



**ANOKA-HENNEPIN**  
**SCHOOLS**  
*A future without limit*

**Request for Quotation**

**#25009Q**

**Printing of the ECFE Families Brochure**

**Due: Thursday, August 15, 2024, at 10:00 a.m. Local Time**

**Issued by:**

Anoka-Hennepin School District

Purchasing Department

2727 North Ferry Street

Anoka, Minnesota 55303

Phone: 763-506-1300

## PART 1: GENERAL INSTRUCTIONS

### 1.01 INVITATION

Quotations will be received at the Purchasing Department of Anoka-Hennepin School District, 2727 North Ferry Street, Anoka, MN, 55303 until **10:00 a.m. LT on Thursday, August 15, 2024**, for printing of the ECFE Families Brochure, in accordance with the specifications included in this document.

### 1.02 BACKGROUND AND OBJECTIVE

Anoka-Hennepin School District is requesting quotations to establish a contract for the printing of the ECFE Families Brochure. For more information about Anoka-Hennepin Schools, please view our website at [www.ahschools.us](http://www.ahschools.us).

### 1.03 DEFINITIONS

- **District** refers to Anoka-Hennepin School District and any department or board of the School District.
- **LT** means Local Time
- **Vendor** means the company submitting a quotation in response to this RFQ
- **Contract Vendor** refers to the Vendor that has been awarded a contract as a result of this quotation.
- **RFQ** means Request for Quotation

### 1.04 INSTRUCTIONS

#### A. Response Preparation

Vendor to submit one (1) original response printed on standard copy paper, for reproduction for evaluation team, clearly labeled with:

Vendor Name

**“25009Q” Printing of the ECFE Families Brochure.**

Attn: Tiffany Audette, CPPB /Purchasing

and a notation “Quotation Enclosed – Do Not Open until **Thursday, August 15, 2024, at 10:00 a.m. LT.**”

The quotation must be signed by an officer or other employee authorized to submit the quotation. Proof of authority of the person submitting the quotation must be made available upon request from the District.

Acceptable delivery methods are listed below:

US Postal Service

FedEx, Courier, UPS

Personally hand delivered\*

Emailed

#### B. Multiple Submissions – Not Applicable

#### C. Delivery Response

Quotations must be received at the following address:

Anoka-Hennepin School District

Purchasing Department, Entrance #1

Attn: Tiffany Audette, CPPB

2727 North Ferry Street

Anoka, MN 55303

If delivering in person, please check in with receptionist at Entrance #1.

#### D. Quotation Opening

Quotes will be due on **Thursday, August 15, 2024, at 10:00 a.m. local time.** From the time the response is submitted until a contract is in place, each response is considered a working document and, as such, will be kept confidential.

**E. Late Quotation Submissions**

The Vendor assumes the risk of any delay in the delivery of their quotation. Whether the quotation is sent by mail, or by means of personal delivery, the Vendor assumes responsibility for having their quotation clocked in on time at the location specified above. Any Quotations received after the quotation opening time identified in Section 1.04 may be rejected.

**F. Editing of this Document**

This document must be submitted without any alterations or edits to the terms and conditions. If your response submission is found to have any modifications, additions, or changes to the originally sent documents, your response may be considered fraudulent and be rejected.

This document must be submitted without any alterations or editing of any of the terms and conditions. Where you are required to submit information, there are blanks provided for you to fill in or you may add additional pages to your response. If your response submission is found to have any changes to the originally sent documents, your response may be considered fraudulent and be rejected.

**G. Withdrawal of Quotation**

A quotation, once delivered to the formal custody of the District, may not be withdrawn until after the quotations are opened and acknowledged; and no response may be withdrawn for a period of sixty days from the opening. Once the District has received a quotation, that document becomes property of the District.

**H. Vendor Responsibility**

It is the obligation of each Vendor to examine instructions, requirements and specifications before submitting a quotation. Submission of a quotation shall be proof that such examination has been made and that each vendor has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor.

**I. Incurring Costs**

Neither the District nor its representatives shall be liable for any expenses incurred in connection with the preparation of a quotation, whether or not it is the successful Vendor. These costs include but are not limited to:

- bonding
- legal costs for any reason
- visitation costs
- reproduction
- postage and mailing

**J. Disclosure of Data**

According to state law, the content of all quotations and related correspondence, which discloses any aspect of the quotation process, will be considered public information when the award decision is announced. This includes all documents received in response to this RFQ, both the selected quotation and the quotation(s) not selected. Therefore, the District makes no representation that it can or will maintain the confidentiality of such information.

