

**The Alabama State Port Authority
250 North Water Street, Suite 300, Mobile, AL 36602
(251) 441-7001**

BID SOLICITATION FOR SUPPLIES OR SERVICES

All submitted bids will be publicly opened at 10:00 a.m. CDT, September 14, 2017, in the Killian Room, First Floor, 250 N. Water St., Mobile, AL 36602. Sealed bid proposals can be delivered via mail courier or hand delivered to the Alabama State Port Authority, 250 N. Water Street, Suite 300, Mobile, AL 36602 until 8:45 a.m. September 14, 2017. After 8:45 a.m. , September 14, 2017, bids should be delivered to the Killian Room, First Floor, 250 N. Water Street, Mobile, AL, 36602. No consideration will be given to bids unless presented on the ASPA's "Requisition and Proposal" form with suitable attachments as deemed necessary by the bidder. Bids must be sealed and must state the Bid Title (ASPA Magazine Printing) on the outside of the envelope. Failure to mark the Bid Package with the Bid Title may invalidate the bid. **ASPA WILL NOT ACCEPT BIDS VIA EMAIL OR FAX.**

QTY	BID ITEM DESCRIPTION	BID PRICE
	<p>See Instructions For Bidders sheet attached for bid mailing and delivery instructions.</p> <p>Eight (8) quarterly issues from Volume 4 2017 (November 1, 2017 through October 31, 2019) with an option to renew for 2 (two) one year terms. Provide four (4) separate line item costs for the following:</p> <p>Thirty six (36) pages plus cover, folds to 8.5" wide by 11" deep. 4-color process throughout. Excellent quality press work color control required. Quote plus or minus cost of adding or subtracting four page signatures. To be published each quarter. Method of printing, offset lithography. Paper stock 70# Anthem Plus Matte/Satin Text white or comparable for insides and 80# Anthem Plus Gloss Cover white or comparable for cover. Folded: quantity 6,200 per quarter with an option to increase or reduce number by increments of 100 copies.</p> <p>Forty (40) pages plus cover, folds to 8.5" wide by 11" deep. 4-color process throughout. Excellent quality press work color control required. Quote plus or minus cost of adding or subtracting four page signatures. To be published each quarter. Method of printing, offset lithography. Paper stock 70# Anthem Plus Matte/Satin Text white or comparable for insides and 80# Anthem Plus Gloss Cover white or comparable for cover. Folded: quantity 6,200 per quarter with an option to increase or reduce number by increments of 100 copies.</p> <p>Forty Four (44) pages plus cover, folds to 8.5" wide by 11" deep. 4-color process throughout. Excellent quality press work color control required. Quote plus or minus cost of adding or subtracting four page signatures. To be published each quarter. Method of printing, offset lithography. Paper stock 70# Anthem Plus Matte/Satin Text white or comparable for insides and 80# Anthem Plus Gloss Cover white or comparable for cover. Folded: quantity 6,200 per quarter with an option to increase or reduce number by</p>	<p style="text-align: center;">Amount for 36 pages (plus cover) _____</p> <p style="text-align: center;">Amount for 40 pages (plus cover) _____</p> <p style="text-align: center;">Amount for 44 pages (plus cover) _____</p>

BIDS MUST BE SIGNED BY BIDDER, COMPANY EMPLOYEE OR AUTHORIZED REPRESENTATIVE

Upon my Award of Bid, I affirm the stipulated bid price will be paid within _____ days from receipt of written notification by the Authority:



The Alabama State Port Authority
250 North Water Street, Suite 300, Mobile, AL 36602
(251) 441-7001

BID SOLICITATION FOR SUPPLIES OR SERVICES

Individual/Company Name _____

Address _____

City _____, State _____ ZIP _____

Phone No. _____

I hereby certify that I have not been a party to any agreement or collusion among bidders, prospective bidders or employees of the State of Alabama and the Alabama State Port Authority in restraint of Freedom of Competition, by agreement to bid at a fixed price or to refrain bidding, or otherwise.

Sworn To and Subscribe before me on this,

Bidder's Signature _____

The _____ day of _____, 20 ____.

