

**JACKSON COUNTY, MISSOURI
REQUEST FOR QUOTATION NO. 105
2018 PARKS + REC DEPARTMENT – “MAKE YOUR DAY HERE” PARK GUIDE/BROCHURE (WITH FLAP)
PAGE ONE OF THREE**

Quotations: Quotation shall be on the Vendor’s format (letterhead or quotation form) and faxed or emailed to the Jackson County, Missouri Purchasing Department (fax: 816-881-3268 or email: kbrack@jacksongov.org) by **5:00pm CST on February 9, 2018**. Quotes received after that date will not be considered. Quotes shall include all related production and shipping charges. The Request for Quotation no. 105 and company name must appear on the outside of the mailing envelope.

Questions: All questions must be emailed to Kyle Brack @ kbrack@jacksongov.org by 5:00pm CST on February 2, 2018. All answers to questions will be posted online in the form of addenda.

Evaluations: All quotations will be evaluated by Jackson County, Missouri. Jackson County, Missouri shall be the sole judge of the quotes submitted and its decision regarding award of this Request for Quotation shall be final.

Forms: The Affidavit (page 3 herein) shall be completed and returned with quotation.

SPECIFICATIONS – “MAKE YOUR DAY HERE” PARK GUIDE/BROCHURE (WITH FLAP)

- QUANTITY:** Requesting quotes for 15,000 and 20,000 finished pieces
- PAPER TYPE:** Cover: 80lb Gloss Enamel Cover
Inside: 80lb Gloss Enamel Text
- PAPER COLOR:** Bright White (coated on both sides)
- INK COLOR(S):** Full Color Process (4 over 4)
- PRODUCT SIZE:** 16 page booklet plus cover
Cover: 12” wide x 10.25” tall (flat)
Inside: 8” wide x 10.25” tall (flat)
- LAYOUT:** Master will have a front and back side composed on 11” x 17” layouts with crops and bleeds indicated.
- SIDES PRINTED:** All pages are double-sided
- FOLDS:** Inside: text pieces measure eight inches in width and will fold in half to make four inch wide text pages – total of 16, four inch wide pages.

Cover: cover piece measures 12 inches wide and will fold inward 3.875 inches from inside right to make flap. Then fold the 8.375 wide piece in half to form cover that will hold inside text pieces.

After collating, two saddle stitches should be placed in spine to secure booklet.

CUTS: Trims to make finished pieces

FINISHED PRODUCT SIZE: 4" wide x 10.25" tall folded piece

SPECIAL INSTRUCTIONS: Camera ready copy (electronic upload to FTP site or on CD composed in InDesign CS5.5 program - IBM System). May contain any or all of the following: PSD, TIFF, EPS and/or JPEG images; True Type and Postscript fonts, screens, photos and line art. Will contain bleeds and close registration. **Will be necessary to see a pre-press proof and press proof of piece.** All work performed on any resulting contract will be performed in the Greater Kansas City Metropolitan Area; if Respondent is not located in the Greater Kansas City Metropolitan Area, documentation must be submitted with your proposal that details how Respondent will perform the work detailed herein. Jackson County, Missouri reserves the right to determine if Respondent's plan to perform work is acceptable. **Ten hours of prepress or press adjustments will be included if necessary. MUST HAVE UNION BUG ON PRINTED PIECE.**

DELIVERY: Print Job to be delivered within **10** working days after received layout for printing. Must be delivered in bundled, boxed, and palette in quantities to be determined after bid is awarded.

AFFIDAVIT

STATE OF _____)
) SS.
COUNTY OF _____)

_____ of the City of _____
County of _____ State of _____ being duly sworn on her or his oath, deposes and
says;

1. That I am the _____ (Title of Affiant) of
_____ (Name of Bidder) and have been authorized by said Bidder to make this
Affidavit upon my best information and belief, after reasonable inquiry as to the representations herein.

2. No Officer, Agent or Employee of Jackson County, Missouri is financially interested directly or indirectly
what Bidder is offering to sell to the County pursuant to this Invitation (though no representation is made regarding
potential ownership of publicly traded stock of bidder).

3. If Bidder were awarded any contract, job, work or service for Jackson County, Missouri, no Officer, Agent
or Employee of the County would be interested in or receive any benefit from the profit or emolument of such.

4. Either Bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri and is not delinquent
in the payment of any taxes due to the County or Bidder did not have on December 31, 2017 any property subject to
taxation by the County and if bidder is duly listed and assessed on the tax rolls of Jackson County, Missouri, bidder
agrees to permit an audit of its records, if requested by the Jackson County Director of Assessment, as they relate to
the assessment of Business Personal Property.

5. Bidder has not participated in collusion or committed any act in restraint of trade, directly or indirectly, which
bears upon anyone's response or lack of response to the Invitation.

6. Bidder certifies and warrants that Bidder or Bidder's firm/organization is not listed on the General Services
Administration's Report of Debarred and/or Suspended Parties; or the State of Missouri and City of Kansas City,
Missouri Debarment List

7. Bidder certifies and affirms its enrollment and participation in a federal work authorization program with
respect to the employees working in connection with the contracted services.

8. Bidder certifies and affirms that it does not knowingly employ any person who is an unauthorized alien in
connection with the contracted services.

_____ (Name of Bidder)

By: _____ (Signature of Affiant)

_____ (Title of Affiant)

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

NOTARY PUBLIC in and for the County of _____ (SEAL)

State of _____

My Commission Expires: _____