**K. Timeline**

| Description                | Date                      | Time          |
|----------------------------|---------------------------|---------------|
| Quotation #25009Q Released | Thursday, July 25, 2024   |               |
| Questions due from Vendors | Tuesday, August 6, 2024   | 4:00 p.m. LT  |
| Responses due to Vendors   | Thursday, August 8, 2024  | 4:00 p.m. LT  |
| Quotation #25009Q Due      | Thursday, August 15, 2024 | 10:00 a.m. LT |

**L. Quotation Security – Not Applicable**

**M. Affidavit of Non-Collusion**

Collusion of Vendors is cause for rejection of Vendors involved. A completed Affidavit of Non-Collusion must be submitted with each quotation. Please refer to Attachment A.

**N. Pre-Quotation Meeting – Not Applicable**

**O. Inquiries Regarding Quotation**

All inquiries concerning this RFQ must be submitted via email to [PurchQuotes@ahschools.us](mailto:PurchQuotes@ahschools.us) by **4:00 p.m. on Tuesday, August 6, 2024**. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Vendor. No phone or in person inquiries will be accepted. It is the Vendor's responsibility to bring all discrepancies, ambiguities, omissions, or matters that need clarification to the District's attention. Responses to inquiries will be emailed to Vendors **by 4:00 p.m. on Thursday, August 8, 2024**.

**P. Deviation from Specifications**

The use of approved manufacturer, brand and/or catalog description in specifying any item does not restrict vendors to that manufacturer, brand or catalog description identification. This is used simply to indicate the character, quality, or performance equivalence of the commodity desired, and the commodity on which quotes are submitted must be of such character, quality, or equivalence that it will serve the purpose for which it is to be used equally well as that specified and be acceptable to the using department.

All substitution requests must be submitted for approval during the question period of the solicitation. A complete description of the proposed substitution including packing and shipping quantities and color samples for the manufacturer, which it is to be substituted, must be included in the substitution requests. All substitution requests will be reviewed, and approved substitutions will be addressed in the addendum.

**Q. Samples**

Refer to Part 2.

**R. References**

In Part 3, Vendors are required to list three customers with approximately the same service requirements and volume as described in this document. In addition, the responder must provide information for a company who has discontinued a contract within the last three years. The District will make all reasonable attempts to reach the specified references.

**S. Uniformity**

To provide uniformity and to facilitate comparison of responses, all submissions must be printed in ink, signed and submitted on the forms provided. When additional sheets are necessary, they must be submitted clearly referring to the page number, section, or other identifying reference in this document. All information submitted must be noted in the same sequence as it appears in this document.

**T. Interpretations and/or Clarifications**

Interpretations and/or clarifications shall not be binding on Vendors unless repeated in writing and distributed as an addendum. Any changes, clarifications, or other interpretations regarding this document will be sent by the District to each Vendor. These addenda will become part of the quotation and will be included by reference in the final contract(s) between the Vendor(s) and the District.

**U. Vendor Interviews – Not Applicable**

**1.05 BASIS OF AWARD**

**A. Award**

Award shall be made to the lowest, qualified and responsible Vendor whose quote is responsive to this request. The District reserves the right to:

- Accept or reject any and all quotes or portions thereof, or to waive any irregularities or informalities in quotes.
- Reject nonconforming, nonresponsive, or conditional quotes.
- Select a quote in the best interest of the District.
- Select the next best responsive quote.
- Award to more than one Vendor.
- Release a new quote.
- Take other action, as the District deems appropriate.

The District will be the sole and final authority in determining the successful Vendor.

## 1.06 CONTRACT

### A. Contract Period

The initial Contract resulting from this quotation will be for a one-year term commencing upon receipt of signed contract and continuing through September 30, 2025.

### B. Contract Pricing

Contract pricing resulting from this request must remain firm for the initial contract period. During the contract term, the successful Vendor must pass on to the District all discounts and price reductions made available to other customers using similar services or products. At no point will the Vendor be allowed to raise cost above the stated contract price. All contract pricing must include freight and all other costs associated with the purchase of these items or services. No additional fees will be allowed.