Bidder's Name (Print) _____

Notary Public



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QTY	BID ITEM DESCRIPTION	BID PRICE
	<p>Forty Eight (48) pages plus cover, folds to 8.5" wide by 11" deep. 4-color process throughout. Excellent quality press work color control required. Quote plus or minus cost of adding or subtracting four page signatures. To be published each quarter. Method of printing, offset lithography. Paper stock 70# Anthem Plus Matte/Satin Text white or comparable for insides and 80# Anthem Plus Gloss Cover white or comparable for cover. Folded: quantity 6,200 per quarter with an option to increase or reduce number by increments of 100 copies.</p> <p>The printer must state prior to printing of first issue under the contract the stock he intends to use, furnish samples and supply brand name and mill. If any other stock is to be used on any subsequent issue the printer must notify the Public Affairs Department, Alabama State Port Authority, in writing (30) days in advance of the change. Any change whatsoever must be approved by the Editor. The Editor may approve the use of another stock in the case of distressed shipments of paper or other emergencies. But the printer must offer evidence that paper shipments are distressed or similarly unattainable.</p> <p>Scans bid separately.</p> <p>Typeset editorial copy, cutlines, display and headlines to be furnished by Editor.</p> <p>DVD, CD, or electronic files containing layout of body copy, headlines, cutlines and photos, and semi-comprehensive dummy of rest of magazine to be furnished to printer approximately seven (7) working days prior to date of publication.</p> <p>A proof of complete publication will be given to the Editor in five (5) working days after printer has received the dummy. The Editor has two (2) days to approve and make corrections. All art work, match prints, and dummy will be given to the Editor with proof for checking purposes. Reasonable corrections may be made by the Editor at no charge. On all corrections on which there is a charge the bill for the corrections will show page numbers and amount of charges.</p>	<p>Amount for 48 pages (plus cover)</p> <hr/>

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Individual/Company Name _____ Address _____

City _____, State _____ ZIP _____ Phone No. _____

I hereby certify that I have not been a party to any agreement or collusion among bidders, prospective bidders or employees of the State of Alabama and the Alabama State Port Authority in restraint of Freedom of Competition, by agreement to bid at a fixed price or to refrain bidding, or otherwise.

Sworn To and Subscribe before me on this, Bidder's Signature _____

The _____ day of _____, 20 ____ Bidder's Name (Print) _____

Notary Public



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QTY	BID ITEM DESCRIPTION	BID PRICE
	<p>The Alabama State Port Authority will supply a mailing list by way of E-mail database mailer that will be output on magazine for mailing. Addresses will be applied according to U.S. Postal Service regulations. Magazines will be mailed at the cheapest rate applicable, and the printer will notify the Public Affairs Department of the Alabama State Port Authority of changes in rates and mailing procedures of the U.S. Postal Service. Postage will be paid by the Alabama State Port Authority.</p> <p>Special handling of a selected number of copies (approximately 300 quarterly) will be necessary. Printer will be responsible for preparing the foreign mailing pieces by placing them in an envelope with ASPA return address. These magazines will be handled by Post-Edge International, Inc. and charges and postage will be billed to ASPA by Post-Edge International Inc.</p> <p>All mailings and bulk shipments which will be designated by Alabama State Port Authority will be completed and at post office in one-and-a half (1 1/2) working days. The printer has two (2) working days after mailing to deliver all other copies of magazine to the Alabama State Port Authority, Public Affairs Department, with all of the artwork, photos and dummy layouts. The printer will deliver immediately to the Alabama State Port Authority the first 300 copies of the magazine at the printer's expense.</p> <p>All material, copy, proofs, etc. will be picked up from and delivered to the Public Affairs Department, International Trade Center, Mobile, Alabama. In the event a company not located in Mobile is awarded the contract, the mode of transportation, as well as the cost of any telephone calls in regard to the magazine will be borne by the printer. All magazines not mailed out shall be returned to the Alabama State Port Authority, Public Affairs Department at the time of the mailing. The magazines will be packaged not over 35lbs. (15 kilograms) per box, and wrapped in lots of 30 and boxes labeled to indicate contents. Label will show count and quarter of magazine.</p>	<p>Amount</p> <hr/>

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City _____, State _____ ZIP _____ Phone No. _____

