

**City of Seattle**

**Invitation to Bid #FFD-4304**

**Title: Data Processing & Mailing Services**

Table 1: Solicitation Schedule

|  |  |
| --- | --- |
| **Event** | **Date** |
| ITB Issued | 02/14/2018 |
| Pre-Bid Conference (Optional) | 02/21/2018 at 11:00 AM |
| Deadline for Questions | 02/28/2018 |
| Sealed Bids Due to the City | 03/13/2018 at 3:00 PM |

The City of Seattle (the “City”) may modify this schedule. The City posts changes to the due date on the City website and by amendment. Bids must be received by the due date and at the time and location specified in Section 6 “BID INSTRUCTIONS & INFORMATION” or as amended.

# **BACKGROUND, PURPOSE, AWARD**

**Background:** The City has an existing contract with a local provider for data processing and mailing services; however, the contract expires this year and the contract has no renewal options. Therefore, the City is returning for a competitive solicitation to establish new contracts for data processing and mailing services (the “Contract(s)”).

In 2017, usage by the various City Departments totaled approximately $400,000.

**Purpose:** The City seeks qualified bidders (each a “Bidder”) for data processing and mailing services on an “as needed” basis, which the City expects to include, among other things, data transfer onto pre-printed forms, printing on blank stock, folding, inserting into envelopes, bar coding, postage metering, and U.S. Postal Service delivery (the “Services”). The City expects to use the Services for License/Tax Forms, Seattle Animal Shelter Licensing Renewals, Seattle Municipal Court forms, and other forms, as needed.

While the City prefers local Bidders for this Contract, the City will consider non-local Bidders that can meet the Specifications listed in Section 5.

**Pool Contract Award:** The City intends to award a pool of eligible, qualified, and competitive contracts for the Services. The City may place orders with any of the resultant contract vendor (each a “Vendor”), selecting the Vendor the City wishes to use in any manner that the City department placing the order chooses.

# **SOLICITATION OBJECTIVES**

The City expects to achieve the following outcomes through this solicitation:

* Obtain a vendor with a strong record of experience so that the City is guaranteed to get dependable, proven, and expert services.
* Obtain timely and excellent customer service.
* Get the best value, with consideration given to experience, skills, and other selection criteria (e.g., price).

# **MINIMUM QUALIFICATIONS**

The following are minimum qualifications a Bidder must meet to submit a bid. Responses must show compliance to these minimum qualifications. The City reserves the right, but is not obligated to, clarify if compliance to the minimum qualifications is not clear in Bidder’s response. Those not responsive shall be rejected by the City without further consideration:

* Bidder must offer the most current & up-to-date address update from USPS. The data must be in the format the City requires. Acceptable formats include, but are not limited to, the following: excel, csv for RCCP’s Seattle Licensing Information Management” (SLIM) database, and Seattle Animal Shelter’s PetPoint Database.
* Bidder must have the ability to accept the City’s data via FTP or email.
* Bidder must have access to the Coding Accuracy Support System (CASS) and the National Change of Address (NCOA) list to update and format address information in the City’s format.

# **LICENSING AND BUSINESS TAX REQUIREMENTS**

Bidder must meet all licensing requirements that apply to their business immediately after contract award or the City may reject the Bidder before contract execution. Carefully consider related costs before submitting their offer, as the City does not separately pay or reimburse licensing costs.

**Seattle Business Licensing and Associated Taxes:** If you have a “physical nexus” in the city, you must obtain a Seattle Business License and pay all taxes due before the Contract can be signed. A “physical nexus” means you have physical presence, such as: a building/facility in Seattle, you make sales trips into Seattle, your own company drives into Seattle for product deliveries, and/or you conduct service work in Seattle (repair, installation, service, maintenance work, on-site consulting, etc).

We provide a Vendor Questionnaire Form in our submittal package items later in this ITB, and it will ask you to specify if you have “physical nexus”. All costs for any licenses, permits and Seattle Business License taxes owed shall be borne by the Vendor and not charged separately to the City.

The Vendor must immediately obtain the license and ensure all City taxes are current, unless exempted by City Code due to reasons such as no physical nexus. Failure to do so will cause rejection of the bid. Self-Filing: You can pay your license and taxes on-line using a credit card [www.seattle.gov/self](http://www.seattle.gov/self).

For Questions and Assistance, call the License and Tax Administration office which issues business licenses and enforces licensing requirements. The general e-mail is [tax@seattle.gov](mailto:tax@seattle.gov). The main phone is 206-684-8484. The licensing website is <http://www.seattle.gov/licenses>.

The City of Seattle website allows you to apply and pay on-line with a credit card if you choose.

