

REQUEST FOR PROPOSAL (RFP)

RFP No. 330-24

**PRINTING SERVICES FOR THORNTON'S ACTIVITY GUIDE
AND CITY VOICE NEWSPAPER**

Purchasing Analyst of Record: Denise Serna

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SECTION A: SCHEDULE, PURCHASING ANALYST OF RECORD, AND GENERAL SUMMARY OF NEEDS**A.1 SCHEDULE OF EVENTS:**

The following is a list of important items, dates, and times that pertain to this solicitation. All times listed below are in reference to the local Thornton, Colorado time.

<u>Solicitation Item</u>	<u>Date</u>	<u>Time</u>
Proposal Issued	07/29/24	
Deadline to Submit Additional Questions	08/08/24	5:00 P.M.
Response to Written Questions	08/13/24	5:00 P.M.
Proposal Due Date	08/16/24	5:00 P.M.

A.2 PURCHASING ANALYST OF RECORD:

The Purchasing Analyst of Record for this solicitation will be the central point of contact throughout the solicitation process. All questions and inquiries must be submitted in writing via a direct email to the Purchasing Analyst. No communication is to be directed to any other Thornton personnel.

The Purchasing Analyst of Record's contact information is as follows:

Name: **Denise Serna**
Title: **Purchasing Analyst**
Email: Denise.Serna@Thorntonco.gov

A.3 GENERAL SUMMARY OF PROCUREMENT NEEDS:

The City of Thornton, CO ("Thornton") is seeking Proposals from interested firms for the purchase of Printing Services for the City of Thornton's Activity Guide Catalog and City Voice Newspaper. The Activity Guide provides Thornton's Parks, Recreation and Community Programs and events and the City Voice publication provides city news and updates.

SECTION B: CURRENT STATE, SCOPE OF WORK, AND SPECIAL CONSIDERATIONS**B.1 CURRENT STATE:**

Both of Thornton's publications, the Thornton Activity Guide and City Voice provide information to the Thornton community about Thornton's Parks, Recreation and Community programs and news and updates happening in Thornton.

1. The current Service Provider prints two different publications, a four (4) page or eight (8) page color City Voice Newspaper and three (3) multi-page Thornton Activities Guide, based on the quantities and print schedule below, and delivers them to locations specified. Locations include Thornton's designated mailing house and City of Thornton facilities. See attached samples:
 - Samples of Each Publication is Included Under Separate Cover:
 - Thornton Activities Guide
 - City Voice Newspaper
2. Thornton's current provider for Mailing Services is Wizbang Solutions, located at 6747 East 50th Avenue, Commerce City, CO 80022. Their current hours of operation are Monday through Friday, from 8:00 a.m. to 5:00 p.m., excluding their observed holidays.
3. The requirements may change as publications could be subject to some minor modifications. Additionally, quantities could increase or decrease during the term of the Agreement with no penalty to Thornton. Changes in price resulting from modifications to publications or to the number of copies printed will be negotiated at the time of the annual renewal.
4. Current quantities:
 - City Voice Newspaper approximately fifty-nine thousand (59,000) per issue; six (6) times per year.
 - Thornton Activities Guide approximately sixty thousand (60,000) copies, three (3) times a year.
5. Thornton will work with Service Provider to determine a process to deliver draft copies, from which Service Provider will produce a proof. Thornton will modify the proof if necessary and return to Service Provider. The format for delivery of drafts, proofs, and revisions (hard copy, e-mail, or FTP) shall be determined at time of award.
6. Thornton is requesting Proposals with options for the publications; and will make a decision after Proposals are received and evaluated. Thornton will notify Service Provider at time of award which options are selected.

7. The successful proposing firm will be required to maintain insurance coverages for the duration of the Agreement period as outlined in the Request for Proposal (“RFP”) Special Considerations.
8. The successful proposing firm shall be prohibited from assigning or subcontracting the whole, or any part of the Agreement, without the prior written consent of Thornton.
9. The successful proposing firm shall not hire, discharge, promote, demote, or otherwise discriminate in matters of compensation, terms, conditions, or privileges of employment against any person otherwise qualified solely because of race, color, creed, religion, national origin, ancestry, gender, physical or mental disability, or age.
10. The successful proposing firm and its employees will operate as an independent contractor and will not be considered employees of Thornton.

B.2 GOALS FROM THIS RFP:

Thornton is seeking to award a print company to print newspaper and catalog book printing for the next five (5) years for the City of Thornton’s Parks and Recreation Activities Guide and City Voice newspaper. The awarded company may be a single company or multiple companies.

B.3 AWARD LENGTH:

The initial award from this solicitation will be from the date of the final signature of the agreement, until **December 31, 2029**.

All future years of service, maintenance and support, and possible expansion of the program are subject to annual funding appropriations review and approval by the Thornton City Council.