### C. Escalation Clause

Vendors must provide the maximum escalation percentage for each renewal period contract (Part 3). Price increases must be accompanied by manufacturer documentation and CPI reference for this industry and region. Any price increases will be negotiated between the District and the Vendor annually, during the month of August.

### D. Contract Review

Upon request, the District will meet with the Contract Vendor annually to review the contract resulting from this quotation.

### E. Contract Renewal

The District reserves the right to renew the contract for three (3) additional years (12-month increments) at the same terms and conditions upon mutual agreement of the contracting parties.

### F. Contract Assignment

The Contract Vendor shall not assign this contract, in whole or in part, or any monies due or that would become due hereunder, without written consent of the District. If the District consents to the Contract Vendor assigning this contract, in whole or in part, or any monies due or that would become due, the instrument of assignment shall contain a clause that states what the right of assignee is and that any monies due to the Contract Vendor shall be subject to prior liens of all persons, firms and corporations for the services rendered or materials supplied for the performance of this contract.

### G. Vendor Performance

The Contract Vendor shall make every reasonable effort to maintain staff to deliver the service purchased by the District. The Contract Vendor shall immediately notify the District in writing whenever it is unable to, or reasonably believes it is going to be unable to, provide the agreed-upon quality and quantity of services. Upon such notification, the District shall determine whether such inability requires modification or cancellation of the contract.

The District shall not be liable for any Contract Vendor inventory in the event that this award is terminated by either party or in the event that renewal options are not exercised.

**H. Reimbursement of Liquidated Damages**

If the Contract Vendor fails to meet the specifications, terms and conditions in this document, for any reason, the District may deduct as liquidated damages from any money due or coming due to the Vendor the cost of purchase by the District on the open market. Any monies deducted are not to be construed as a penalty, but as liquidated damages to compensate for the additional costs and inconvenience incurred by the District.

**I. Vendor Financial Stability**

The District may request a copy of the Vendor’s financial records prior to contract award or during the Contract period.

**J. Contract Reports – Not Applicable**

**1.07 ADDITIONAL CONTRACT TERMS**

**A. Bonds and Insurance**

Performance Bond: All Vendors entering into a contract with the District for \$10,000.00 or more may be required to provide a Performance Bond for 100% of the contract. A Performance Bond must be furnished within 10 days of award notice of the contract.

Commercial General Liability Insurance: Vendor will maintain insurance with limits of at least \$1,500,000 each occurrence for commercial general liability including bodily injury, property damage, personal injury, product liability and contractual liability through the effective period of the contract. Policies will name the District as an additional insured on a primary basis with respect to the operations of the Vendor using form CG2026 or its equivalent.

Commercial Automobile Liability Insurance: The Vendor may be required to maintain insurance protecting it from bodily injury claims and property damage claims which may arise from operations of vehicles under the contract whether such operations were by the Vendor, a subcontractor or by anyone directly or indirectly employed under the contract. The minimum insurance amount will be \$2,000,000.00 per occurrence Combined Single Limit (CSL).

The Vendor shall provide the District with a certificate of insurance in a form acceptable to the District prior to commencement of the contract. The certificates and insurance policies required in the above paragraphs shall contain a provision that coverage afforded under the policies cannot be canceled, materially altered, or allowed to expire until at least 30 days prior written notice has been given to the District.

Errors and Omissions (E & O) Insurance: The Vendor may be required to maintain insurance protecting it from claims the Vendor may become legally obligated to pay resulting from any actual or alleged negligent act, error or omission related to the Vendor’s professional services required under this contract.

The minimum insurance amounts will be:  
\$2,000,000.00 per occurrence  
\$2,000,000.00 annual aggregate

The Vendor may be required to submit certified financial statements providing evidence the Vendor has adequate assets to cover any applicable E & O policy deductible.

Vendor will notify the District of any changes in insurance coverage or carrier by Vendor or any subcontractor.

**B. Access to Records and Audit**

Vendor’s books, records, documents, and accounting procedures and practices relevant to the contract are subject to examination by the District and either the Legislative or State Auditor, as authorized by Minnesota Statute 16A.055. Such data are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under the contract. The

vendor agrees to maintain such data for a period of 3 years from the date services or payment was last provided or made, or longer if any audit in progress requires a longer retention period.

