and tangible work documents shall be transferred to and become the sole property of the City, prior to payment for services rendered.

ARTICLE 12 – NOTICES

Contact Information	City	Contractor
Name:		
Office Phone:		
Cell Phone:		
Email Address:		
Address:		
City, State, Zip code		

ARTICLE 13 – ASSIGNMENT AND SUBCONTRACTORS

The duties and obligations of the Contractor arising hereunder cannot be assigned, delegated, nor subcontracted except with the express written consent of the City. The subcontractors permitted by the City shall be subject to the requirements of this agreement, and the contractor is responsible for all subcontracting arrangements, as well as the delivery of services as set forth in this agreement. The contractor shall be responsible for the performance of any subcontractor.

ARTICLE 14 – SEVERABILITY

To the extent that the agreement may be executed and performance of the obligations of the parties may be accomplished within the intent of the agreement, the terms of this agreement are severable. Should any term or provision hereof be declared invalid or become inoperative for any reason, such invalidity or failure shall not affect the validity of any other term or provision hereof. The waiver of any breach of a term hereof shall not be construed as a waiver of any other term, or the same term upon subsequent breach.

ARTICLE 15 – INTEGRATION OF UNDERSTANDINGS

This agreement is intended as the complete integration of all understanding between the parties. No prior or contemporaneous addition, deletion, or other amendment hereto shall have any force and effect whatsoever, unless embodied herein in writing. No subsequent novation, renewal, addition, deletion, or other amendment hereto shall have any force or effect unless embodied in writing and signed by an authorized representative of the City and the contractor.

ARTICLE 16 – PROHIBITION ON EMPLOYING OR CONTRATING WITH ILLEGAL ALIENS

Illegal Aliens – Public Contracts for Services

CRS 8-17.5-101 and Public Law 208, 104th Congress, as amended and expanded in Public Law 156, 108th Congress, as amended:

The Contractor certifies that he/she shall comply with the provisions of CRS 8-17.5-101 et seq. The Contractor shall not knowingly employ or contract with an illegal alien to perform work under this contract or enter into a contract with a subcontractor that knowingly employs or contracts with an illegal alien. The Contractor represents, warrants, and agrees that it (i) has verified that it does not employ any illegal aliens, through participation in the Basic Pilot Employment Verification Program administered by the Social Security Administration and Department of Homeland Security, or (ii) otherwise will comply with the requirements of CRS 8-17.5-101 (2)(b)(i). The Contractor shall comply with all reasonable requests made in the course of an investigation by the CO Department of Labor and Employment. If the Contractor fails to comply with any requirement of this provision or CRS 8-17.5-101 et seq., the City may terminate this contract for breach and the Contractor shall be liable for actual and consequential damages to the City.

ARTICLE 17 - DISADVANTAGED BUSINESS ENTERPRISES

Disadvantaged business enterprises are afforded full opportunity to submit bids and will not be discriminated against on the grounds of race, color or national origin in consideration for an award. Consultants shall insert this provision in all sub-contracts for any work covered by this Agreement, so that it shall be binding upon each sub-consultant or sub-contractor providing labor or services.

ARTICLE 18 – AUTHORIZATION

Each party represents and warrants that it has the power and ability to enter into this agreement, to grant the rights granted herein, and to perform the duties and obligations described herein.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in two (2) copies, each of which shall be deemed an original on the day and year first written above.

ATTEST:

OWNER

STEVE KIRKPATRICK, CITY CLERK

**CITY OF WHEAT RIDGE
7500 W. 29TH AVENUE
WHEAT RIDGE, CO 80033
303-234-5900**

DATE

BUD STARKER, MAYOR

(Seal)

CONTRACTOR

APPROVED AS TO FORM:

**NAME
ADDRESS
CITY, STATE, ZIPCODE**

GERALD DAHL, CITY ATTORNEY

AUTHORIZED SIGNATURE

ATTEST TO CONTRACTOR:

PRINTED NAME

NAME

TITLE

TITLE

DATE

DATE

**ATTACHMENT A
RFP-21-03
CONNECTIONS NEWSLETTER:
DESIGN, PRINTING and MAILING**

PRICE SCHEDULE and CHECK LIST

NAME OF FIRM: _____

ADDRESS: _____

PRICING Issue/Edition

(Renewal years will be based on 4 issues at these same \$/issue)