B.4 SCOPE OF WORK – GENERAL CONSIDERATIONS:

1. Service Provider shall print the remaining 2024 issues of the City Voice Newspaper in October and December and Thornton Activities Guide in October.
2. Beginning in 2025 and subsequent years, Service Provider shall print three (3) issues per year of the Thornton Activities Guide and six (6) issues per year of the City Voice Newspaper and deliver as directed by the Project Manager to Thornton’s facilities and designated Mailing House. Quantities for each issue to be printed shall be provided by Thornton’s Project Manager at the time of issue preparation.
3. Service Provider shall produce and provide a color proof of both the cover and inside pages to Thornton’s Project Manager after receiving the initial copy of the Thornton Activities Guide or City Voice Newspaper within seven (7) Calendar Days, with no

exception for holidays that occur during the seven (7) Calendar Days. The proof shall be in the format to which both Parties shall agree with at time of award.

4. Thornton's Project Manager shall review the proof provided by Service Provider and return to Service Provider within two (2) business days. Service Provider shall make modifications requested by Thornton's Project Manager; and provide a final copy of the Thornton Activities Guide or City Voice Newspaper to Thornton's Project Manager within two (2) business days.
4. Publication dates for 2024 shall be scheduled after award with the agreement of both Parties; and as directed by Thornton's Project Manager. Publication dates for subsequent years will be identified at the time of the annual renewal of the Agreement.
5. Overrun shall not exceed ten percent (10%).
6. Service Provider shall deliver final printed issues of the Thornton Activities Guide and the City Voice Newspaper as defined in the table below. Service Provider shall agree to modifications to this requirement as requested by Thornton's Project Manager.

Delivery shall be made to the following locations and to the designated Mail House as specified in Table 1 Delivery Locations.

7. Service Provider shall have capability to produce publications based on the specifications in Table 2 Thornton Activities Guide Print Specifications and Table 3 City Voice Newspaper Print Specifications.

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TABLE 1
PUBLICATIONS DELIVERY LOCATIONS

Facility and Address	Quantity City Voice Newspaper	Quantity Activity Guide	Comments
Community Connections 9471 Dorothy Blvd. Thornton, CO 90229	NA	120	<i>Delivered through front entrance to front desk area.</i>
Thornton Active Adult Center 11181 Colorado Blvd. Thornton, CO 80233	100	420	<i>Delivered through front entrance to front desk area.</i>
Thornton Community Center 2211 Eppinger Boulevard Thornton, CO 80229	100	420	<i>This building is currently closed and scheduled to reopen fall 2024. All Delivered through front entrance to front desk area.</i>
Thornton City Hall Attn: Communications, Gina Lantz or Erika B. 9500 Civic Center Drive Thornton, CO 80229 303-538-7575 Gina 303-538-7256 Erika	120	N/A	<i>Delivered to Mailroom - Reprographics area (back of building; lower level, Pit area).</i>
Carpenter Recreation Center 11151 Colorado Boulevard Thornton, CO 80233	200	600	<i>Delivered through front entrance to front desk area.</i>
Trail Winds Recreation Center 13495 Holly Street Thornton, CO 80602	200	750	<i>Delivered through front entrance to front desk area.</i>
Thornton Arts & Culture Center 9209 Dorothy Boulevard Thornton, CO 80229	NA	60	<i>Delivered through front entrance and leave on half wall in the entryway.</i>
Designated Mailing House: Currently: Wizbang Solutions 6747 East 50 th Avenue Commerce City, CO 80022	Remainder of publications	Remainder of publications	<i>Service Provider is responsible for scheduling an appointment with Thornton's mailing house.</i>

TABLE 2

THORNTON ACTIVITIES GUIDE PRINT SPECIFICATIONS

Thornton Activities Guide Description	Specification	Meets/ Does Not Meet	Comments
Finished Size	8.25" W x 10.5" H		
Cover	2-sided, full color, full bleed on 70# gloss text		
Paper Inside Publication	45# Hi-Brite or equivalent		
Color Inside Publication	32 color, full bleed and no bleed		
Binding/Finishing	Saddle stitch binding		
Proof of full Publication	Color proof of cover and inside pages		
Number of Annual Issues	Three (3)		
Quantity per Issue	60,000, 61,000, 62,000		
Number of Pages	Issue sizes include cover, plus 64 or 72 pages		

TABLE 3

CITY VOICE NEWSPAPER PRINT SPECIFICATIONS

City Voice Newspaper Description	Specifications	Meets/ Does Not Meet	Comments
Finished Size	10.5" x 15"		
Binding/Finishing	¼ fold		
Paper Stock	32# Hi-Brite		
Color - Option 1	Full bleed		
Color – Option 2	No bleed		
Number of Annual Issues	6		
Quantity per Issue	59,000 copies		
Number of Pages	Issue sizes include 4 pages or 8 pages		
Proof of Publication	1 color proof		