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	<p>All electronic files used in printing are to be the property of the Alabama State Port Authority. They will be held by the printer, and delivered to the Alabama State Port Authority at the close of contract or on request. If electronic files are lost or made unusable by the printer, the printer will reshoot the files from best available art and deliver to the Alabama State Port Authority within fifteen (15) days of said request.</p> <p>Variations from established minimums will subject manufacturer to rejection of issue and cancellation of contract.</p> <p>Contract subject to cancellation on 30-day written notice to contractor by the Alabama State Port Authority.</p>	

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Individual/Company Name _____ Address _____
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 The _____ day of _____, 20____. Bidder's Name (Print) _____

Notary Public



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BID SOLICITATION FOR SUPPLIES OR SERVICES

INSTRUCTIONS FOR BIDDERS

This instruction sheet is provided as a guide to facilitate the bid process and highlight important points for consideration by bidders. Each bidder is responsible for fully reading and complying with the instructions on the Alabama State Port Authority bid form. **This instruction sheet is to be used as a guide ONLY.**

1. No consideration will be given to bids unless presented on the Alabama State Port Authority's "Requisition and Proposal" Form with suitable attachments as deemed necessary by the bidder. Alternate bid proposals may be rendered, with proper support.
2. If your company is not prepared to submit a bid, so state and sign to avoid being deleted from the prospective bidder's list.
3. The Alabama State Port Authority reserves the right to reject any and all bids if deemed in the Alabama State Port Authority's interest.
4. No allowance will be made for error, either omission or commission.
5. Unit price governs in errors relating to extension of prices.
6. Alabama State Port Authority policy has changed. **Bids will not be accepted via FAX or EMAIL. All bids must be sealed and sent via mail courier or hand delivered to ASPA Public Affairs Office located in the International Trade Center Building, 250 N. Water St., Mobile, Al., 3rd floor, Suite 300, before the specified date and time.**
7. The Alabama State Port Authority accepts no responsibility for facilitating the receipt of bids.
8. **Bids over \$7,500 per year must be NOTARIZED.**
9. Bids received after the specified opening time will be returned to the bidder unopened. Bidders are requested to show a return address on the bid envelope.
10. Bid proposals must be filled out completely, including the name, address, telephone number, fax number (if possible), and signature of responsible person.
11. Questions or comments pertaining to this bid must be presented in writing, sent via email or fax to the attention of Sheri Collins, ASPA Public Affairs Manager, email scollins@asdd.com no later than five (5) working days prior to the bid opening in order to allow adequate time for a written response, or the question(s) submitted late will not be answered and will be forever waived.
12. Notarization not required on "SALE" BIDS.
13. 250 North Water Street is the street address.
14. **Please specify the bid title (ASPA MAGAZINE PRINTING BID) on envelope.**

NOTICE TO BIDDERS – COMPLIANCE WITH BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT

Effective October 1, 2011, the Beason-Hammon Alabama Taxpayer and Citizen Protection Act ("the Act") requires that any business entity contracting with or approving any grant or incentives to the state, including the Alabama State Port Authority, certify compliance with the Act. Alabama's law requires business entities conducting business with the state register with E-Verify on or before January 1, 2012. E-Verify is an Internet-based system that allows an employer to determine the eligibility of that employee to work in the United States. The E-Verify system is operated by the Department of Homeland Security in partnership with the Social Security Administration. E-Verify is available in Spanish. For more information about this system, please log on to http://www.dhs.gov/files/programs/gc_1185221678150.shtm All Bidders must certify such compliance by executing the enclosed CERTIFICATE OF COMPLIANCE WITH THE BEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT and returning it to the Alabama State Port Authority with your bid package. The Certificate must WITNESSED.

State of _____

County of _____

CERTIFICATE OF COMPLIANCE WITH THE DEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535, as amended by Act 2012-491)

DATE: _____

RE Contract/Grant/Incentive (describe by number or subject):

----- by and between
----- (Contractor/Grantee) and
----- (State Agency, Department or Public Entity)

The undersigned hereby certifies to the State of Alabama as follows:

- 1. The undersigned holds the position of _____ with the Contractor/Grantee named above, and is authorized to provide representations set out in this Certificate as the official and binding act of that entity. I have knowledge of the provisions of THE DEASON-HAMMON ALABAMA TAXPAYER AND CITIZEN PROTECTION ACT (ACT 2011-535 of the Alabama Legislature, as amended by Act 2012-491) which is described herein as "the Act".
2. Using the following definitions from Section 3 of the Act, select and initial either (a) or (b), below, to describe the Contractor/Grantee's business structure.