If a business has extraordinary balances due on their account that would cause undue hardship to the business, the business can contact our office to request additional assistance. A cover-sheet providing further explanation, with the application and instructions for a Seattle Business License is provided below.

Those holding a City of Seattle Business license may be required to report and pay revenue taxes to the City. Such costs should be carefully considered by the Bidder prior to submitting your offer. When allowed by City ordinance, the City will have the right to retain amounts due at the conclusion of a contract by withholding from final invoice payments.

The application for a Seattle Business License can be found using the following link: <http://www.seattle.gov/Documents/Departments/FAS/Licensing/Seattle-business-license-application.pdf>.

**State Business Licensing and Associated Taxes:** Before the Contract is signed, provide the State of Washington business license (a State “Unified Business Identifier” known as a UBI Number). If the State of Washington has exempted your business from State licensing (some foreign companies are exempt and sometimes, the State waives licensing because the company does not have a physical presence in the State), then submit proof of that exemption to the City. All costs for any licenses, permits, and associated tax payments due to the State because of licensing shall be borne by the Vendor and not charged separately to the City.

Instructions and applications are at <http://bls.dor.wa.gov/file.aspx>.

# **SPECIFICATIONS and SCOPE OF WORK**

**General Specifications:** The following embedded specifications are incorporated into the Contract. To open the embedded documents, double click on the icon.



**Contract Term**: The Contract shall be for five years, with one two-year extension allowed at the option of the City.

**No Guaranteed Contract Utilization**: The City does not guarantee utilization through the Contract. The solicitation may provide estimates of utilization solely to help Bidders prepare their bids and does not serve as a guarantee of usage. The City reserves the right to make multiple or partial awards, and/or to order greater or less quantities based on the City’s needs. The City reserves the right to use other appropriate contract sources to obtain these services, such as State of Washington contracts. The City may also periodically re-solicit for new additions to the vendor pool to invite additional vendors to submit bids for award. Use of such supplemental contracts does not limit the right of the City to terminate existing contracts for convenience or cause.

If the City awards multiple contracts to form a vendor pool, this ITB established competition compliant to City competitive proposal laws. The City Project Manager may place an order with any pool vendor or may solicit multiple quotes to select among the pool of vendors. If departments request quotes, Vendors must use the costs and hourly rates in the Contract.

**Contract Expansion**: The Contract or any associated Purchase Order may be expanded as allowed below. A modification may be considered per the criteria and procedures below for any ongoing contract that has not yet expired. Likewise, a one-time Purchase Order may be modified if the bid reserved the right for additional orders to be placed within a specified period of time, or if the project or body of work associated with a Purchase Order is still active. Such modifications must be mutually agreed. The only person authorized to make such agreements for the City is the Buyer from the City Purchasing Division (Department of Finance and Administrative Services). No other City employee is authorized to make such written notices. Expansions must be issued in writing from the City Buyer in a formal notice. The Buyer will ensure the expansion meets the following criteria collectively: (a) it could not be separately bid; (b) the change is for a reasonable purpose; (c) the change was not reasonably known to either the City or Vendor at time of bid or else was mentioned as a possibility in the bid (such as a change in environmental regulation or other law); (d) the change is not significant enough to be reasonably regarded as an independent body of work; (e) the change could not have attracted a different field of competition; and (f) the change does not vary the essential identity or main purpose of the Contract. The Buyer shall make this determination, and may make exceptions for immaterial changes, emergency or sole source conditions, or for other situations as required in the opinion of the Buyer.

Some changes are not an expansion of scope, including an increase in quantities, exercising bid options and alternates, or ordering work identified within the solicitation. If such changes are approved, changes are done as a written order issued by City Purchasing to the Vendor.

**Trial Period and Right to Award to Next Low Vendor:** A ninety (90) day trial period applies to the Contracts awarded by this solicitation. During the trial period Vendors must successfully perform. Failure to perform may cause immediate cancellation of a Contract. If a dispute occurs or a discrepancy arises as to acceptability of the Services, the City’s decision prevails. The City will pay only for authorized orders received up to termination. If a Contract is terminated within the trial period, the City may award the Contract to the next low, responsive Bidder by mutual agreement with that Bidder. Any new award will be for remaining contract work and is also subject to a trial period.

**Background Checks and Immigrant Status:** Background checks will not be required for workers that will be performing the work under a Contract. The City has strict policies regarding the use of Background checks, criminal checks, immigrant status, and/or religious affiliation for contract workers. The policies are incorporated into the contract and available for viewing on-line at <http://www.seattle.gov/city-purchasing-and-contracting/social-equity/background-checks>.