TABLE 4

PROPOSED MAILING SCHEDULE

Thornton Activities Guide Edition	Date to Printer	Date To Mailing House	Date To Post Office	Date To Arrive In Homes
2024 Winter /Spring Issue	October	November (1 st Wk)	November (2 nd Wk)	November 11 th – 25 th
2025 Edition and Subsequent Years				
Summer Edition	February	March (3 rd Wk)	March (4 th Wk)	March 25 th – April 8 th
Fall / Winter Edition	June	July (3 rd Wk)	July (4 th Wk)	July 22 nd – August 5 th
Winter / Spring Edition	October	November (1 st Wk)	November (2 nd Wk)	November 11 th – 25 th

City Voice Newspaper Edition	City Voice Issue	*Print Month	Date to Post Office /Mail house?	Month To Arrive In Homes
2024 Issues to Print				
5 th Edition	November/December	October	October	End of October
6 th Edition	January/February	December	October	End of December
2025 Editions and Subsequent Years				
1 st Edition	March/April	February	February	End of February
2 nd Edition	May/June	April	February	End of April
3 rd Edition	July/August	June	June	End of June
4 th Edition	September/October	August	August	End of August
5 th Edition	November/December	October	October	End of October
6 th Edition	January/February	December	December	End of December

*Print month for City Voice is usually the second week of the specified months.

B.5 ESTIMATED QUANTITIES:

Quantities listed in Section B.4 Scope of Work, Table 2 and Table 3 are Thornton's best estimate and do not obligate Thornton to order or accept more than Thornton's actual requirements during the agreement as determined by actual needs and availability of appropriated funds. It is expressly understood and agreed that the resulting agreement is to supply Thornton with its complete actual requirement of the materials specified in this proposal for the term of the agreement.

B.6 F.O.B. POINT:

Prices quoted shall be F.O.B. Destination and delivered, as required, to the following points as sited in the Scope of Work B.5 Table 1 Delivery Locations and Designated Mailing House. All deliveries shall be made between the hours of 8:00 a.m. to 4:00 p.m., Monday through Friday, excluding holidays.

B.7 SAMPLES:

Proposal samples of printed newspaper and activity guide of the goods and/or services shall be included at no cost to Thornton with their proposal. Any sample submitted shall create an express warranty that the goods and/or services shall conform to the sample submitted. All samples become the property of Thornton.

B.8 SITE VISITS AND INTERVIEWS:

Thornton reserves the right to review a Vendor's proposed solution that would be on hand or in the field of use. The proposed solution may be viewed at Thornton's sole discretion virtually or at a physical Thornton facility. It will be at Thornton's sole discretion if a demonstration is deemed to be necessary during the evaluation phase of this solicitation.

In addition to demonstrations, Thornton may also elect to conduct Vendor interviews in order to clarify and answer additional questions. All interviews will be held at a physical/virtual location at Thornton's sole discretion and shall be at Thornton's decision if an interview is deemed as being necessary.

Thornton shall not compensate a proposing Vendor for any costs incurred by a Vendor that are related to a demonstration or interview conducted by Thornton during this RFP process.

B.9 INVOICING REQUIREMENTS:

Thornton's Accounts Payable Division is the only division within Thornton that issues payments to Vendors who have submitted invoices. Thornton only issues payments from invoices and will not issue payments to Vendors off of quotes.

Thornton's standard payment terms are net thirty (30) calendar days after receipt of an invoice. All invoices submitted shall be emailed to AP.Invoices@ThorntonCO.gov. In lieu of email, physical copies may be submitted to City of Thornton – Accounts Payable, 9500 Civic Center Drive, Thornton, CO 80229-4326. Invoices sent to anyone other than Accounts Payable are not considered to be properly submitted and will not be paid until they are properly submitted.

B.10 FELONY DISQUALIFICATION:

The vendor shall not employ, retain, hire or use any individual that has been convicted of any felony charges as the same is defined under the laws of the State of Colorado in the performance of the services to be rendered and materials to be provided to Thornton pursuant to this proposal unless the vendor receives prior written permission from the Director of Support Services. The Director may require that a fidelity bond, or such other assurance in such amount as deemed appropriate, be provided to Thornton as a condition precedent to the grant of such permission.

B.11 VENDOR PERFORMANCE MANAGEMENT:

Thornton may administer a Vendor performance management program as part this proposal and resulting agreement. The purpose of this program is to create a method for documenting and advising Thornton of exceptional performance or any problems related to the purchased goods and services.

B.12 COOPERATIVE PURCHASING:

Thornton encourages the proper use of cooperative purchasing and reserves the right to make results of this solicitation available to other governmental agencies seeking like equipment, goods, or services. Other agencies using this solicitation must do so according to regulations established by their individual organizations and accept sole responsibility for its use. The terms and conditions of any resulting transaction shall be exclusively between the buyer and the seller. Buyers and sellers using this solicitation in a cooperative or "piggy-back" fashion, agree to defend and hold harmless Thornton from any dispute or action arising from its use.