PRINT COST		2021
(8) PAGE COLOR EDITIONS	\$ _____ / ISSUE	x 3 = \$ _____
(12) PAGE COLOR EDITIONS	\$ _____ / ISSUE	x 3 = \$ _____
(8) PAGE B&W EDITIONS	\$ _____ / ISSUE	x 3 = \$ _____
(12) PAGE B&W EDITIONS	\$ _____ / ISSUE	x 3 = \$ _____

COST TO SEND FINAL VERSION TO THE CITY AS A HIGH RESOLUTION
PDF FILE TO BE POSTED ON THE CITY WEB SITE \$ _____

HOURLY DESIGN COST \$ _____ / HOUR

ESTIMATED NUMBER OF DESIGN COST HOURS PER ISSUE _____ HOURS

COST TO DEVELOP A NEW DESIGN TEMPLATE IN NEWSPRINT LAYOUT \$ _____
(one time cost, if applicable)

MAILING COSTS PER ISSUE, COST PER COPY \$ _____

PROVIDE PRICING ON ANY COSTS ASSOCIATED WITH SETTING UP MAILING METHOD (POSTAL SATURATION)

OPTIONAL COSTS TO HAVE THE NEWSLETTER DELIVERED VIA "CARRIER DELIVERY" TO ALL SINGLE FAMILY HOMES AND BUSINESSES IN WHEAT RIDGE

IDENTIFY THE NUMBER OF PROOFS INCLUDED FOR PRODUCTION OF EACH ISSUE _____

PROVIDE A PRICE PER PROOF IF A MINIMUM OF THREE PROOFS ARE NOT INCLUDED IN OVERALL PRODUCTION COSTS \$ _____/PROOF

DETAIL ANY OTHER COSTS:

NOTE: *Subsequent years, if renewed, will be based on four issues per year, at the unit prices quoted above.*

CHECK-LIST:

The following information and forms must be included with your submittal, in this order:

- Proposer Information Sheet _____
- Acknowledgment of Addendum (if any) _____
- Illegal Alien Certification Form _____
- Non-Discrimination Form _____
- Contractor's Qualification Form _____

Please be certain to address the following in your proposal:

- Qualifications _____
- Experience _____
- Current Workload _____
- Project Approach _____
- Fee Schedule _____

Please review the sample agreement, but do not include a copy with your proposal submittal.



City of Wheat Ridge Municipal Building 7500 W. 29th Ave. Wheat Ridge, CO 80033-8001 P: 303.235.2877

2021 Connections Newsletter Production Schedule

In 2021, the City will produce four issues of the Wheat Ridge Connections Newsletter. While subject to change, the following schedule is meant to serve as a guide for staff submitting content that for review/editing. Please send content to Sara Spaulding sspaulding@ci.wheatridge.co.us or call with any questions. 303.235.2877

(PER RFP-21-03 There is to be NO contact with Sara Spaulding about this schedule, or request for proposals.)

Winter/Spring 2021 – Issue # 77

- All City content to Sara *Monday February 1*
- Edited materials/graphics to contractor *Monday February 15*
- First proof back to City *By or before Thursday February 25*
- Final changes to Press *By or before Thursday March 4*
- Mail Out *Thursday, March 11*

Dates for programs, events, meetings, etc., should not be included if they take place BEFORE March 15

Spring/Summer 2021 – Issue # 78

- All City content to Sara *Monday April 12*
- Edited materials/graphics to contractor *Monday April 26*
- First proof back to City *By or before Thursday May 6*
- Final changes to Press *By or before Thursday May 13*
- Mail Out *Thursday May 20*

Dates for programs, events, meetings, etc., should not be included if they take place BEFORE May 24

Summer/Fall 2021 – Issue # 79 (Before Carnation Festival)

- All City content to Sara *Monday June 21*
- Edited materials/graphics to contractor *Monday June 28*
- First proof back to City *By or before Thursday July 15*
- Final changes to Press *By or before Thursday July 22*
- Mail Out *Thursday July 29 (Carnation Fest Aug 6-8)*

Dates for programs, events, meetings, etc., should not be included if they take place BEFORE August 2

Fall/Winter 2021 – Issue # 80 (Before Holiday Lighting)

- All City content to Sara *Monday October 4*
- Edited materials/graphics to contractor *Monday October 25*
- First proof back to City *By or before Thursday October 28*
- Final changes to Press *By or before Thursday November 4*
- Mail Out *Thursday November 11 (11/25 is Thanksgiving)*

Dates for programs, events, meetings, etc., should not be included if they take place BEFORE Nov. 15