***Schedule, Orders, Delivery***

**Order Desk:** Vendorsshall provide a telephone service or “order desk” to receive calls from City departments for advice or assistance, recommendations on the services and for receiving and processing of phone orders. The Order Desk shall be available from 7:00 a.m. to 5:00 p.m. all business days except City holidays. If your standard operating hours are otherwise, notify City Purchasing. Depending on the Department needs, hours similar to, but not exactly the same as, the 7-5 schedule may be accepted by the City as compliance to this requirement.

**Pick-up Option:** City employees may pick up orders at the Vendor’s location. Vendor shall require a City ID and the employee’s Washington Driver’s license, City shop assignment, and City equipment number when placing and picking up an order.

**Delivery Option:**  The Vendor shall provide a delivery service for routine orders. The Vendor will pick up or deliver products to the City location specified. There will be no charge for delivery unless specified in the Bid.

**No Minimum Order Quantities:** There will be no minimum order quantities for the Contract.

**Prohibition on Advance Payments:** The City cannot accept requests for up-front payment, down payment, or partial payment. Maintenance subscriptions may be paid up to one year in advance provided that the payment is reimbursed to the City on a prorated basis upon termination; all other expenses are payable net 30 days after receipt and acceptance of satisfactory compliance.

**Cancellation of Orders:** The City may cancel an order before delivery without penalty or charge, providing that the Vendor has not incurred any special production costs such as custom fabrication in fulfilling the order. If the City cancels the order after production has begun for a non-standard or custom order, then the Vendor may charge the customer a cancellation penalty up to but not to exceed 10% penalty computed on the net contract price of the cancelled purchase item(s).

***Environmental Specifications***

**Environmental Standards**: Unless notified otherwise by the Vendor, services bid must be compliant to USEPA Standards published by the USEPA unless specified otherwise. See USEPA Standards at: <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

**PBT Free Specification - Persistent Bioaccumulative Toxic (PBT) Chemicals – Mercury, Dioxin, PCB. PBDE, Lead, PVC and other:** The City of Seattle adopted Resolution #30487 in 2002 which requires City Purchasing differentiate products that contain PBT chemicals and that release PBT chemicals during production or disposal, from those products that do not, and requires City Purchasing reduce acquisition of products that contain or release PBT chemicals. This includes mercury, dioxin, PCB, PBDE (polybrominated diphenyl ethers, i.e. flame retardants), and others identified by the State of Washington, Department of Ecology see <http://www.ecy.wa.gov/programs/hwtr/RTT/pbt/>.

If a Bidder has a product that contains or releases any PBT materials, Bidder must immediately notify the City Buyer. Should the City determine there is no reasonable or economically feasible substitute, the City may amend allow for, or provide a maximum of 10% preference for, products that include or release the least PBT chemical practical. The City may reject Bids with PBT materials. Additional information is at: <http://www.ecy.wa.gov/toxhaz.html>. The City Council Resolution is below:



**Independent Contractor:** The City provides contract and project management, managing deliverables, schedules, tasks, and contract performance. This is distinguished from an employer-employee. This contract prohibits vendors from supervising and/or being supervised by a City employee. Supervision includes a City Employee Performance Evaluations, preparing and/or approving City timesheets, administering discipline, and similar actions. Contract workers shall not be given City office space unless provided for below, and for no more than 36 months without authorization from the City.

The City will not provide space in City offices for performance of this work. Vendors must perform work from their own office space or in the field, as appropriate to the work.

**Paid Sick Time and Safe Time Ordinance:** Be aware that the City has a Paid Sick Time and Safe Time ordinance that requires companies to provide employees who work more than 240 hours within a year inside Seattle, with accrued paid sick and paid safe time for use when an employee or a family member needs time off from work due to illness or a critical safety issue. The ordinance applies to employers, regardless of where they are located, with more than four full-time equivalent employees. This is in addition and additive to benefits a worker receives under prevailing wages per WAC 296-127-014(4). City contract specialists may audit payroll records or interview workers as needed to ensure compliance to the ordinance. Please see <http://www.seattle.gov/laborstandards> or call the Office of Labor Standards at 206.684.4500 with questions.

# **BID INSTRUCTIONS & INFORMATION**

**Registration into City Online Business Directory:** If you have not previously completed a one-time registration into the City Online Business Directory, we request you register at: www.seattle.gov/obd. The City Online Business Directory is used by City staff to locate your contract(s) and identify companies for bid lists on future purchases. Bids are not rejected for failure to register, however, if you are awarded a contract and have not registered, you will be required to register, or you will be added into the system. Women and minority owned firms are asked to self-identify. If you need assistance, please call 206-684-0444.

**Communications:** All Bidder communications concerning this acquisition and evaluation must be directed only to the Buyer below. Failure to comply may cause bid rejection. Unless authorized by the Buyer, no other City official or City employee is empowered to speak for the City regarding this solicitation or resultant contract evaluation.