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SECTION C: PROPOSAL QUESTIONS TO PROSPECTIVE VENDOR

C.1 INSTRUCTIONS FOR ANSWERING QUESTIONS:

Your proposal response must specifically address each of the questions/issues that are listed within this RFP. The **quality and detail** of your responses, along with how closely your firm can meet or exceed Thornton's Scope of Work expectations from Section B, will be considered in the overall evaluation of your proposal. Proposers are encouraged to give examples and provide comprehensive information to support your compliance on each point.

All answers provided by the awarded Vendor may be incorporated into the final agreement between the Vendor and Thornton as an additional exhibit or as part of a finalized Scope of Work.

C.2 PROPOSAL QUESTIONS:

To standardize the format of all proposals for evaluation, Proposers are required to respond to all questions **in the order given** and to list the item number and restate the question prior to giving their answer. Failure to comply with this requirement may result in your proposal being declared non-responsive.

A. General Vendor Questions

1) General Vendor Summary

Please provide a brief description of the following:

- a) Full legal company name;
- b) Your headquarters address;
- c) Primary company contact including name, phone number, and email address;
- d) The year your firm was established;
- e) A brief listing of your Vendor core competencies; and
- f) A current copy of your firm's W-9 (IRS version October 2018).

2) Experience and References

Please provide three (3) current client references that you have sold and implemented the same or like solutions to in the past five (5) years. Of these references, please list as many as available that are other governmental municipalities as possible.

a) Include in your reference information:

- i) Name of the municipality or firm;
- ii) Client's headquarters address;
- iii) Current reference contact information, including the Reference's:
 - (1) Name;
 - (2) Title;
 - (3) Phone number;
 - (4) Email address;
- iv) Project start date (date of signed agreement);
- v) Project end date (project close-out date);
- vi) Project description including all services performed; and
- vii) Contractual value.

b) Please provide the number of overall clients that you have currently using your proposed solution, including:

- i) Within the United States; and
- ii) Within the State of Colorado

B. Proposed Solution Engagement 1-6

1) Vendor Recommended Roles and Responsibilities of Thornton's Project Personnel

Please provide the following:

- a) Identify the recommended Thornton personnel project team roles;
- b) The responsibilities of each role; and
- c) A **proposed** project schedule via a Gantt chart or other type of chart, in terms of calendar days based upon the RFP Scope of Work and your proposed engagement methodology.
 - i) Use "Day 1" as the date of a fully executed agreement being signed by both Parties, with no prior work having been completed prior to a signed agreement being put into place.
 - ii) Ensure that you list the number of calendar days are expected for each portion of the project schedule.

- iii) Ensure that you include all proposed milestones and deliverables that are required to complete this project.

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SECTION D: PRICING AND PROPOSAL ITEMS

D.1 PRICING INFORMATION:

This section shall include a description of the proposed costs and prices. All pricing information shall be limited solely to this section of your proposal. This section should address all requirements set forth in Section B as well as any other items pertinent to your proposal pricing such as additional discounts for increased quantities, service requirements, etc. The requirements have been developed to allow Thornton to uniformly evaluate prices submitted for the work. Accordingly, you should follow these instructions carefully and provide all data requested in the formats specified herein and in any referenced attachments.

Any omissions in this proposal shall be identified by each Vendor and incorporated into their proposal including any omissions for hardware, service, support, software, travel, shipping, etc. which is necessary to the success of the project. All items must be identified as a separate line item with pricing and included as part of this RFP, unless otherwise requested by Thornton. Thornton will not increase any subsequent agreement or purchase order (neither dollar amount or time) for items not included in the submitted proposal documents. Thornton reserves the right to purchase part or the entire proposal.

D.2 BEST AND FINAL OFFER:

Thornton reserves the right after review and evaluation of Vendors, including after all interviews and demonstrations that have been conducted, to go back to the “short list” of Vendors to conduct a Best and Final Offer (“BAFO”). If issued, the BAFO may be included as a final pricing evaluation tool by Thornton to aid in the award decision process.

D.3 TARIFFS:

Thornton recognizes the ever-changing geopolitical climate and how this affects the Vendor’s pricing. For the sake of convenience, all pricing submitted with this proposal shall contain all costs, including tariffs that are in place at the time of this proposal’s posting.

If during an awarded period with Thornton, the Vendor sees an increase in the steel and/or plastic prices due to tariffs, then the awarded Vendor is to document this change and submit it with their requested pricing updates. No requested pricing update shall be allowed more than once in any given renewal period.

If during an awarded period with Thornton, the Vendor sees a decrease or elimination of the tariffs that are in place at the time of this proposal’s publication, then Thornton will expect the awarded Vendor to immediately reduce their agreed upon pricing to Thornton by no less than what the reduced/eliminated tariffs had been set at.

