

The Lower Rio Grande Valley Development Council (LRGVDC)

Invitation to Bid (ITB):

Graphic Design – Training Services.

Quotes Due Not Later than: Friday, July 15th, 2016 at 12:00 Noon at the issuing office.

Issuing Office: Lower Rio Grande Valley Development Council
301 West Railroad
Weslaco, Texas 78596

The Procurement Department of the Lower Rio Grande Valley Development Council (LRGVDC) is requesting **Sealed** bids for the following specifications: **Graphic Design – Training Services** as indicated herein. Quotes must be received by **12:00 Noon on Friday, July 15th, 2016. Late bids will not be considered.**

Scope of Work:

The purpose of this request is to secure the pricing for the Graphic Design – Training Services.

Section 1: General Terms and Conditions.

1. Vendor agrees to comply with all the terms and conditions contained in this document and the ITB.
2. Vendor guarantees product will meet or exceed the written specifications identified in the ITB.
3. Vendor agrees to protect the LRGVDC from claims involving infringement of patents or copyrights
4. Please refer requests for additional information or clarification of the specifications to Victor Morales @ (956) 682-3481.
5. Taxes: The LRGVDC purchases are not subject to taxation. Tax exemption certificates will be available upon request.
6. Acceptance: Vendors shall hold their prices firm and subject to acceptance by the LRGVDC for a period of ninety (90) working days from the date of the receipt of the bid, unless otherwise indicated.
7. Electronic Transmission of Bids: The LRGVDC Procurement Department will **NOT** accept telegraphic or electronically transmitted (Email) bids.
8. Reservation: The LRGVDC reserves the right to refuse and reject any and all bids and to waive any and all formalities or technicalities and to accept the bid considered the best and most advantageous to the LRGVDC.
9. Restrictive Specifications: It is the responsibility of the prospective bidder to review the entire Invitation to Bid (ITB) and to notify the Procurement Department if the specifications are formulated in a manner which would unnecessarily restrict competition. Any such protest or question regarding the specifications or bidding procedures must be received in the Procurement Department not less than seventy-two (72) hours prior to the time set for bid opening.

10. The LRGVDC, will not award a contract, if after bid evaluation, it is determined to not be in the best interest of the LRGVDC.
11. **Bid Delivery: The LRGVDC requires bidders, when hand delivering bids, to make sure the receptionist time date and stamp the envelope before leaving the building.**
12. Incomplete bids will be considered as non-responsive and not considered.
13. **Signature on Bid:** Bid must be manually signed or it will be disqualified. The person signing the bid must have authority to bind the represented company to a contract. An unsigned bid cannot be signed after the bid opening time even though the bidder or a representative is present at the bid opening.
14. **Assignment of Contract:** Transfer of assignment of contract is prohibited.
15. **Addendums:** Should an addition or correction become necessary after an ITB is issued, an addendum relating the necessary information will be mailed to all bidders on record with the LRGVDC as having received a copy of the initial ITB. Bidders are required to acknowledge the addendum by returning the addendum with the bid.
16. **Withdrawals:** A bid may be withdrawn 24 hours **prior** to the scheduled closing time for the receipt of bids. This can be accomplished by written notification on company letterhead signed by an authorized representative. Envelopes must be clearly marked **Bid Withdrawal**, the name of the Invitation to Bid solicitation, and the time and date of the bid closing. A bid may not be withdrawn or canceled by the bidder, without the permission of the LRGVDC, for a period of 90 days **after** the date designated for the receipt of bids.
17. **Modifications:** Modifications to a previously submitted bid which are made **before** the bid due date will be considered by the LRGVDC if received **in advance** to the scheduled closing time for the receipt of bids. Quotes may not be altered or amended after the submission deadline. Envelopes must be clearly marked MODIFICATION, the ITB name, and the time and date of the bid closing. Oral or telephone modifications or corrections will not be recognized or considered. Notification of the LRGVDC's decision will be made in writing by the Procurement Officer and mailed to each vendor that submitted a bid.
18. **Bid Samples:** **DO NOT** send samples unless requested. Samples of items, when called for, must be furnished free of charge and will be returned at the request and expense of the bidder. Samples must be labeled with the bidder's name, bid title, manufacturer's brand name and numbers.
19. **Bid Preparation Expense:** Any expense related to the submission of a bid is the sole responsibility of the bidder. The LRGVDC will not reimburse bidders for any cost related to the bid preparation or submission.

20. Cancellation of Contract: The LRGVDC reserves the right to cancel a contract either in whole or part for convenience without damage or liability to vendor.
21. **Catalogs, brand names or manufacturer's references are descriptive only, and indicate type and quality desired. Vendors must submit, with their quote(s), the manufacturer's standard published literature, and specification sheets. Literature submitted should be adequate to determine compliance with all relevant specifications contained in the Invitation to Bid (ITB). If vendor does not submit literature with the quote, or if such literature is inadequate to verify compliance with specification requirements, then the bid will not be in compliance with the ITB and will be categorized as non-responsive.**
22. Bidders must certify that all equipment is made from new components and that no refurbished and/or used components have been included.
23. Vendor must accept Purchase Orders.
24. Payment: Please allow 30 days **after** the receipt of the merchandise and invoice for payment
25. Protest Procedures

A written complaint must be sent by certified mail to LRGVDC's Procurement Officer within (7) days after issuance of award letter and shall identify the following:

- Name, mailing address and business phone number of the complainant.
- Appropriate identification of the ITB being questioned
- A precise statement of reasons for the protest
- Supporting exhibits, evidence or documents to substantiate any claims.

The protest must be based on an alleged violation of LRGVDC's procurement procedures, a violation of Federal or State Law (if applicable), or a violation of applicable contract agreements to which LRGVDC is a party. Failure to receive a procurement contract award from LRGVDC, in and of itself, does not constitute a valid protest.

LRGVDC will provide a response to the protest within (14) fourteen days that clearly states its position regarding the protest.

The LRGVDC reserves the right to refuse and reject any and all bids and to waive any and all formalities or technicalities and to accept the bid considered to be the best and most advantageous to the LRGVDC. Bids submitted past the date and time mentioned above will not be accepted. Bids may not be altered or amended after the submission deadline. If no bid is accepted, the entire solicitation process may be repeated.

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SECTION III: VENDOR INFORMATION AND PRICING *(Please Type or Print):*

Vendor: _____

Address: _____

Contact person: _____

Telephone Number: _____ Fax Number: _____

Estimated delivery date: _____ Total Cost: _____

I have read all of the terms and conditions of this Request for Quote and I understand that if awarded the bid, I shall be bound by its terms and conditions, and hereby submit my bid.

Signature of authorized representative: _____