Marlon R. Franada

206-684-4515

[marlon.franada@seattle.gov](mailto:marlon.franada@seattle.gov)

**Pre-Bid Conference:** The City shall conduct an optional Pre-Bid conference (see date and time page 1), at the City Purchasing Office, 700 5th Avenue, Suite 4112, Seattle. Bidders need not attend to be eligible to submit a Bid. The meeting answers questions potential Bidders may have regarding the solicitation document and to discuss and clarify issues. This is an opportunity for Bidders to raise concerns regarding specifications, terms, conditions, and any requirements of this solicitation. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-bid conference. Those unable to attend in person may participate via Skype. Contact the Buyer at least two days in advance of the conference when requesting access by Skype.

**Questions:** Submit questions to the Buyer by the deadline (see page 1). The City prefers such questions by e-mail to the City Buyer. Failure to request clarification of any inadequacy, omission, or conflict will not relieve Bidder of any responsibilities herein or in any subsequent contract. Bidder is responsible to assure they received responses to the questions if issued.

**Changes to the ITB/Addenda:** A change may be made by the City if, in the sole judgment of the City, the change will not compromise the City’s objectives. A change will be made by formal written addendum issued by the City’s Buyer. Such Addenda shall become part of this ITB and included in the Contract. Interested Bidders are responsible to assure they received Addenda.

**Bid Blog:** You may opt to subscribe to an “RSS Feed” on our new Blog (titled “The Buy Line”). This is optional for your convenience and for companies familiar with RSS technology. If you unfamiliar and would like to learn, you may call the City Buyer. The technology provides alerts for addenda or solicitations you may be interested in. <http://www.seattle.gov/city-purchasing-and-contracting/city-purchasing>

**Receiving Addenda and/or Question and Answers:** The City Buyer will try to provide you notice, through the RSS Feed or e-mail, when changes or addendums are posted on our website. Notwithstanding such efforts, it is the Bidder’s responsibility to learn of addendums, responses, or notices issued by the City. Some third-party services post City of Seattle bids on their websites. The City does not guarantee such services have accurately provided bidders with all information, particularly Addendums or changes to bid date/time.

Bids are considered compliant to all Addendums, with or without specific Bidder confirmation. The Buyer can reject the Bid if it does not reasonably appear to have incorporated Addendum. The Buyer may reject bids that don’t appear to incorporate substantive Addendum, or the Buyer may find that the Addendum were not material and accept the bid.

**Submittal Requirements:**

Number all pages.

The City may designate page limits. Pages that exceed page limits will be excised from the document for evaluation.

Prepare your bids on 8 1/2” by 11” format. Non-recyclable materials are strongly discouraged. Bidders should “double side”. If there are page limitations, one side of a printed page is one page.

The City will not accept Fax and CD copies as an alternative to the paper or electronic e-mail copy submittal. If a CD or fax version is delivered to the City, the paper or electronic e-mail copy will be the only official version accepted by the City.

**Late Submittals:** Bidder has full responsibility to ensure the response arrives at City Purchasing within the deadline. A submittal after the time fixed for receipt will not be accepted unless the lateness is waived by the City as immaterial based upon a specific fact-based review. Responses arriving after the deadline may be returned unopened to the Bidder, or the City may accept the package and make a determination as to lateness.

**Paper Copy Submittal:** One (1) original, Two (2) copies, and one (1) CD copy of the response must be received no later than the date and time specified on the procurement schedule or as otherwise amended.

Table 2: Paper Copy Submittal Addresses

|  |  |
| --- | --- |
| **Physical Address (courier)** | **Mailing Address (For U.S. Postal Service mail)** |
| City Purchasing and Contracting Services  Seattle Municipal Tower  700 Fifth Ave Ste 4112  Seattle, WA 98104  ATTN: Marlon R. Franada | City Purchasing and Contracting Services  Seattle Municipal Tower  P.O. Box 94687  Seattle, WA 98124-4687  ATTN: Marlon R. Franada |

1. Paper-copy submittals should be in a sealed box or envelope marked and addressed with the CPCS Buyer name, bid title and number. If packages are not marked, the Bidder has all risks of the package being misplaced and not properly delivered.
2. The submittal may be hand-delivered or must otherwise be received by the Buyer at the address provided, by the submittal deadline*.* Delivery errors will result without careful attention to the proper address.
3. Submittals and their packaging (boxes or envelopes) should be marked with the name and address of the Bidder.