D.4 PRICING:

All prices quoted shall be firm and fixed for the initial award period or up to one (1) year, whichever occurs last.

D.5 ANNUAL PRICE UPDATES:

The awarded Vendor must hold the Bid prices quoted firm until December 31, 2025, after which time the Vendor may request annual price adjustments for inflation based on the Denver-Aurora-Lakewood Price Index upon mutual agreement of the Parties.

Price adjustment requests are to be made by the Vendor in writing (e.g., email) to the Thornton Purchasing Division, no later than sixty (60) Calendar Days prior to the agreement’s renewal date or year in which the adjustment may take effect. Should the Vendor fail to submit a request for a price adjustment to Thornton’s Purchasing Division, then the current pricing shall remain in effect for the following renewal period of the agreement.

A link to index that is current at the time of this solicitation has been provided below:

https://data.bls.gov/pdq/SurveyOutputServlet?data_tool=dropmap&series_id=CUURS48BSA0,CUUSS48BSA0

Notwithstanding the above, Thornton may, at its sole discretion, consider other publicly published pricing indices and/or modifications as deemed appropriate given market conditions. Note, Thornton is under no obligation to make such considerations and may require vendors to provide documentation substantiating any unusual market conditions beyond its control.

D.6 PROPOSAL ITEMS:

All prices below are based on the Service Provider’s Scope of Work and specifications.

Group A: Thornton Activities Guide:

Thornton Activities Guide Description Full Color Cover	Number of Pages plus cover	Quantity	*Unit Cost per Thousand	Extended Cost
32# Hi-Brite, full bleed	64	60,000	/m	\$
32# Hi-Brite, no bleed	64	60,000	/m	\$
32# Equivalent, full bleed	64	60,000	/m	\$
32# Equivalent, no bleed	64	60,000	/m	\$
45# Hi-Brite, full bleed	64	61,000	/m	\$
45# Hi-Brite, no bleed	64	61,000	/m	\$
45# Equivalent, full bleed	64	61,000	/m	\$
45# Equivalent, no bleed	64	61,000	/m	\$



Thornton Activities Guide Description Full Color Cover	Number of Pages plus cover	Quantity	*Unit Cost per Thousand	Extended Cost
45# Hi-Brite, full bleed	64	62,000	/m	\$
45# Hi-Brite, no bleed	64	62,000	/m	\$
45# Equivalent, full bleed	64	62,000	/m	\$
45# Equivalent, no bleed	64	62,000	/m	\$
45# Hi-Brite, full bleed	72	60,000	/m	\$
45# Hi-Brite, no bleed	72	60,000	/m	\$
45# Equivalent, full bleed	72	60,000	/m	\$
45# Equivalent, no bleed	72	60,000	/m	\$
45# Hi-Brite, full bleed	72	61,000	/m	\$
45# Hi-Brite, no bleed	72	61,000	/m	\$
45# Equivalent, full bleed	72	61,000	/m	\$
45# Equivalent, no bleed	72	61,000	/m	\$
45# Hi-Brite, full bleed	72	62,000	/m	\$
45# Hi-Brite, no bleed	72	62,000	/m	\$
45# Equivalent, full bleed	72	62,000	/m	\$
45# Equivalent, no bleed	72	62,000	/m	\$

Thornton Activities Guide Description	Number of Pages plus cover	Quantity	Unit cost per thousand	Extended Cost
Charge to correct proof if Thornton's error			\$ /hr	\$
Charge for each additional proof after original, if required by Thornton's Project Manager			\$ /ea	\$
List Other Charges:				
				\$
				\$
				\$

*Unit cost shall include price to produce original proof and delivery to mail processing vendor and City of Thornton locations.



Group B: City Voice Newspaper:

City Voice Newspaper Description	Number of Pages	Quantity	Unit cost per thousand*	Extended Cost
32# Hi-Brite, full bleed	4	59,000	/m	\$
32# Hi-Brite, no bleed	4	59,000	/m	\$
32# Hi-Brite, full bleed	8	59,000	/m	\$
32# Hi-Brite, no bleed	8	59,000	/m	\$
Charge to correct proof if Thornton's error			\$ /hr	\$
Charge for each additional proof after original, if required by Thornton's Project Manager			\$ /ea	\$
List Other Charges:				
			\$	\$
			\$	\$
			\$	\$

*Unit cost shall include price to produce original proof and delivery to mail processing vendor and City of Thornton locations.

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SECTION E: PROPOSAL INSTRUCTIONS, EVALUATION, AND AWARD

E.1 PROPOSAL POSTED LOCATIONS:

This Request for Proposal (RFP) has been posted publicly to the following locations:

- BidNet® Direct: www.BidNetDirect.com
- Thornton's Purchasing website: <https://solicitations.thorntonco.gov/solicitations>

Thornton currently uses BidNet Direct® and its own website to distribute official records for all copies of publicly posted proposals for viewing. Both websites operate as a free to view and download option for prospective Vendors.

