

**Caswell County Partnership for Children  
Request for Applications  
Administrative Goods & Services**

The Caswell County Partnership for Children is soliciting applications for administrative goods and services through competitive negotiations. This is a two-year bid.

RFA Release Date:	May 29, 2019
Deadline for Questions:	June 12, 2019
Submit Questions to:	Bridget Bernal ccpfcfinance@esinc.net
Responses to Questions:	Will be posted at <a href="http://www.caswellchildren.org">www.caswellchildren.org</a> by June 19, 2019
Deadline for Applications:	Must be received by June 26, 2019 by 4 PM
Submit to:  Mailed or hand delivered:	Bridget Bernal  Caswell County Partnership for Children 1084 NC Hwy 86 N PO Box 664 Yanceyville, NC 27379
Electronic Submission:	Bridget Bernal ccpfcfinance@esinc.net
Award Notification:	July 24, 2019

**Proposals may be submitted electronically or in hard copy format. Faxed applications will not be accepted.**

Note: By submitting an application you are confirming that you are aware of all of the Requirements and Selection Process and that you agree to provide the documentation and services as required.

## **I. GENERAL INFORMATION**

### **Introduction**

The Caswell County Partnership for Children (hereinafter referred to as CCPFC) is soliciting applications from qualified applicants for administrative goods and services through competitive negotiations. The purpose of this Request for Applications (RFA) is to acquire the services of a qualified applicant (hereinafter referred to as Vendor) to provide administrative goods and services. This includes: pest control services, office supplies, and printing services.

CCPFC unites the community to provide families with resources and services to enable all children to reach their fullest potential. CCPFC is a non-profit organization serving children, youth, and families in Caswell County. CCPFC improves the quality of life for children and families by supporting initiatives addressing early education, family support, health and youth development. CCPFC administers North Carolina's Smart Start and Pre-K programs, as well as several other grant funded programs, and serves as a Raising a Reader affiliate. Additional information regarding CCPFC can be located at [www.caswellchildren.org](http://www.caswellchildren.org).

Applications should cover the time period of July 1, 2019-June 30, 2021. This is a two-year bid.

### **Purpose of the Request**

- To obtain qualified vendors to provide pest control services, office supplies, and printing services.

## **II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS**

### **Award Term and Requirements**

Funding for this project is provided for a two-year term and is contingent on funding availability and adherence to the requirements of the proposal. The term of any resulting award is anticipated to be for two fiscal years, from 7/1/2019 until 6/30/2021.

### **Eligibility**

#### **APPLICATION REQUIREMENTS**

Vendors must submit a completed Application and Attachment A (bid specifications) for each area of interest, both located below, in order to be considered.

Vendor should include prices for each fiscal year.

### **Selection Process**

Applications received by the deadline will be reviewed for completeness:

- Application
- Attachment A for each area of interest

Completed applications will be evaluated according to price, quality, reputation for service, and ability to comply with the Caswell County Partnership for Children's fiscal policies and procedures.

### **III. SUBMISSION INSTRUCTIONS**

#### **Additional Requirements Upon Selection**

If selected, the Local Partnership will contact the Vendor to obtain a completed Internal Revenue Service (IRS) Form W-9, unless it is already on file at CCPFC.

- The Local Partnership will not contract with any Vendor that fails to provide all required information and documentation.
- Vendors will be notified no later than July 24, 2019 about proposal status. If all applications are rejected, Vendors will be notified promptly by the Local Partnership.

Administrative Goods & Services 2019-2021 Application

Name of Vendor: \_\_\_\_\_

Name of Individual authorized to legally bind the Vendor:

\_\_\_\_\_

Signature of individual authorized to legally bind the Vendor (by signing, you are verifying that you are the legal representative of the vendor and are authorized to bind the application):

\_\_\_\_\_

Provide a statement about the Vendor's experience and history as it relates to the performance of work in this request for applications:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Vendor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against Vendor or any of its officers, directors, employees, agents or subcontractors of which the vendor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information. Please provide statement here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List two references including name, phone number, and email address:

1<sup>st</sup> Reference: \_\_\_\_\_

2<sup>nd</sup> Reference: \_\_\_\_\_

Caswell County Partnership for Children  
FY 2019-2021 Competitive Bid Specifications

1) Quarterly Pest Control Service

The total square footage of our office space is 1200.

Please include a response to each of the following questions as part of the application for this service:

1. What services specifically will be provided?
2. What is the preferred time that services will be provided?  
Services should be provided during regular business hours, Monday-Thursday 9am-4pm.
3. Can you provide a copy of the certificate of liability insurance that includes the effective dates, who is insured, and the amount of coverage? If so, attach to application.
4. What is the total cost of first year? Second year? Please note that pricing you provide with the bid shall be effective for two years since this is a two year bid. Prices should remain the same, as stated in the bid, for the duration of the two years (7/1/19-6/30/21). If you anticipate a price increase within this timeframe, then incorporate the charges here with the application.