**Preferred Paper and Binding:** The City has an environmentally-preferable purchasing commitment, and seeks a package format to support the green expectations and initiatives of the City. City prefers submittals on 100% PCF paper, consistent with City policy and City environmental practices, available from Keeney’s Office Supply at 425-285-0541 or Complete Office Solutions at 206-650-9195. The City prefers simple, stapled paper copies. If a binder or folder is essential due to the size of your submission, they should be fully 100% recycled stock. Such binders are available from Keeney’s Office Supply at 425-285-0541 or Complete Office Solutions at 206-650-9195. Please double-side submittal.

**Electronic Copy Submittal:** In lieu of a paper copy, Bidders may submit bids via e-mail process as described below. All other bid requirements remain the same. The City uses a secure mailbox to receive and protect bids for a sealed opening at the designated date and time. To submit an electronic copy, Bidders can e-mail their bid documents by the bid opening date and time (Table 1 or as otherwise amended) to [securebid@seattle.gov](mailto:securebid@seattle.gov).

**Do not e-mail your bid response to any other e-mail address.**

* Title the e-mail with the bid title, number, and company name. Any risks associated with the electronic transmission of the bid submittal are borne by the Bidder.
* The City e-mail system will allow documents up to, but no larger than, 20 Megabytes. If the Bidder also submits a paper-copy, the City will determine which form takes precedence if discrepancies occur.
* City intends to send a confirming e-mail in reply. However, a Bidder may also call (206) 684-0444 to confirm their bid has been received by the City.

**Bid Opening:** Bids shall be publicly opened by the City at the date and time specified at the City Purchasing office.

**Bid and Price Specifications:** Bidder shall provide their offer on the City forms, indicating unit prices for each item if applicable, attaching additional pages if needed. In the case of difference between the unit price and the extended price, the City shall use the unit price. The City may correct the extended price. Unless specified otherwise, Bidder shall quote prices F.O.B. Destination, with freight prepaid and allowed, US Dollars.

**Do Not Submit Extra Comments, Explanations, Information, or Changes:** The City will reject bids that take material exception to City specifications and the Contract. Never add information or explanations on your Bid Offer Form. Do not take exceptions, do not offer alternatives (unless City requests), and do not mark the Bid Offer Form with changes. Do not attach your boilerplate. All those can cause bid rejection in the Buyer’s sole opinion. If the Bid Offer Form doesn’t adequately address your concern, ask the Buyer for direction.

**Partial and Multiple Awards:** Unless stated to the contrary in the solicitation, the City reserves the right to name a partial and/or multiple awards, in the best interest of the City. Prepare all pricing and offers accordingly. The City may eliminate an individual line item when calculating award, to meet City needs, if a line item is not routinely available or cost exceeds City funds.

**Prompt Payment Discount:** As provided for on the Bid Offer Form, Bidder may provide a prompt payment discount term. A prompt payment discount term of ten or more days will be considered for bid tabulation.

**Taxes:** The City is exempt from Federal Excise Tax. Washington state and local sales tax will be an added line item although taxes are not used in bid tabulation for award.

**Interlocal Purchasing Agreements:** This is for information only and not to determine award. RCW 39.34 allows cooperative purchasing between public agencies, non-profits, and political subdivisions. Public agencies that file an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City Contracts. The seller agrees to sell additional items at the bid prices, terms and conditions, to other eligible governmental agencies. The City has no responsibility for the payment of such purchases. Should the Bidder impose additional costs for such purchases, the Bidder is to name such additional pricing as a supplement to their offer.

**Contract Terms and Conditions:** Bidders shall carefully review all specifications, requirements, Terms and Conditions (see Attachment #1), and insurance. Bid submission is agreement to all Terms and Conditions. All specifications, requirements, and terms and conditions are mandatory, and submittals should anticipate full compliance without exception.

**Incorporation of ITB and Bid in Contract:** This ITB and Bidder’s response, including promises, warranties, commitments, and representations made in the successful bid, are binding and incorporated by reference in the City’s contract.

**Effective Dates of Offer:** Offered prices remain valid until City completes award. Should any Bidder object, do so before the bid due date.

**Cost of Preparing Bids:** The City is not liable for costs incurred by Bidders in bid preparation and presentation including, but not limited to, costs incurred for demonstrations and pre-bid conferences.

**Prohibited Contacts:** Bidders shall not interfere in any way to discourage other potential and/or prospective Bidders from bidding or considering a bid process.  Prohibited contacts include, but are not limited to, any contact, whether direct or indirect (e.g., in writing, by phone, email or other, and by the Bidder or another person acting on behalf of the Bidder) to a likely firm or individual that may discourage or limit competition.  If such activity is evidenced to the satisfaction and in sole discretion of the City Purchasing Manager, the Bidder that initiates such contacts may be rejected from the process.

