

Request for Quote

**COMMUNITY RENEWAL TEAM, INC.
Request for Quote Graphic Design Services Annual Report**



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INVITATION TO BID

The Community Renewal Team, Inc. (henceforth referred to as “CRT”) is having an open request for quote (RFQ) for Graphic Design proposals beginning July 2, 2019 until July 22, 2019.

- Beginning July 2, 2019, quote specifications may be downloaded on the CRT web site: www.crtct.org Business Solutions/Vendors and the State Portal at www.biznet.ct.gov.
- **BY EMAIL:** Proposals will be accepted by electronic mail to crt-bids@crtct.org, however no responsibility will be attached to any person or persons for the non-receipt of a proposal submitted by electronic mail due to spam, incorrect email address, or any other like circumstance. The proposal and samples of work sent by email must be received by Monday, July 22, 2019 at 3:00 p.m.
- **BY US POST MAIL OR HAND DELIVERY:** Sealed proposals that include samples of work will be received at the Community Renewal Team, Inc., ATTN: Jeanette Dunbar, 555 Windsor Street, Hartford, CT 06120 until Monday, July 22, 2019 at 3:00 p.m.
- **QUESTIONS:** Please direct all questions regarding this CRT’s Bid for Annual Report to Jeanette Dunbar at dunbarj@crtct.org.
- Quotes from companies with prior experience working with non-profits will be considered.
- Late bids will not be accepted – no exceptions.
- Quote must be submitted on the prescribed form.
- Please submit a bid for the overall project.
- CRT is exempt from State or Federal taxes.

ORGANIZATIONAL OVERVIEW

Community Renewal Team (CRT) is a 501(c)(3), not-for-profit organization, and the designated anti-poverty community action agency for both Hartford and Middlesex Counties. Founded in 1963, CRT is committed to helping people meet their basic needs while promoting and supporting self-sufficiency. CRT’s mission is: “Preparing Our Community to Meet Life’s Challenges.”

Connecticut is one of the wealthiest states in the nation, yet far too many in our state continue to live in poverty. CRT carries out its mission by creating, coordinating, and delivering a broad array of programs and services to our communities. In 2018, 67,109 individuals/28,166 families benefitted from our programs and services. This includes: Behavioral Health Services, Energy Assistance and Weatherization, Elderly Nutrition Services, Early Care and Education, Veterans’ Services, employment and training, housing assistance and services, an affordable assisted living facility and many more. Our largest program is Energy Assistance, which kept 39,862 individuals warm during the winter months.

PROJECT PURPOSE

The Community Renewal Team is seeking quotes from qualified professionals who can produce the 2019 Annual Report, the envelope for mailing the report and other pieces for our 2019 Annual Meeting. Link to recent annual report: <http://www.crtct.org/en/news/publications>.



RIGHT OF THE OWNER TO TERMINATE CONTRACT

Failure of a contractor to deliver within the time specified or to deliver within the time extended by CRT, and failure to make replacements of rejected articles when so requested, immediately or as directed by CRT shall constitute contract default.

RIGHT OF REJECTION

This is not an offer to contract. Acceptance of a proposal neither commits CRT toward a contract to any bidder, even if all requirements stated in this bid are met, nor limits the right to negotiate in the best interest of CRT. CRT, in its sole and absolute discretion, reserves the right not to contract with any bidder for any reason.

CRT also reserves the right, in its sole and absolute discretion, to accept or reject any and all bids in whole or in part, to waive any irregularity and/or informality in any bid and to request and receive additional information from any bidder when such acceptance, rejection, waiver or request as deemed by CRT to be in the best interest of CRT.

Community Renewal Team, Inc. may reject or accept any and all bids in whole or in part or to waive any informality in bids received if in their opinion, it is deemed in the best interest of the organization to do so.

INDEMNIFICATION AND INSURANCE

The selected contractor shall at all times indemnify and hold harmless CRT and its officers, agents and employees on account of and from any and all claims, damages, losses, judgments, workers' compensation payments, litigation expenses and legal counsel fees arising out of injuries to persons (including death) or damage to property.

The contractor shall carry liability insurance, which shall include coverage for, acts of independent contractors or sub-contractors. Such policy shall include the minimum coverage's detailed below.

- The contractor shall provide liability insurance and name "Community Renewal Team, 555 Windsor Street, Hartford, CT 06120" as *additional insured* on the Certificate of Insurance.
- Contractor shall provide a Certificate and other evidence of such insurance to CRT at the signing of the agreement and upon demand any time thereafter during the duration of this agreement in amounts acceptable to CRT not less than the following:
 - General Liability (\$1,000,000 each occurrence/\$2,000,000 general aggregate);
 - Automobile Liability (\$1,000,000 each accident);
 - Professional Liability (\$1,000,000 each occurrence) or
 - Umbrella Liability (\$1,000,000 each occurrence);
 - Workers Compensation (\$1,000,000 each accident, \$1,000,000 each employee, \$1,000,000 disease policy limit).

EQUAL OPPORTUNITY - AFFIRMATIVE ACTION

CRT shall not enter into any contract for purchasing with any person, agency, or organization if it has knowledge that such person, agency, or organization discriminates against any applicant, employee, or



service recipient on the basis of race, color, religion, national origin, sex, age, sexual orientation or disability; or any person, agency, or organization who fails to comply with all federal and state anti-discrimination laws.