Upon request by a Proposing Vendor, the Purchasing Division will also make this solicitation available for viewing at the Contracts and Purchasing Division office. The address for the office is located on the cover page of this RFP.

E.2 PROPOSAL QUESTIONS:

Thornton shall not be bound by and the Vendor shall not request or rely on any oral interpretation or clarification of this RFP. Therefore, any questions regarding this RFP are encouraged and shall be submitted in writing by email to the Purchasing Analyst of Record listed within this RFP.

Questions received up to deadline to submit question in the Schedule of Events will be answered in writing per the Schedule of Events. Answers to questions from any Vendor will be provided to all Vendors via a written addendum.

E.3 ADDENDA:

In the event it becomes necessary to revise, change, modify or cancel this RFP or to provide additional information, addenda will be issued and made available on BidNet® Direct and on Thornton's website. Changes, clarifications, and answers to RFP questions that have been posted in a written addendum that affect or change the RFP's Scope of Work shall be considered as to have replaced and superseded the original proposal's Scope of Work.

It is the responsibility of the proposer/ contractor to confirm that they have acquired all addenda related to this proposal and they have reviewed/ complied with the requirements therein.

E.4 SUBMISSION OF PROPOSALS:

Submission of proposals for this RFP may be done electronically through a Vendor portal (currently done via BidNet Direct®). Proposals can be submitted at www.bidnetdirect.com, but shall not be completely submitted later than the date and time indicated in the Schedule of Events.

If you experience problems with BidNet Direct®, please call 1-800-835-4603 for assistance. There is no charge by BidNet Direct® for this service.

Proposing Vendors who are unable to submit a proposal through BidNet®, may request to submit a physical copy of their proposal for consideration. A proposing Vendor shall email the Purchasing Analyst of Record prior to the question due date listed in the Schedule of Events, for instructions on where and how to submit their physical proposal. All physical proposal submissions shall be submitted and recorded no later than the date and time indicated in the Schedule of Events.

E.5 DOCUMENTS FOR FINAL VENDOR SUBMISSION:

Proposing Vendors are solely responsible to ensure that their submission is complete and responsive prior to a final submission. As a reminder this RFP contains the following documents that will require completion by the proposing Vendor to be considered as initially responsive:

Section C.2 – Proposal Questions – Answers provided by the proposing Vendor

- 1) Section D.6 – Proposal Items;
- 2) All additional technical information in support of your proposal;
- 3) Section G.1 – Acceptance and Addenda Acknowledgement Form;
- 4) Section G.2 – Sample Agreement Acknowledgement Form;
- 5) Section G.3 – References and Authorization Release Form; and
- 6) Vendor Samples – Sample prints of a Newspaper and Activity Guide or Catalog of similar print.

It is not necessary for a proposing Vendor to submit this entire RFP document that has been provided by Thornton with the Vendor's response. Only the above-mentioned items are currently required with your proposal submission. Thornton reserves the right to request any clarification, ask any questions, or request additional documents that may aid in the evaluation of your proposal.

E.6 CONFIDENTIAL AND PROPRIETARY INFORMATION

As a Colorado home rule municipality, Thornton is subject to and must comply with the Colorado Open Records Act ("CORA"), C.R.S. § 24-72-201 *et seq.* All Vendor submitted documents are subject to requests for public records pursuant to CORA. **Proposing Vendors must clearly identify within their submissions any information that is confidential and proprietary by marking such information as "Confidential" or "Proprietary" information.** Any information a Vendor marks as confidential or proprietary shall comply with CORA and any other applicable statute(s).

Prior to a final award and agreement, Vendor submitted information that is contained within the proposal may be held by Thornton as confidential and proprietary at Thornton's sole discretion. **In accordance with CORA, upon the conclusion of a final award and agreement, Thornton may, in its sole discretion, release any and all portions of Vendor submissions not marked**

as confidential or proprietary. Thornton shall be held harmless from any claims arising from the release of confidential and proprietary information not clearly designated as such by the proposing Vendor within their proposal documents to Thornton.

In general, it is not acceptable to Thornton for a proposing Vendor to mark information other than the following items as confidential or proprietary:

- 1) Financial statements;
- 2) Project financing data;
- 3) Litigation history;
- 4) Tax audit history; and
- 5) Client lists and references.

Thornton does not generally find it acceptable to mark proposal pricing, nor the entirety of your proposal, as confidential or proprietary. Failure to adhere to these restrictions may result in your proposal being deemed non-responsive.

For more information about Thornton's processes related to CORA, including using Thornton's Public Records Request Form or for submission of a CORA request, please visit the website of the office of Thornton's City Clerk at <https://www.thorntonco.gov/government/city-clerk/Pages/default.aspx> or you can reach the Clerk's office by email at Clerk@ThorntonCO.gov or by phone at (303) 538-7615.