**C. District Support**

The Vendor must provide their company contact information for key personnel providing support under this contract in Part 3.

The Contract Vendor must notify the District immediately of any changes in support staff.

**D. Permission to Proceed**

Permission to proceed is granted solely by the District.

**E. Independent Contractors**

The Vendor or its employees will not be considered employees of the District while engaged in the performance of any services required herein and shall be independent contractors. Any and all claims that may arise under the Workers Compensation Act of Minnesota on behalf of said employees, and any and all claims made by any third party as a consequence of any act of omission on the part of the work or service provided to be rendered herein, shall in no way be the obligation or responsibility of the District.

**F. Responsible Contractor – Not Applicable**

**G. Prevailing Wage – Not Applicable**

**H. OSHA**

All Vendors must comply with OSHA regulations where applicable to this quotation in that the seller warrants that the product sold or service rendered to the buyer shall conform to the standards and/or regulations promulgated by the U.S. Department of Labor under the Occupational Safety and Health Act of 1970 (29V.X.C. 651, PL 91-596).

**I. Safety**

The Vendor will comply with all state and federal laws as they relate to employee safety.

**J. District Policies and Procedures**

The Vendor will follow the District's policies and procedures while providing services in the school setting. District policies may be found on the District's website.

**K. Security Compliance on District Property – Not Applicable**

**L. Hold Harmless**

The Vendor shall indemnify, hold harmless, and defend the District and its employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney fees that the District and its employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the Vendor or its agents, servants, or employees, in execution, performance, or failure to adequately perform the Vendor's obligations pursuant to this contract. The District shall also be indemnified for any attorney's fees it incurs to enforce this indemnification provision or any other indemnification provision in the contract. Vendors must fully procure insurance coverage of the indemnification requirement.

**M. Force Majeure**

Neither party shall be held responsible for delay, nor could failure, to perform when such delay or failure is due to any of the following unless the act or occurrence could have been foreseen and reasonable action have been taken to prevent the delay or failure:

- Fire, Flood, or Epidemic
- Strikes
- Wars
- Acts of God

- Unusually severe weather
- Acts of public authorities
- Delays of defaults caused by public carriers

Provided the defaulting party to give notice as soon as possible to the other party regarding the inability to perform.

**N. Duties to Mitigate**

The contract between the District and the successful Vendor shall be governed by the laws of the State of Minnesota. Both parties shall use their best efforts to mitigate any damages that might be suffered by reason of any event-giving rise to remedy hereunder. Attorney's fees: If suit is brought by either party to this quotation to enforce any of its terms (including all component parts of the Quotation documents), and the District prevails in such suit, the Vendor shall pay all litigation expenses incurred by the District, including attorney's fees, court costs, expert witness fees, and investigation expenses.

**O. Discrimination**

During the performance of this contract, the Vendor shall not unlawfully discriminate against any employee or applicant for employment because of race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor will take affirmative action to ensure that applicants are employed and that employees are treated equally during employment, without unlawful discrimination because of their race, color, creed, religion, gender, national origin, disability, age, marital status, sexual orientation, or public assistance status. The Vendor shall also comply with any applicable federal or state laws regarding nondiscrimination. The following list includes, but is not meant to limit, laws that may be applicable:

- Minnesota Statute 363A.37
- The Equal Employment Opportunity Act of 1972
- Executive Order 11246
- The Rehabilitation Act of 1973
- The Age Discrimination in Employment Act of 1967
- The Equal Pay Act of 1963
- Minnesota Statute 181.59
- The Job Training Partnership Act of 1982
- OSHA Requirements

**P. Infringement on Adjoining Property - Not Applicable**

**Q. Temporary Facilities - Not Applicable**

**R. Utility Clearances - Not Applicable**

**S. Use of the District Facilities – Not Applicable**

**T. Cleanup – Not Applicable**

**U. Special Controls - Not Applicable**

**V. Publicity and Advertising**

Vendor shall not use in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of the District except on the specific, written authorization, in advance, of the District's Department of Public Relations.

