

The following purchase order is agency specific. For piggy-backing opportunities you must contact the buyer.



KingCounty

Finance and Business Operations Division
Procurement and Contracts Services Section
Department of Executive Services

CNK-ES-0340 206-263-9400 Ph
3rd Floor 206-296-7676 Fax
401 5th Avenue TTY Relay: 771
SEATTLE, WA 98104 www.kingcounty.gov

CONTRACTOR:
DATABAR INC
2908 MERIDIAN AVE E STE 201
EDGEWOOD, WA 98371-2111 United States
Fax: (253) 7701637

BILL TO:
KC DES FBOD ACCOUNTS PAYABLE
401 5TH AVE, CNK-ES-0320
SEATTLE, WA 98104

SHIP TO:
KC DES FBOD PCSS GOODS AND SERVICES
401 5TH AVE, CNK-ES-0340
SEATTLE, WA 98104

CONTRACT		
CONTRACT NO. 5662827	REVISION 0	PAGE 1 of 1
CREATION DATE 07-MAR-2014	BUYER LINDA MCKINLY	
DATE OF REVISION	BUYER	

CONTRACTOR NO	PAYMENT TERMS	FREIGHT TERMS	FOB	SHIP VIA	CONFIRM TO
5335	NET30DAYS	Paid	DESTINATION	Seller Chooses	Telephone: (253) 770-7338

DESCRIPTION

FURNISH THE MANUFACTURING AND PRINTING OF ENVELOPES AS REQUESTED BY KING COUNTY PERSONNEL DURING THE PERIOD MARCH 10 2014 THROUGH MARCH 9, 2019 IN ACCORDANCE WITH THE TERMS AND CONDITIONS OF INVITATION TO BID NUMBER 1009-14 AND THE RESPONDING BID OF DATABAR INC, BOTH INCORPORATED BY REFERENCE AS IF FULLY SET FORTH HEREIN. THIS IS A UNIVERSAL CONTRACT AVAILABLE TO ALL KING COUNTY AGENCIES BUT ALL REQUESTS SHALL GO THROUGH THE KING COJUNTY PRINT SHOP PRIOR TO PLACEMENT OF AN ORDER.

INDIVIDUAL STANDARD PURCHASE ORDERS WITH UNIQUE PURCHASE ORDER NUMBERS REFERENCING THIS CONTRACT PURCHASE AGREEMENT WILL BE ISSUED BY KING COUNTY TO AUTHORIZE THE PURCHASE AND PAYMENT OF GOODS AND SERVICES.

ALL INVOICES MUST REFERENCE THE STANDARD PURCHASE ORDER NUMBER TO AVOID DELAY IN PAYMENT.

Authorized Signature

original



King County

Department of Executive Services
Finance and Business Operations Division
Procurement and Contract Services Section
206-263-9400 TTY Relay: 711

Invitation to Bid

ADVERTISED DATE: JANUARY 9, 2014

Invitation to Bid (ITB) Title: Envelopes - Manufacturing and Printing

ITB Number: 1009 -14-LSM

Due Date: February 4, 2014 no later than - 2:00 p.m.

Buyer: Linda McKinly, linda.mckinly@kingcounty.gov, 206-263-9701

Alternate Buyer: Michelle Poste, michelle.poste@kingcounty.gov, 206-263-9385

Furnish the manufacturing and printing of envelopes as requested by King County personnel in accordance with the attached instructions, requirements and specifications.

TOTAL BID PRICE: \$ 29,1552.

NO PRE-BID CONFERENCE

Sealed Bids are hereby solicited and will only be received by:
King County Procurement Services Section
Chinook Building, 3rd Floor
401 Fifth Avenue
Seattle, WA 98104
Office Hours: 8:00 a.m. – 5:00 p.m.
Monday - Friday

BIDDERS SHALL COMPLETE AND SIGN THE FORM BELOW.

We acknowledge that all Addenda have been examined as part of the Contract documents. The submittal is signed by an authorized representative of the Bidder accepting all terms and conditions contained in the bid and any addenda. We acknowledge that attaching our terms and conditions or modifying the ITB terms and conditions may result in our bid being rejected.

Company Name

Databar Inc

Address

2908 Meridian AVE suite 201

City/State /Postal Code

Edgewood, WA 98371

Signature

Print name and title

Doran Docken VP

Email

dorand@databarinc.com

Phone

253-770-7338

Fax

253-770-1637

SCS/DBE Certification Number

Upon request, this Invitation to Bid will be provided in alternative formats such as Braille, large print, audiocassette or computer disk for individuals with disabilities.

SECTION 6 Bid Response

6.1 Rules of Price Evaluation

Bids meeting all requirements of this ITB will be evaluated on price. Bids stating price in effect at the time of shipment will not be accepted. Bids stating price in effect at the time of order placement will not be accepted.