BUSINESS ENTITY. Any person or group of persons employing one or more persons performing or engaging in any activity, enterprise, profession, or occupation for gain, benefit, advantage, or livelihood, whether for profit or not for profit. "Business entity" shall include, but not be limited to the following:

- a. Self-employed individuals, business entities filing articles of incorporation, partnerships, limited partnerships, limited liability companies, foreign corporations, foreign limited partnerships, foreign limited liability companies authorized to transact business in this state, business trusts, and any business entity that registers with the Secretary of State.
b. Any business entity that possesses a business license, permit, certificate, approval, registration, charter, or similar form of authorization issued by the state, any business entity that is exempt by law from obtaining such a business license, and any business entity that is operating unlawfully without a business license.

EMPLOYER. Any person, firm, corporation, partnership, joint stock association, agent, manager, representative, foreman, or other person having control or custody of any employment, place of employment, or of any employee, including any person or entity employing any person for hire within the State of Alabama, including a public employer. This term shall not include the occupant of a household contracting with another person to perform casual domestic labor within the household.

- (a) The Contractor/Grantee is a business entity or employer as those terms are defined in Section 3 of the Act.
(b) The Contractor/Grantee is not a business entity or employer as those terms are defined in Section 3 of the Act.

- 3. As of the date of this Certificate, Contractor/Grantee does not knowingly employ an unauthorized alien within the State of Alabama and hereafter it will not knowingly employ, hire for employment, or continue to employ an unauthorized alien within the State of Alabama;
4. Contractor/Grantee is enrolled in E-Verify unless it is not eligible to enroll because of the rules of that program or other factors beyond its control.

Certified this ___ day of _____, 20___.

Name of Contractor/Grantee/Recipient

By: _____

Its: _____

The above Certification was signed in my presence by the person whose name appears above, on

this ___ day of _____, 20___.

WITNESS: _____

Printed Name of Witness

Vendor Disclosure Statement Information and Instructions

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000. The disclosure statement is not required for contracts for gas, water, and electric services where no competition exists, or where rates are fixed by law or ordinance. In circumstances where a contract is awarded by competitive bid, the disclosure statement shall be required only from the person receiving the contract and shall be submitted within ten (10) days of the award.

A copy of the disclosure statement shall be filed with the awarding entity and the Department of Examiners of Public Accounts and if it pertains to a state contract, a copy shall be submitted to the Contract Review Permanent Legislative Oversight Committee. The address for the Department of Examiners of Public Accounts is as follows: 50 N. Ripley Street, Room 3201, Montgomery, Alabama 36130-2101. If the disclosure statement is filed with a contract, the awarding entity should include a copy with the contract when it is presented to the Contract Review Permanent Legislative Oversight Committee.

The State of Alabama shall not enter into any contract or appropriate any public funds with any person who refuses to provide information required by Act 2001-955.

Pursuant to Act 2001-955, any person who knowingly provides misleading or incorrect information on the disclosure statement shall be subject to a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00. Also, the contract or grant shall be voidable by the awarding entity.

Definitions as Provided in Act 2001-955

Family Member of a Public Employee - The spouse or a dependent of the public employee.

Family Member of a Public Official - The spouse, a dependent, an adult child and his or her spouse, a parent, a spouse's parents, a sibling and his or her spouse, of the public official.

Family Relationship - A person has a family relationship with a public official or public employee if the person is a family member of the public official or public employee.

Person - An individual, firm, partnership, association, joint venture, cooperative, or corporation, or any other group or combination acting in concert.

Public Official and Public Employee - These terms shall have the same meanings ascribed to them in Sections 36-25-1(23) and 36-25-1(24), Code of Alabama 1975, (see below) except for the purposes of the disclosure requirements of this act, the terms shall only include persons in a position to influence the awarding of a grant or contract who are affiliated with the awarding entity. Notwithstanding the foregoing, these terms shall also include the Governor, Lieutenant Governor, members of the cabinet of the Governor, and members of the Legislature.