**W. Prohibition against conflicts of interest, gratuities, and kickbacks**

Any employee or any official of the District, elected or appointed, who shall take, receive, or offer to take or receive, either directly or indirectly, any rebate percentage of contract, money, or other things of value, as an inducement or intended inducement, in the procurement of business, or the giving of business, for,



or to or from any person, partnership, firm, or corporation offering, submitting pricing for, or in open market seeking to make sales to the District shall be deemed guilty of a felony and upon conviction such person or persons shall be subject to punishment of a fine in accordance with state and/or federal laws.

**X. Damage to District Property – Not Applicable**

**Y. Quality of Work**

People skilled in work of this type shall execute all work in a thorough, professional manner. **All paper and ink colors must be approved before printing any new catalogs/papers with a press check and hard paper proof.** The vendor shall make good all damages resulting from this work at no additional cost to the District.

**Z. Third Party Acquisition of Company**

The Contractor shall notify the District in writing should the Contractor's business or all its assets be acquired by a third party. The Contractor further agrees that the contract's terms and conditions, including any and all license rights and related services, shall not be affected by the acquisition. Prior to completion of the acquisition, the Contractor shall obtain for the District's benefit and deliver thereto the assignee's agreement to fully honor the terms of the contract.

**1.08 ORDERING PROCESS AND PAYMENT**

**A. Purchase Orders**

All orders authorized by the District for merchandise or services are initiated by a duly signed Purchase Order. The Contract Vendor shall not accept orders from the District without the benefit of a Purchase Order.

If the Contract Vendor is unable to fulfill the Purchase Order under the terms of the contract, the District reserves the right to cancel the order in part or whole and purchase the merchandise on the open market.

**B. Quantities**

No guarantee of minimum or maximum quantity or amount is either made or implied. The District shall neither be compelled to order any quantity of any item nor limited in the total quantity of any item.

The District reserves the right to increase or decrease the number of catalogs printed under the resulting contract.

**C. Compliance with Laws and Debarment**

The Vendor certifies that all goods or services furnished under this Contract shall comply with all applicable federal, state, and local laws or ordinances, and all applicable rules, regulations, and standards established by any agency of such governmental units, which are now or hereafter promulgated insofar as they relate to the Vendor's performance of the provisions of this Agreement, as well as District policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract. It shall be the obligation of the Vendor to apply for, pay for and obtain all permits and/or licenses required by any governmental agency for the provision of those services contemplated herein.

Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government. Vendor shall notify District if it becomes debarred or suspended during the term of this Contract. District may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by District in connection therewith.

**D. Returns**

**Should the merchandise be delivered in an unacceptable condition, the District requires the Vendor to provide a return authorization and replacement for the merchandise, within 10 business days, without additional expense to the District.** Unacceptable conditions are defined as ink and paper not matching the approved hard paper proof/press check.

**E. Warranty – Not Applicable**

**F. Delivery**

Brochures are to be bundled and delivered to a specified mail house to be determined. Please refer to Part 2.

**G. Contract Vendor Personnel**

All Contract Vendor personnel performing work on District property must wear a clearly visible company name badge that is easily recognizable by school/site staff and have a criminal background screening that clearly shows no crimes have been committed against children. The Contract Vendor will keep Employee Screening records on file for any personnel delivering merchandise or performing service under this contract. The District reserves the right to audit these records at any time.

**H. Taxes**

Minnesota Taxes: Instrumentalities of the State of Minnesota are not subject to the State of Minnesota Sales Tax pursuant to Minnesota Laws of 1967, Extra Session, Chapter 32, Article XIII, Section 25, Subd. 1, Para. (J).

Telecommunication Excise Tax: The district falls under the category of State and Local Governments thus under regulations prescribed by the IRS, no tax shall be imposed under section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

Excise Taxes: Instrumentalities of the State of Minnesota are not subject to Federal Excise Taxes. Individual exemption certificates will be furnished upon request if needed by the successful Vendor to reclaim such charges.

**I. Payment**

The District will pay undisputed invoices within 35 days of receipt. “Date of Receipt” means the completed delivery of the goods or services or the satisfactory installation, assembly or specified portion thereof, or the receipt of the invoice for the delivery of the goods or services, whichever is later (MN Statute 471.425).

Invoices should be mailed direct to the Accounts Payable Department at the Educational Service Center, 2727 North Ferry Street, Anoka, Minnesota, 55303 or emailed to [Purchap@ahschools.us](mailto:Purchap@ahschools.us)

Vendor must indicate prompt payment discount and payment will be accepted by credit card (P-Card) at no additional cost to the District. Please refer to Part 3.

