



ALABAMA
PORT AUTHORITY
 PORT OF MOBILE

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, August 25, 2022, 3rd Floor – Small Executive Conference Room, 250N. Water St., Mobile, AL 36602. Sealed bid proposals can be delivered via mail courier or hand delivered to the Alabama State Port Authority, ATTN: Molly Tillman, 250 N. Water Street, Suite 300, Mobile, AL 36602 until 9:45 a.m. August 25, 2022. 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 2022 (October 1, 2022, through September 30, 2024) with an option to extend and renew for one (1) year. Provide three (3) 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# Matte/Satin Text white or comparable for inside pages and 80# 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# Matte/Satin Text white or comparable for inside pages and 80# 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# Matte/Satin Text white or comparable for inside pages and 80# Gloss Cover white or comparable for cover. Folded: quantity 6,200 per quarter with an option to increase or reduce number by 100 copies.</p>	<p>Amount for 36 pages (plus cover)</p> <hr style="width: 100%;"/> <p>Amount for 40 pages (plus cover)</p> <hr style="width: 100%;"/> <p>Amount for 44 pages (plus cover)</p> <hr style="width: 100%;"/>



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	<p>The printer prior to printing of first issue under the contract should identify source paper stock brand name and mill, and submit samples to the Port Authority for approval. The Authority may approve the use of another stock in the case of distressed shipments of paper or other emergencies contingent upon printer providing evidence that paper shipments are distressed or similarly unattainable. If such distressed paper shipments or other emergencies occur, the printer, within 24 hours of receiving final proof of any issue, must inform in writing Molly Tillman, Alabama State Port Authority, of an alternative stock and supply option, and furnish samples for approval prior to printing. In the event, the Port Authority selected brand name and mill stock is discontinued, the printer shall provide written notification to the Port Authority, Molly Tillman, (30) days in advance of printing and provide all replacement options and samples. All paper stock changes must be approved by the Alabama State Port Authority prior to printing.</p> <p>Scans bid separately.</p> <p>Final art files to be furnished by the Authority’s Public Relations Agency of Record.</p> <p>Electronic files containing final art files produced and semi-comprehensive blueline 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 blueline. The Editor has two (2) days to approve and make corrections. All artwork, match prints, and blueline 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 number of charges.</p>	



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	<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 Mele Printing and charges and postage will be billed to ASPA by Mele Printing.</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, Molly Tillman, 250 N. Water Street, Suite 300, Mobile, AL 36602, with all the artwork, photos and blueline 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 regarding the magazine will be borne by the printer. All magazines not mailed out shall be returned to the Alabama State Port Authority, Molly Tillman 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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	<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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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:

Individual/CompanyName _____ 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,
The ____ day of __, 20 ____.

Bidder's Signature _____
Bidder's Name(Print) _____

Notary Public



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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. **Bids over \$15,000 per year must be NOTARIZED.**
8. 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.
9. Bid proposals must be filled out completely, including the name, address, telephone number, fax number (if possible), and signature of responsible person.
10. Questions or comments pertaining to this bid must be presented in writing, sent via email or fax to the attention of Molly Tillman, ASPA Public Affairs Manager, email molly.tillman@alports.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.
11. **Notarization not required on "SALE" BIDS.**
12. 250 North Water Street is the street address.
13. **Please specify the bid title (ASPA MAGAZINE PRINTING BID) on envelope.**



State of Alabama Disclosure Statement

(Required by Act 200i, -955)

ENTITY COMPLETING FORM

ADDRESS

CITY.STATE.ZIP

TELEPHONE NUMBER

STATE AGENCY/DEPARTMENT THAT WILL RECEIVE GOODS, SERVICES. (A IS RESPONSIBLE FOR A 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 NAME

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.)

OVER

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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<hr/>			

If you identified individuals in items one and/or **two and or able**, 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	ADDRESS
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By signing below, I certify under oath and penalty of perjury that all statements on or attached to the 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 \$5000

State of _____

County of _____

CERTIFICATE OF COMPLIANCE WITH THE BEASON-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 and has knowledge of the provisions of THE BEASON-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