2) Printing Service

Please include a response to each of the following questions as part of the application for this service:

1. How are orders placed?
2. Does Vendor have a graphic designer that will assist in adjusting layout/design on any custom print requests, for aesthetic purposes?
3. Are electronic proofs provided for approval before order is filled?
4. How are deliveries handled?
5. What is the delivery timeframe after order has been placed?
6. What is the price of the following? Provide pricing for year one and year two. (Fill in the chart below.) Please note that pricing you provide with the bid shall be effective for two years since this is a two year bid. Prices should remain the same, as stated in the bid, for the duration of the two years (7/1/19-6/30/21). If you anticipate a price increase within this timeframe, then incorporate the charges here with the application.

Note that the Smart Start logo referenced below can be found at this link:

<http://www.smartstart.org/smart-start-brand-identity/>



Note that the CCPFC logo can be found at this link:

<http://www.caswellchildren.org/logos-and-forms.html>



Item	Price
1000 sheets letterhead-bond 25% cotton with CCPFC logo in blue ink and multicolored Smart Start logo on white paper	
Set up fee for letterhead	
1000 #10 business envelopes (regular) with side seams, standard gum, white, with CCPFC logo and return address in blue ink and multicolored Smart Start logo	
1000 #10 single window envelopes (regular) with side seams, standard gum, white, with CCPFC logo and return address in blue ink and multicolored Smart Start logo	
1000 9X12 white catalog envelopes, standard seal, with CCPFC logo and return address in blue ink and multicolored Smart Start logo	
Set up fee for envelopes	
500 white, one sided business cards in blue ink with CCPFC logo in blue and multicolored Smart Start logo	
Set up fee for cards	
500 color one page infographic, 8.5 x 11 inch	
Set up fee for infographic	
500 color postcard, 4 x 6 inch	
Set up fee for postcard	

3) Office Supplies

Please include a response to each of the following questions as part of the application for this service:

1. How are orders placed?
2. How are product exchanges handled?

3. How are orders delivered?
4. What is the delivery timeframe after order has been placed?
5. What is the price for the following? Fill in chart below, noting that substitutions are accepted. Provide pricing for year one and year two. Please note that pricing you provide with the bid shall be effective for two years since this is a two year bid. Prices should remain the same, as stated in the bid, for the duration of the two years (7/1/19-6/30/21). If you anticipate a price increase within this timeframe, then incorporate the charges here with the application.

Item	Item Number	Price	Substitution Item Number	Price
Avery 5161 Laser Address Labels-1" x 4"				
Avery 5160 Laser Address Labels-1" x 2 5/8"				
Avery 18163 Labels 100 pack-2" x 4"				
3 Ring Presentation View Binders-1"				
3 Ring Presentation View Binders-2"				
3 Ring Presentation View Binders-3"				
3 Ring Presentation View Binders-4"				
3 Ring Presentation View Binders-5"				
8 1/2" x 11" copy paper 20 #84 brightness-ream				
8 1/2" x 11" copy paper 20 #84 brightness-case				
Colored copy paper 20# pastel				
Colored copy paper 20# neon				
Avery tab dividers 11446				
1 doz. Pilot precise V5 extra fine pens-blue				
1 doz. Pilot precise V5 extra fine pens-black				
1 doz. Pilot precise V5 extra fine pens-purple				
Green hanging files (letter size) (25 per box)				
Green hanging files (letter size) Expandable to 3 1/2"				
Manila file folders 1/3 cut-letter size (100 per box)				

HEWCE255A ink cartridge				
HEWCE505A ink cartridge				
CNMPC-210 ink cartridge				
Clear sheet protectors (100 per box)				
#10 Single window envelopes				
3" x 3" Post-It Notes (12 pack)				
Binder clips-small				
Binder clips-medium				
Binder clips-large				
Post-It "Sign Here" flags				
Retractable Highlighters (Assorted)				
Georgia Pacific 19375 Coreless Toilet Tissue				
Georgia Pacific 281-24 Paper Towels 320 sheets				
SoftSoap Hand Soap Gallon				
Invisible Tape ¾" x 1296"				
Standard Staples-Universal 79000				
9 x 12 Construction Paper, Assorted Colors, 50 sheets per pk				
9 x 12 Construction Paper, separate packs of black, orange, red, pink, gray, white, purple, blue, yellow, green, 50 sheets per pk				
22 x 28 Posterboard-white 50 pk				
22 x 28 Posterboard-assorted colors 50 pk				
Genuine Joe box trash bags, 13 gallon size (150 per box)				
Wausau Card Stock Ream-Any color				



Wausau Card Stock Ream-White				
Geographics, LLC Certificate Paper Pk of 50-Any color border 8.5" x 11"				
Avery 0.26 ounce odorless, non-toxic gluestick				
ProGuard vinyl general purpose disposable gloves-Box of 100				
Clorox disinfecting wipes,citrus Scent-75 per canister				
Clorox Green Works 32 fluid ounce all-purpose spray bottle cleaner				
Rubbermaid 12 inch sponge mop				
Chicopee Durawipe cleaning rags-Box of 250				