**J. Progress Payments – Not Applicable**

**K. Non-Appropriation**

The District reasonably believes that budgeted funds will be obtained sufficient to make all payments. Continuation of any agreements beyond June 30th of any year is contingent upon appropriation of budgeted funds for payment of that contract. In the event that adequate funds are not so appropriated, the District shall notify the vendor as soon as possible prior to the necessary cancellation and no penalty in any form shall be levied against the District because cancellation of any part or all of the equipment required by failure of appropriation.

**L. Data Privacy**

Vendor agrees that any information it creates, collects, receives, stores, uses, or disseminates during the course of its performance, which concerns the personal, financial, or other affairs of the District, its Board, officers, employees or students shall be kept confidential and in conformance with all state and federal laws relating to data privacy, including, without limitation, the Minnesota Government Data Practices Act, Minnesota Statute, Chapter 13. Vendors must comply with any applicable requirements as if it were a governmental entity. The remedies in Minn. Stat. § 13.08 apply to the Contractor. The Vendor

will report immediately to the District any requests from third parties for information related to this Contract. The District will respond to such data requests. All subcontracts, if allowed, shall contain the same or similar data practices compliance requirements.

#### **M. Privacy of Pupil Records**

Pursuant to the District's Protection and Privacy of Pupil Records Policy and consistent with the requirements of the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act, the Contractor shall be deemed to be a school official when performing the duties and responsibilities of the District. As such, the Contractor certifies and agrees that all data created, collected, received, stored, used, maintained, or disseminated by the Contractor must comply with the Family Educational Rights and Privacy Act and the Minnesota Government Data Practices Act.

#### **N. Return of Data – Not Applicable**

### **1.09 JOINT PURCHASING – Not Applicable**

### **1.10 FEDERAL TERMS**

In addition to other provisions required by the Federal agency or non-Federal entity, all contracts made by the non-Federal entity under the Federal award must contain provisions covering the following, as applicable. (2 C.F.R. SEC. 200.326; APPENDIX II TO PART 200)

(A) Contracts for more than the simplified acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by 41 U.S.C. 1908, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be affected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of "federally assisted construction contract" in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 CFR part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended (40 U.S.C. 3141-3148). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency

## **PART 2: DETAILED SPECIFICATIONS**

### **2.01 DESCRIPTION**

Anoka-Hennepin School District is requesting quotations for the printing of the ECFE Families Brochure. The ECFE brochures are specified below in Part 2.02.

**Samples of current catalogs are available upon request.**

### **2.02 INDIVIDUAL SPECIFICATIONS**

#### **Fall, Winter, Spring and Summer ECFE Families Brochure**

**Disk Format:** Information to be sent electronically to vendor's FTP Site.

**All Pages:** Four colors throughout. 2/C (bleeds) (District will pick out ink colors at time of contract)  
**Pictures for brochures must be clearly defined and vivid colors.**

**Copies:** 12,256 estimated for each edition. (Qty can change from each edition)

**Paper and Ink:** 80# Uncoated Text, Finch Opaque Smooth Text, Color: Bright White 96B, Front colors: 4, Back Colors: 4, 2/S (Bleeds). Please indicate size and weight quoting on.  
**Please send a sample of the paper that you plan to use for this project.**

**Finish Area:** Trim: 33.8125" x 11", to 11.375" wide x 17" high, Double Parallel Fold to 8 1/2" x 11"- Half Fold to 8 1/2: x 5 1/2" for mailing.

**Miscellaneous:** CASS/NCOA and Presort 3 Data List – 12,256 Mail. Presort Standard Permit #40, Inkjet (N&A) and Clear Tab (2), Bulk pack for mail- Drop at P.O. of District recommendation. (To be determined)

### **2.03 FILE MANIPULATION CHARGE**

Vendor to indicate, in Part 3, the hourly charge for file manipulation prior to printing.

### **2.04 PROJECT SCHEDULE**

Mid-January - Winter Brochure (First year contract will not include this due to tight time frame)

Late-April - Spring Brochure

Mid-October - Fall Brochure

Late May – Summer Brochure

#### FINISHED SIZE:

Trim: 33.8125" x 11", to 11.375" wide x 17" high, Double Parallel Fold to 8 1/2" x 11"- Half Fold to 8 1/2: x 5 1/2" for mailing.