Section 36-25-1(23), Code of Alabama 1975, defines a public employee as any person employed at the state, county or municipal level of government or their instrumentalities, including governmental corporations and authorities, but excluding employees of hospitals or other health care corporations including contract employees of those hospitals or other health care corporations, who is paid in whole or in part from state, county, or municipal funds. For purposes of this chapter, a public employee does not include a person employed on a part-time basis whose employment is limited to providing professional services other than lobbying, the compensation for which constitutes less than 50 percent of the part-time employee's income.

Section 36-25-1(24), Code of Alabama 1975, defines a public official as any person elected to public office, whether or not that person has taken office, by the vote of the people at state, county, or municipal level of government or their instrumentalities, including governmental corporations, and any person appointed to a position at the state, county, or municipal level of government or their instrumentalities, including governmental corporations. For purposes of this chapter, a public official includes the chairs and vice-chairs or the equivalent offices of each state political party as defined in Section 17-16-2, Code of Alabama 1975.

Instructions

Complete all lines as indicated. If an item does not apply, denote N/A (not applicable). If you cannot include required information in the space provided, attach additional sheets as necessary.

The form must be signed, dated, and notarized prior to submission.



State of Alabama Disclosure Statement

(Required by Act 2001-955)

ENTITY COMPLETING FORM

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES, OR IS RESPONSIBLE FOR GRANT AWARD

ADDRESS

CITY, STATE, ZIP

TELEPHONE NUMBER

()

This form is provided with:

Contract Proposal Request for Proposal Invitation to Bid Grant Proposal

Have you or any of your partners, divisions, or any related business units previously performed work or provided goods to any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify below the State Agency/Department that received the goods or services, the type(s) of goods or services previously provided, and the amount received for the provision of such goods or services.

STATE AGENCY/DEPARTMENT	TYPE OF GOODS/SERVICES	AMOUNT RECEIVED

Have you or any of your partners, divisions, or any related business units previously applied and received any grants from any State Agency/Department in the current or last fiscal year?

Yes No

If yes, identify the State Agency/Department that awarded the grant, the date such grant was awarded, and the amount of the grant.

STATE AGENCY/DEPARTMENT	DATE GRANT AWARDED	AMOUNT OF GRANT

1. List below the name(s) and address(es) of all public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF PUBLIC OFFICIAL/EMPLOYEE	ADDRESS	STATE DEPARTMENT/AGENCY

2. List below the name(s) and address(es) of all family members of public officials/public employees with whom you, members of your immediate family, or any of your employees have a family relationship and who may directly personally benefit financially from the proposed transaction. Identify the public officials/public employees and State Department/Agency for which the public officials/public employees work. (Attach additional sheets if necessary.)

NAME OF FAMILY MEMBER	ADDRESS	NAME OF PUBLIC OFFICIAL/ PUBLIC EMPLOYEE	STATE DEPARTMENT/ AGENCY WHERE EMPLOYED
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If you identified individuals in items one and/or two above, describe in detail below the direct financial benefit to be gained by the public officials, public employees, and/or their family members as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

Describe in detail below any indirect financial benefits to be gained by any public official, public employee, and/or family members of the public official or public employee as the result of the contract, proposal, request for proposal, invitation to bid, or grant proposal. (Attach additional sheets if necessary.)

List below the name(s) and address(es) of all paid consultants and/or lobbyists utilized to obtain the contract, proposal, request for proposal, invitation to bid, or grant proposal:

NAME OF PAID CONSULTANT/LOBBYIST	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to this form are true and correct to the best of my knowledge. I further understand that a civil penalty of ten percent (10%) of the amount of the transaction, not to exceed \$10,000.00, is applied for knowingly providing incorrect or misleading information.

Signature _____ Date _____

Notary's Signature _____ Date _____ Date Notary Expires _____

Act 2001-955 requires the disclosure statement to be completed and filed with all proposals, bids, contracts, or grant proposals to the State of Alabama in excess of \$5,000.