**Bidder Responsibility to Examine Documents:** Bidder is responsible to examine all specifications and conditions thoroughly and comply with specifications and terms and conditions. Bidders must comply with all Federal, State, and City laws, ordinances and rules, and meet any and all registration requirements per Washington State law. By responding to this solicitation, Bidder agrees he/she has read and understands all documents within this solicitation package.

**Bidder Responsibility to Provide Full Response:** It is the Bidder’s responsibility to provide a full and complete written response and Bid Offer Form that does not require interpretation or clarification by the Buyer. The Bidder is to provide all requested materials, forms, and information. The Bidder must ensure the offer accurately reflects the Bidder’s specifications and offering. The City does not accept materials intended to supplement the bid after the bid deadline; however, the City may consider additional materials obtained by the City, even if submitted by Bidder, or to seek clarifications from Bidder as needed. However, this does not limit the right of the City to consider additional information (such as references that are not provided by the Bidder but are known to the City, or past experiences by the City in assessing responsibility), or to seek clarifications by the City.

**Do Not Attach Additional Materials with your Bid:** Do not insert material sheets, extra product options, comments on boilerplate, supplemental or suggested contract terms, or other similar materials unless such materials are requested by the City or are necessary to show an “Approved Equal” product specification. Such additional materials can compromise the clarity of your bid and result in rejection of your offer. If the materials conflict with your offer, the City will not be obligated to clarify or determine which has priority; the City may instead reject your bid.

**Changes or Corrections to Bids:** Prior to the bid due date and time established for this solicitation, a Bidder may change its bid provided the change is initialed and dated by the Bidder. No change to a bid shall be made after the bid closing date and time. Note you cannot change, mark-up, or cross-out any condition, format, provision or term that appears on the City’s published Bid Offer Form. If you need to change your own prices or answers you write on the Bid Offer Form, such changes must be made in pen, initialed, and be clear in intent. Do not use white-out.

**Errors in Bids:** Bidders are responsible for errors and omissions in their bids. No such error or omission shall diminish the Bidder’s obligations to the City.

**Withdrawal of Bid:** A submittal may be withdrawn by written request of the Bidder prior to bid closing. After the closing date and time, the submittal may be withdrawn only with permission by the City.

**Rejection of Bids and Rights of Award:** The City reserves the right to reject any or all bids with no penalty. The City also has the right to waive immaterial defects and minor irregularities in any submitted bid.

**Bid Disposition:** All material submitted in response to this solicitation shall become the property of the City upon delivery to the Buyer.

**Equal Benefits:** Seattle Municipal Code Chapter 20.45 (SMC 20.45) requires consideration of whether Bidders provide health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members. The bid package includes a “Vendor Questionnaire” which is the mandatory form on which you make a designation about the status of such benefits. If your company does not comply with Equal Benefits and does not intend to do so, you must still supply the information on the Vendor Questionnaire. Instructions are provided at the back of the Questionnaire.

**Insurance Requirements:** Insurance requirements in the attached Terms and Conditions shall apply, unless modified by further materials within this solicitation. If formal proof of insurance must be submitted to the City before execution of the Contract, the City will remind the Vendor in the Intent to Award letter. The apparent successful Vendor must promptly provide such proof of insurance to the City in reply to the Intent to Award Letter. Contracts will not be executed until all required proof of insurance has been received and approved by the City. Vendors are encouraged to immediately contact their Broker to begin preparation of the required insurance documents, if the Vendor is selected as a finalist. Vendors may elect to provide the requested insurance documents within their Bid.

**Proprietary Materials:** The State of Washington’s Public Records Act (Release/Disclosure of Public Records): Under Washington State Law (reference RCW Chapter 42.56, the Public Records Act) all materials received or created by the City of Seattle are considered public records. These records include, but are not limited to, bid submittals, agreement documents, contract work product, or other bid material.

The State of Washington’s Public Records Act requires that public records be promptly disclosed by the City upon request unless that RCW or another Washington State statute specifically exempts records from disclosure. Exemptions are narrow and explicit and are listed in Washington State Law (Reference RCW 42.56 and RCW 19.108).

Bidders must be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions. For more information, visit the Washington State Legislature’s website at <http://www1.leg.wa.gov/LawsAndAgencyRules>.

If you have any questions about disclosure of the records you submit with your bid, please contact City Purchasing at (206) 684-0444.

**Marking Your Records Exempt from Disclosure (Protected, Confidential, or Proprietary):** As mentioned above, all City of Seattle offices are required to promptly make public records available upon request. However, under Washington State Law some records or portions of records are considered legally *exempt from disclosure* and can be withheld. A list and description of records identified as exempt by the Public Records Act can be found in RCW 42.56 and RCW 19.108.