Bidders are cautioned **not** to alter the specification, pricing information section, and the terms and conditions of this Invitation to Bid (ITB). **Any alteration may render a bid non-responsive.** This means **do not** include your normal quote sheet as it may have terms and conditions that conflict with this ITB rendering your bid non-responsive.

6.2 Bidder's Contact Information

A. Primary Location

Physical Address: 2908 Meridian AV E suite 201

Mailing Address: 2908 Meridian AV E suite 201

Name of Contact Person: Doran Doeken

Email: dorand@databarinc.com

Telephone No. (Local/Toll Free): 253-770-7338 ext 214

Fax No. (Local/Toll Free): 253-770-1637

UBI No.: C-601-005-093

Washington State Contractor's License (if applicable): _____

State hours and days of operation:

Hours: 9 a.m. to 5 p.m. Days: M to F

B. Remit Address (where payment will be mailed):

Databar INC

2908 Meridian AV E Suite 201

Edgewood WA 98371

6.3 Prompt Pay Discount

Prompt payment discounts offered by Contractors shall be used to calculate the low bid provided the discount offered allows a minimum of 20 days for payment. The number of days is calculated from the date of acceptance of goods or services or from the date a complete invoice is date stamped as received by King County, whichever event occurs last, and the check/warrant date. The County will take advantage of any prompt payment discount terms bid. Discount periods shall be extended if:

- The date printed on the invoice is more than three days earlier than the invoice receipt date;

- The delay is caused awaiting a credit memo, invoice correction, adjustment or reissue;
- An invoice is received prior to receiving goods ordered.

Prompt pay discount offered _____ % - _____ Days, Net _____

6.4 Pricing

Bidders shall submit pricing using Attachment B. Attachment B shall be completed in accordance with the requirements in Subsection 6.4 Pricing. A hard paper copy of Attachment B – Pricing Sheet shall be submitted as part of the sealed bid submittal along with an electronic copy in MS Excel format on a disk (CD) or flash drive. In the event there is a discrepancy between the original hard copy and the electronic copy, the original shall prevail.

In the event of a discrepancy between the unit price and the extended price, the unit price will prevail. Estimated quantities are the County's anticipated requirements during a one (1) year period and do not constitute a guarantee of work. Estimated quantities are used for bid evaluation purposes only. The Contractor shall bid the unit price for envelopes on a per thousand (M) basis. The unit price shall include all delivery costs, any and all packaging, all manufacturing services, printing services, proof copy, design changes and setup fee and all other costs associated with completing each order. Minimum order or truck load delivery requirements shall not be accepted under this Contract. **Bids may be deemed non-responsive if Bidder fails to complete all of the fields listed the Pricing Sheet.**

6.5 References

List the names and addresses of four (4) customers, for whom the bidder has performed or provided similar goods and/or services, preferably in Washington State, for a period not less than one (1) year. Include dates, contact persons and telephone numbers. Should any reference submitted by a bidder be found unsatisfactory, King County, at its sole option, may reject that bidder's bid. King County shall be the sole judge in determining a satisfactory/unsatisfactory reference response. References shall be submitted with bid.

Company Name: Snohomish County
Company Address: 3000 Rockefeller Avenue, Everett WA 98201
Company Phone: 425-388-3219
Contact Person: Sue Ryan
Dates: 12-1-2012 - 2-3-2014

Company Name: King County Water District #90
Company Address: 15606 S.E. 128th St., Renton, WA 98059
Company Phone: 425-255-9600
Contact Person: Darcey Peterson
Dates: 2001 - 2014

Company Name: Water District III King County
Company Address: 27224 144th Ave SE, Kent WA 98042
Company Phone: 253-631-3770
Contact Person: Natalie Vance
Dates: 2002 - 2014

Company Name: Light Dental Studios
Company Address: 8012 112th St. Ct. E. #320, Puyallup WA 98373
Company Phone: 253-848-2331
Contact Person: Teresa Funk
Dates: 2000 - 2014

Envelopes

Item No.	Est. Annual Qty	UOM		Unit Price	Extended Total
1	500	Thousand	White Special Window Envelope (See Attachment A)	19.94	\$9,970-
2	700	Thousand	#9 GRAY Payment Envelope, (See Attachment A)	15.66	\$10,962-
3	60	Thousand	Name & Address IVORY env, 500/box (see Attachment A)	24.00	\$1,440-
4	150	Thousand	White Window (CAP CHG) Envelope (see Attachment A)	22.01	\$3,301-50
5	40	Thousand	#9 PINK Payment (AR) Envelope (see Attachment A)	18.98	\$759-20
6	150	Thousand	#9 BLUE (CAP CHG / AR) Payment Env (see Attachment A)	17.75	\$2,662-50
7	1	Hour	Design Services - changes required after initial order of envelopes	60.00	\$60.00
Total					\$29,152

Transfer Total to Cover Page