E.7 LATE PROPOSAL SUBMISSIONS:

Proposing Vendors are expected to allow adequate time to upload a complete submission for consideration through the electronic Vendor portal (currently BidNet Direct®). The Vendor portal will not allow a Vendor to modify, save, nor upload their proposal after the submittal date and time have passed. It is **highly recommended** that as a proposing Vendor you do not wait until the last minute to submit your proposal.

Late proposals will not be accepted. Sole responsibility rests with the proposing Vendor to ensure that its proposal is completely uploaded through the Vendor portal or is received in the Purchasing Office prior to the submission deadline. Proposals that are left in a "Draft" status in the Vendor portal will not be accepted by Thornton for consideration.

All physical proposals received in the Purchasing Office after the submittal date and time will be immediately rejected without consideration.

E.8 AWARDS:

Award will be made on an "all or none" basis by group. For any group, prices must be shown for each item within the group. Proposals submitted without individual item prices listed will be considered as non-responsive and rejected.

E.9 ACCEPTANCE PERIOD:

Submissions in response to this proposal shall remain valid until an award has been made to a proposing Vendor or at a minimum of one hundred twenty (120) calendar days from the time of submission, whichever date comes last.

E.10 EVALUATION OF PROPOSALS:

All proposals will be evaluated by a Selection Committee assigned by the City Manager, or their designee. Proposals shall be evaluated on the basis of qualifications, experience, and the applicability of the solutions offered to meet Thornton's needs as they pertain to the Evaluation Criteria noted herein and in the context of best value received for the required goods and/or services. Note that any tools utilized by the Selection Committee in their evaluation process are only intended to facilitate the understanding of the submissions received and facilitate the member's ability to weigh the merits of each proposal. Therefore, any tools utilized by the Selection Committee have no binding effect on their vote or the final award made by Thornton as a result of this RFP.

In addition, other pertinent information which becomes available during the evaluation, interview, or negotiations may be considered in the evaluation. The committee may make a selection on the basis of the Proposals received, or may choose to "short list" prospective firms for further consideration, which may include interviews and or negotiations. The firm selected for the Award will be chosen on the basis of the apparent greatest operational and financial benefit to Thornton, and not necessarily on the basis of lowest price. The City Manager, or their designee, shall make the final determination of the firm selected.

E.11 EVALUATION CRITERIA:

Evaluation criteria for this RFP may include, but is not limited to, the following items:

- 1) Responsiveness to the needs of Thornton, including the time required to complete the implementation of the awarded Vendor's solution.
- 2) Responsibility of the proposing Vendor.
- 3) The written responses provided by the proposing Vendor to the Proposal Questions – Section C.2, and all clarification questions asked by Thornton during the RFP evaluation.
- 4) The proposing Vendor's submitted pricing.
- 5) The results of the Vendor's reference checks.
- 6) The degree to which the Vendor's proposal meets or exceeds the needs as defined in the RFP, including any additional value-add items.
- 7) The results of any Vendor samples, and/or interviews from this RFP.

- 8) The agreeability of the Vendor to Thornton's terms and conditions and the ability to contract with the awarded Vendor.
- 9) All other applicable information and documents submitted by the Vendor and received by Thornton in the evaluation of the proposal.

E.12 POST AWARD PURCHASE ORDER:

A Purchase Order may be generated by Thornton's Contracts and Purchasing Division as a result of the Award from this solicitation. This Award shall allow Thornton to place orders on an as-needed basis for future years' worth of needs that may arise, based on City Agency actual needs. All future year POs shall be conditional upon annual appropriation approval by Thornton's City Council. Thornton shall not be liable for any future charges from the awarded Vendor should the funding not be appropriated and approved by City Council.

E.13 STANDARD PROPOSAL CONSIDERATIONS:

Thornton maintains a standard set of RFP considerations and terms and conditions for RFPs that are non-federally funded and are not through a cooperative awarded process. These considerations are static between each RFP process. It is the sole responsibility of the proposing Vendor to have read all RFP considerations. A copy of these standard RFP considerations has been uploaded with this RFP document as a separate cover.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

SECTION F: SAMPLE AGREEMENT**F.1 SAMPLE AGREEMENT:**

A sample General Services Agreement (GSA) has been provided under separate cover as part of this solicitation. This sample agreement has been provided to inform the proposing Vendor of Thornton's terms and conditions expectations for the awarded Vendor from this solicitation. This sample agreement is subject to change at Thornton's sole discretion.

The sample agreement that has been provided by Thornton shall serve as the overarching agreement for this project, its subsequent renewal years, and all work performed by the Vendor and if applicable, their subcontractors for the duration of the entire agreement period. The opportunity for a prospective Vendor to provide any proposed redlines to Thornton's sample agreement is during the submittal process and all Vendor proposed redlines shall be submitted with the Vendor's final proposal. This sample agreement is subject to change at Thornton's sole discretion.