### **2.05 PROJECT TIMELINES**

There is a maximum of two weeks completion time between pick-up by printer and delivery to the designated mail house.

### **2.06 BUNDLING, ADDRESSING AND POST OFFICE DELIVERY**

The District will supply addresses electronically in delivery route walk sequence order as certified by registered provider. Addresses are to be sprayed onto brochures. Brochures must be bundled by route in walk sequence by postal regulations.

Copies for distribution to schools must be delivered to the Educational Service Center, 2727 North Ferry Street, Anoka, Minnesota, 55303. Carton pack 2,600 brochures for shipping.

**2.07 PROOF**

The District must approve printed proof or a pre-press check. The proof must be delivered to: Anoka-Hennepin Schools  
Missy Hilger – Print Shop Supervisor  
2727 N. Ferry Street  
Anoka, MN 55303  
Inquiries or follow-up questions may be directed to [Melissa.Hilger@ahschools.us](mailto:Melissa.Hilger@ahschools.us).

**2.08 PRESS RUN**

The District reserves the right to check the press run.

**2.09 LOCATION OF PRINTING PLANT**

Indicate below the location of the printing plant: [To be inserted upon acceptance.]

**2.10 SAMPLES**

The District reserves the right to call for samples on an item quoted at no cost to the District. Samples will be used for testing and evaluating purposes only. **The vendor must send a sample of the paper that will be used in the projects for this quotation.**

**2.11 PRODUCT/PRINTING QUALITY**

The Vendor must work with District to determine correct ink colors for brochures prior to printing all quantities to ensure press quality.

**PART 3: QUOTATION FORM**

This section of the quotation must not contain any erasures, corrections, or whiteout. Failure to comply may result in the response being rejected.

**3.01 QUOTE PRICING**

Provide quote prices in units of measures as indicated below.

| PROJECT  | SCHEDULE ISSUE        | QTY    | FORMAT  | PAPER TYPE AND WEIGHT | PRICE PER BROCHURE PROJECT |
|--|-----------------------|--------|---|-----------------------|----------------------------|
| Fall Brochure  | Mid-October<br>Fall   | 12,256 | Brochures, 80# Uncoated Text, Finch Opaque Smooth Text, Color: Bright White 96B, Front colors: 4, Back Colors: 4, 2/S (Bleeds) See size Part 2.02 |                       |                            |
| Winter Brochure  | Mid-January<br>Winter | 12,256 | Brochures, 80# Uncoated Text, Finch Opaque Smooth Text, Color: Bright White 96B, Front colors: 4, Back Colors: 4, 2/S (Bleeds) See size Part 2.02 |                       |                            |
| Spring Brochure  | Late-March<br>Spring  | 12,256 | Brochures, 80# Uncoated Text, Finch Opaque Smooth Text, Color: Bright White 96B, Front colors: 4, Back Colors: 4, 2/S (Bleeds) See size Part 2.02 |                       |                            |
| Summer Brochure  | Late-May<br>Summer    | 12,256 | Brochures, 80# Uncoated Text, Finch Opaque Smooth Text, Color: Bright White 96B, Front colors: 4, Back Colors: 4, 2/S (Bleeds) See size Part 2.02 |                       |                            |
| Statement fee  |                       |        |   |                       |                            |
| High resolution pre-press color proof (PDF)                                      |                       |        |   |                       |                            |
| Delivery to mail house – (To be determined - current Impact Mail in Minneapolis) |                       |        |   |                       |                            |
| Postage and Shipping cost  |                       |        |   |                       |                            |

**3.02 FILE MANIPULATION CHARGE**

State the hourly charge for file manipulation to be done prior to printing. \$\_\_\_\_\_hourly charge

**3.03 DELIVERY GUARANTEE**

State your delivery time after receipt of order (ARO) \_\_\_\_\_

**3.04 MAXIMUM PRICE ESCALATION**

Please indicate below the maximum annual percentage of increase, if any, on the products proposed in 3.01 for subsequent contract periods. Documentation of manufacturer price increases must be provided to the District prior to increases. Increases may only occur at the time of contract renewal.