If you believe any of the records you are submitting to the City as part of your bid or contract work products are exempt from disclosure, you can request that they not be released before you receive notification. To do so, you must complete the City Non-Disclosure Request Form (“the Form”) provided by City Purchasing (see Form as part of Vendor Questionnaire) and very clearly and specifically identify each record and the exemption(s) that may apply, and submit a copy of your records with the specified exemptions redacted. (If you are awarded a City contract, the same exemption designation will carry forward to the contract records.)

The City will not withhold materials from disclosure simply because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite on the Form. Only the specific records or portions of records properly listed on the Form will be protected and withheld for notice. All other records will be considered fully disclosable upon request.

If the City receives a public disclosure request for any records you have properly and specifically listed on the Form, the City will notify you in writing of the request and will postpone disclosure. While it is not a legal obligation, the City, as a courtesy, will allow you up to ten business days to file a court injunction to prevent the City from releasing the records (reference RCW 42.56.540). If you fail to obtain a Court order within the ten days, the City may release the documents.

The City will not assert an exemption from disclosure on your behalf. If you believe a record(s) is exempt from disclosure you are obligated to clearly identify it as such on the Form and submit it with your bid. Should a public record request be submitted to City Purchasing for that record(s), you can then seek an injunction under RCW 42.56 to prevent release. By submitting a bid document, the bidder acknowledges this obligation; the Bidder also acknowledges that the City will have no obligation or liability to the Bidder if the records are disclosed.

**Requesting Disclosure of Public Records:** The City asks Bidders and their companies to refrain from requesting public disclosure of bids until an intention to award is announced. This measure is intended to protect the integrity of the solicitation process particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by State Law. If you do wish to make a request for records, please make your request at the City of Seattle’s Public Records Request Center at [www.seattle.gov/public-records/public-records-request-center](http://www.seattle.gov/public-records/public-records-request-center).

**Ethics Code:** Please familiarize yourself with the City Ethics Code: <http://www.seattle.gov/ethics/etpub/et_home.htm>. Attached is a pamphlet for Vendors, Customers and Clients. Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

**No Gifts and Gratuities:** Bidders shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Bidder. An example is giving a City employee sporting event tickets to a City employee on the evaluation team of a bid you plan to submit. The definition of what a “benefit” would be is broad and could include not only awarding a contract but also the administration of the contract or evaluating contract performance. The rule works both ways, as it also prohibits City employees from soliciting items of value from Bidders. Promotional items worth less than $25 may be distributed by the Bidder to City employees if the Bidder uses the items as routine and standard promotions for the business.

**Involvement of Current and Former City Employees:** If a Bidder has any current or former City employees, official or volunteer, working or assisting on solicitation of City business or on completion of an awarded contract, you must provide written notice to City Purchasing of the current or former City official, employee, or volunteer’s name. The Vendor Questionnaire within your bid documents prompts you to answer that question. You must continue to update that information to City Purchasing during the full course of the contract. The Vendor is to be aware and familiar with the Ethics Code, and educate Vendor workers accordingly.

**Contract Workers with over 1,000 Hours:** The Ethics Code has been amended to apply to vendor company workers that perform over 1,000 cumulative hours on any City contract during any 12-month period. Any such vendor company employee covered by the Ethics Code must abide by the City Ethics Code. The Vendor is to be aware and familiar with the Ethics Code, and educate vendor workers accordingly.

**No Conflict of Interest:** Bidder (including officer, director, trustee, partner, or employee) must not have a business interest or a close family or domestic relationship with any City official, officer, or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration, or evaluating Bidder’s performance. The City shall make sole determination as to compliance.

**Campaign Contributions (Initiative Measure No. 122):** Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least $250,000 in contracts with the City in the last two years or who has paid at least $5,000 in the last 12 months to lobby the City. Please see Initiative 122, or call the Ethics Director with questions. For questions about this measure, contact: Polly Grow, Seattle Ethics and Elections, 206-615-1248 or [polly.grow@seattle.gov](mailto:polly.grow@seattle.gov).

# **BID SUBMITTALS**

**General:** Submit the bid in the following format and attachments. Attach each form within your bid*. (Note: Any Addendum could change the forms provided below.)* Bidder Instructions have specified how the Buyer will consider a failure to incorporate changes made by Addendum:

1. Legal Name: Submit a certificate, copy of web-page, or other documentation from the Corporation Commission in which you incorporated that shows your legal name as a company. Many companies use a “Doing Business As” name or a nickname in their daily business. However, the City requires the legal name of your company, as it is legally registered. When preparing all forms below, use the proper company legal name. Your company’s legal name can be verified through the State Corporation Commission in the state in which you were established, which is often located within the Secretary of State’s Office for each state at <http://www.coordinatedlegal.com/SecretaryOfState.html>.
2. Minimum Qualifications: This response is mandatory. The determination you have achieved all minimum qualifications is made from this or similar document alone, and therefore, the Buyer is not obligated to check references or search other materials in your bid to make this decision.