Thornton does not anticipate signing any separate Vendor contractual documents, including separate general or online terms and conditions, Vendor agreements, Vendor quotations with separate terms and conditions, etc. Vendors who have such documents that are required for their solution must submit these documents for Thornton's review and potential incorporation into the final agreement between both Parties as part of their final proposal submission.

The Vendor does not need to complete any of the information within the sample agreement as part of the initial proposal submission process. At Thornton's sole discretion and as part of a final evaluation process by Selection Committee, the Purchasing Analyst of Record may contact a proposing Vendor for any clarifications.

THE REMAINDER OF THIS PAGE HAS BEEN LEFT BLANK INTENTIONALLY

SECTION G: REQUIRED VENDOR SIGNATURE FORMS**G.1 ACCEPTANCE AND ADDENDA ACKNOWLEDGEMENT FORM:**

1) Vendor indicates acceptance of the following conditions:
City of Thornton Charter Section 7.4 prohibits Thornton from issuing a Purchase Order to firms which employ certain family members of employees unless the Thornton Council determines it is in Thornton's best interest. For the purposes of this Charter Section, a domestic partner shall be considered equivalent to a family member. The Vendor attests to the following:

No City Council Member, member of a board or commission, Municipal Judge, City Manager, City Attorney, or employee of the City of Thornton, or any such person's family member, domestic partner, or person assuming a relationship being the substantial equivalent of the above, has an existing or pending, direct or indirect, financial, pecuniary or personal interest in the proposing firm or this Invitation for Bid, except as follows: (list, if any) _____

- 2) The undersigned Vendor, having examined the Proposal Documents, and having full knowledge of the product and/or services requested and described herein, hereby proposes that it will fulfill the obligations contained herein specifications set forth; and that it will furnish all required products and pay all incidental costs all in strict conformity with these Proposal Documents, for the stated prices as payment in full. Yes No
- 3) I acknowledge receipt of any and all published addenda and a copy of the sample agreement as provided by Thornton : Yes No
- 4) I acknowledge that I have submitted all items and documents as required of the final proposal submission Yes No

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Telephone Number: _____

Email: _____

G.2 SAMPLE AGREEMENT ACKNOWLEDGEMENT FORM

Regarding Thornton's Sample Agreement, the undersigned Vendor acknowledges the following:

- 1) The proposing Vendor has received a copy of Thornton's sample Agreement.
Yes No

- 2) All proposed exceptions to Thornton's sample Agreement and all proposed Vendor agreements may be included as part of Thornton's final evaluation process.
Yes No

- 3) All proposed exceptions or redlines to Thornton's sample Agreement by the Vendor, and all proposed terms and conditions have been uploaded with the Vendor's final proposal as a separate file and has been clearly marked as so.
Yes No

- 4) If chosen for award, that Thornton may accept, reject, or negotiate all proposed changes to the terms and conditions of the sample Agreement and all other Vendor proposed terms and conditions.

Should an Agreement be unable to be reached between Thornton and my firm, I acknowledge that Thornton retains the sole discretion to reject the award made and move to another Vendor for award and contractual negotiations.

Yes No

Proposing Vendor's Name: _____

Date: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____



G.3 REFERENCES AND AUTHORIZATION AND RELEASE FORM:

REFERENCE AUTHORIZATION FORM

By: _____, A Corporation
(Proposing firm) A Partnership whose address is _____
An Individual (Circle One)

Proposing firm has submitted a sealed Proposal to the City of Thornton (Thornton) for this solicitation.

Proposing firm hereby authorizes Thornton to perform such investigation of proposing firm as Thornton deems necessary to establish the qualifications, responsibility, trustworthiness, and financial ability of the proposing firm. By its signature hereon, the proposing firm authorizes Thornton to obtain reference information concerning the proposing firm and releases the party providing such information named above and Thornton from any and all liability to the proposing firm as a result of any reference information provided.

Proposing firm further authorizes Thornton to discuss and release any and all information regarding the Proposing firm’s performance on its forthcoming services related to this project or other past projects upon receiving a request for such information. Proposing firm releases Thornton from any and all liability associated with such a release of information.

Proposing firm further waives any right to receive copies of reference information provided to Thornton. A copy or facsimile of this executed Reference Authorization and Release Form may be used with the same effectiveness as an original.

Proposing Vendor’s Name: _____

Submitted By (Printed): _____

Submitted By (Signature): _____

Title: _____

Date: _____

SECTION H: AUTHORIZATION FOR SOLICITATION POSTING**H.1 PURCHASING MANAGER FORM:**

All communications regarding this solicitation shall be directed to the Purchasing Analyst of Record listed within this solicitation in Section A.2 – Purchasing Analyst of Record.

This solicitation has been reviewed and approved for a public posting by the Thornton Purchasing Manager.

Megan deGrood, CPPB
Purchasing Manager