2025-26 \_\_\_\_\_%      2026-27 \_\_\_\_\_%      2027-28 \_\_\_\_\_%

**3.05 PROOF**

The District must approve a printed pre-press proof. Coordinate delivery of the proof with Melissa Hilger, [melissa.hilger@ahschools.us](mailto:melissa.hilger@ahschools.us) or otherwise specified lead graphic designer in the Anoka-Hennepin School District print and design services department (763-506-1343).

**3.06 PRESS RUN**

Will your company allow the District to check the press run? \_\_\_\_\_Yes \_\_\_\_\_No

**3.07 LOCATION OF PRINTING PLANT**

Indicate the location of the printing plant: \_\_\_\_\_

**3.08 PROMPT PAYMENT DISCOUNTS**

Please indicate your prompt payment discount If offered (i.e. 2% 10, net 35) Indicate prompt payment discounts. \_\_\_\_\_

**3.09 ALTERNATE PAYMENT OPTIONS**

Will you accept payment by credit card (P-Card) or another electronic payment method at no additional cost to the District?

\_\_\_\_\_Yes \_\_\_\_\_No

**3.10 VENDOR SUPPORT STAFF**

The Vendor must provide a dedicated sales representative, customer service representative, and accounts receivable representative to assure continuity of service and success of the contract. The Contract Vendor must notify the District immediately of any changes in support staff.

**Name**

**Email**

**Phone**

SALES REPRESENTATIVE: \_\_\_\_\_

CUSTOMER SERVICE REP: \_\_\_\_\_

ACCTS. RECEIVABLE REP: \_\_\_\_\_

**3.11 REFERENCES** (If this portion is not completed the District may request this information before any award)

List three (3) customers with approximately the same volume as this contract including the customer’s name, address, phone number and contact person. List one (1) customer with approximately the same volume who has discontinued a contract with you in the last three (3) years. Include the same information as above and in addition list the rationale for canceling the contract. Attach additional sheets if necessary.

| Customer Name  | Contact Person & Phone Number |
|--|-------------------------------|
| 1)   |                               |
| 2)   |                               |
| 3)   |                               |
| Customer Name & Address<br>Contact Person & Phone Number<br>(for a customer who has discontinued a contract) | Rationale for Canceling       |
|  |                               |

**PART 4: ACCEPTANCE**

I, the undersigned, hereby certify that I am a duly authorized agent of \_\_\_\_\_ to submit this quotation for consideration and acknowledge that all 19 pages of the **Request for Quotation 25009Q for** have been received and agree to the terms contained therein.

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_  
(Type or print)

TITLE: \_\_\_\_\_

VENDOR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**ADDENDA**

Receipt of the following Addenda to the quotation documents and their costs being incorporated in the quotation is acknowledged:

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_

Addendum No. \_\_\_\_\_ Date \_\_\_\_\_



**ATTACHMENT A**

**AFFIDAVIT OF NON-COLLUSION**

I hereby swear (or affirm) under the penalty of perjury:

That I am the Vendor (if the Vendor is an individual), a partner in the company (if the Vendor is a partnership), or an officer or employee of the responding corporation having authority to sign on its behalf (if the Vendor is a corporation);

That the attached response has been arrived at by the Vendor independently and has been submitted without collusion with and without any agreement, understanding or planned common course of action with any other Vendor designed to limit fair or open competition.

That the contents of the Request for Quotation response have not been communicated by the Vendor or its employees or agents to any person not an employee or agent of the Vendor and will not be communicated to any such persons prior to the official opening of the Quotation; and

I certify that the statements in this affidavit are true and accurate.

Authorized Signature: \_\_\_\_\_

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

Firm Name: \_\_\_\_\_

**A COMPLETE RESPONSE SUBMISSION  
MUST INCLUDE THE FOLLOWING**

- \_\_\_ Quotation Form (Part 3)
- \_\_\_ Signed Acceptance (Part 4)
- \_\_\_ Affidavit of Non-Collusion (Attachment A)
- \_\_\_ Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions (Attachment B)



**Certification Regarding  
Debarment, Suspension, and Other Responsibility Matters  
Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

**(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)**

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
  - (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name \_\_\_\_\_

Date \_\_\_\_\_

By \_\_\_\_\_

Name and Title of Authorized Representative

\_\_\_\_\_  
Signature of Authorized Representative

### INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.

2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.

3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).

6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.

7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.