1. Vendor Questionnaire: This response is mandatory. Submit this questionnaire even if you have sent one in to the City on a previous bid.



1. Bid Offer Form: This response is mandatory.



**Submittal Checklist:** This checklist is for your convenience only. It need not be submitted with your bid. This checklist summarizes each form required to complete and submit your bid package to the City.

|  |  |
| --- | --- |
| Cover Sheet |  |
| Legal Name |  |
| Minimum Qualifications | Mandatory |
| Vendor Questionnaire | Mandatory |
| Bid Offer Form | Mandatory |

# **EVALUATION**

**Responsiveness and Responsibility:** City Purchasing shall review submittals to determine basic responsiveness (timely submittal, all required forms submitted, etc), responsibility (minimum qualifications, equal benefit determinations, etc), and technical minimum requirements if any (delivery date, required specifications etc). An initial review is made after opening, however additional and more detailed reviews may be made during evaluation and before award. The review may be made of all Bidder or only as needed to determine the lowest responsive and responsible Bidder.

**Specifications:** Before tabulating price, the City evaluates Bidder compliance with specifications and bid requirements.

**Pricing:** Items on price sheets shall then be calculated for award. Item pricing will be multiplied by the number of units required for an item total. Item totals will be totaled for all items for a tabulated total. If an error in math occurs, unit pricing will be considered the correct price and will be used. If any cost item is missing from a Bid Offer Form, the City reserves the right to reject that Bid or to calculate and compare bids without that cost item considered.

**Prompt Payment Discount:** The City will calculate and reduce the pricing submitted by applying any prompt payment discounts.

**Local Business Tax Revenue Consideration:** SMC 20.60.106 (H) authorizes that in determining the lowest and best bid, the City shall consider the tax revenues derived by the City from its business and occupation, utility, sales and use taxes from the proposed purchase.   The City will apply SMC 20.60.106(H) and calculate when the value could serve as a differentiator to determine the lowest bid. The City of Seattle’s Business and Occupation Tax rate varies according to business classification. Typically, the rate for service such as consulting and other professional services is .00415% and for retail or wholesale sales and associated services, the rate is .00215%. Only vendors that have a City of Seattle Business License and have an annual gross taxable Seattle income of $100,000 or greater, pay Business and Occupation Tax.

# **AWARD AND CONTRACT EXECUTION**

The City Buyer intends to provide written notice of the intention to award in a timely manner and to all Bidders responding to the Solicitation. Please note, however, there are time limits on protests to bid results, and Bidders have final responsibility to learn of results in sufficient time for such protests to be filed in a timely manner.

**Protests and Complaints:** The City has rules to govern the rights and obligations of interested parties that desire to submit a complaint or protest to this ITB process. Please see the City website at <http://www.seattle.gov/city-purchasing-and-contracting/solicitation-and-selection-protest-protocols> for these rules. Interested parties have the obligation to know of and understand these rules, and to seek clarification from the City.

**Instructions to the Apparently Successful Vendor(s):** The Apparently Successful Vendor(s) will receive an Intention to Award Letter from the Buyer after award decisions are made by the City. The Letter will include instructions for final submittals due prior to execution of the contract or Purchase Order. The Vendor will be expected to provide all essential documents within ten (10) business days. This includes attaining a Seattle Business License and payment of all associated taxes due and providing proper proof of insurance. If the selected Vendor fails to complete all the final submittals within the allotted ten (10) days, the City may elect to cancel the intended award and award to the next ranked Vendor, or cancel or reissue this solicitation. Cancellation of an award for failure to execute the Contract in the timeframes above may cause Bidder disqualification for future solicitations for this same or similar product/service.

**Final Submittals Prior to Award:** The Vendor(s) should anticipate that the Letter will require at least the following. Vendors are encouraged to prepare these documents when possible, to eliminate risks of late compliance.

1. Ensure Seattle Business License is current and all taxes due have been paid.
2. Ensure the company has a current State of Washington Business License.
3. Supply Evidence of Insurance to the City Insurance Broker if applicable
4. Supply a Taxpayer Identification Number and W-9 Form

**Taxpayer Identification Number and W-9:** Unless the apparently successful Vendor has already submitted a fully executed Taxpayer Identification Number and Certification Request Form (W-9) to the City, the apparently successful Vendor must execute and submit this form prior to the contract execution date.



**Attachments**

The following documents have been embedded within this page. To open, double click on icon.

Contract Terms and Conditions



Insurance Requirements