CONFIDENTIAL INFORMATION

During the course of its contract with CRT, Contractor may encounter confidential agency and/or client information. Contractor agrees, as a condition of this bid to save and protect any such confidential information, shall hold the same in confidence, shall not use the Confidential Information other than for the purposes of its business with CRT, and shall not disclose it to anyone without the specific prior written authorization of CRT.

METHOD OF AWARD

Bids will be awarded to the most responsible, responsive and qualified bidder as determined by CRT.

The delivery date shall be a factor considered in awarding a Contract and may result in an award offered to a vendor other than the low bidder.

Until a contract has been executed, no vendor can claim any contract rights by virtue of the receipt of the notice of acceptance of proposal alone. Awarding of the contract shall mean that a contract agreement has been executed by both the accepted vendor and CRT.

In the event that there is a discrepancy between price written in words and in figures, the price written in words shall govern.

ERRORS, INTERPRETATIONS AND ADDENDA

All information given by CRT except by written addenda shall be informal and shall not be binding upon CRT nor shall it furnish a basis for legal action by any bidder against CRT

DOCUMENTS TO BE SUBMITTED

- Bid Form (Attachment I)
- Quote Form (Attachment II)
- Reference Form (Attachment III)
- Sample Certificate of Insurance as outlined on Page 3
- Resume
- Response on ability to meet the Project Scope
- Work Samples



PROJECT SCOPE

- Meet, face to face, with the CRT Marketing and Communications team to discuss the project, recent trends, and all the elements needed before Friday, August 30, 2019. Also discuss the theme of the project and the message we attempt to convey in the package as a whole.
- Meet with the team, face to face, as many times as needed throughout the project and will make changes to any piece following the Annual Meeting as needed.
- The designer will prepare and meet with the CRT team to present at least three different mock-up layouts with different colors and layouts by Friday, September 13, 2019, from which the President and CEO will choose the direction we will go forward with.
- Although all the pictures and copy will be prepared by the CRT team, we would expect that another proof reading would be done by the designer as well.
- An envelope for mailing the Annual Report, as well as an invitation and envelope for the Annual meeting should be designed according to the theme selected.
- We are looking for an all-inclusive price for the design work of all pieces that will go with the Annual Report and Annual Meeting. Printing costs should not be included in the price.
- The designer, together with the CRT team will brainstorm the most appropriate and effective additional marketing materials to be distributed to go along with the Annual Report theme (e.g. a poster or notepad).
- Printing will be coordinated by the CRT team, although recommendations for stock and commercial printers will be requested.
- Use CRT's brand and style guide (to be provided)
- Produce initial version to present for collaboration and make changes as needed – Friday, October 18, 2019
- Timetable of deliverables are negotiable. Print-ready digital file must be ready by Friday, November 1, 2019.

Additional availability to complete and support other CRT ad hoc design projects as needed throughout the year.



**ATTACHMENT I
 BID FORM**

AUTHORIZATION AND EXECUTION OF BID

- I. The undersigned bidder, having fully informed themselves regarding the accuracy of the statements made herein, agrees to abide by the conditions set forth in the attached bid document, and certifies that:
 - a. The propose bid has been presented by the bidder independently and has been submitted without collusion and without any agreement, understanding, or planned common course of action designed to limit independent bidding or competition, with any other vendor of materials, supplies, equipment or services described in the invitation to bid.
 - b. The bidder has submitted this bid without collusion with CRT, any of its affiliated companies, or any employee thereof, and is unaware of any direct, personal pecuniary interest of any employee of CRT or any of its affiliated companies in the outcome of this bid.
 - c. The bidder has not communicated the contents of the bid to its employees or agents to any person not an employee or agent of the bidder or its surety on any bond furnished with the bid, and will not be communicated to any such person prior to the official opening of the bid.
 - d. The bidder has not been debarred, suspended or excluded from any publicly-funded projects or programs.
 - e. The bidder has become familiar with and has agreed to comply with the terms and conditions of the specifications and all other contract documents and with all Federal, State and Local Laws, Ordinances or Regulations which in any manner relate to the furnishing of the equipment, material or services in accordance with the Contract.

2. The undersigned bidder further certifies that this statement is executed for the purpose of inducing the Community Renewal Team to consider the bid and make an award in accordance therewith.

3. Complete & Sign

| | |
|--|--|
| Legal Name of Bidder | |
| Business Address | |
| Phone # | |
| Email | |
| Print Name & Title of Authorized Agent | |
| Signature | |



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|-------------------------------------|
| ATTACHMENT II QUOTE FORM |
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Please complete the following:

| | |
|--|--|
| Annual Report | |
| Quote Amount | |
| AD Hoc Design Assistance | |
| Quote Amount | |
| Print Name & Title of Authorized Agent | |
| Signature | |



**ATTACHMENT III
REFERENCE FORM**

Contractor Name: _____

Reference #1:

Name of Company _____

Contact Name: _____

Address: _____

City/Town

State

Zip Code Telephone

Description of work/project/products completed for or sold to this customer:

Reference #2:

Name of Company _____

Contact Name: _____

Address: _____

City/Town

State

Zip Code Telephone

Description of work/project/products completed for or sold to this customer:

Reference #3:

Name of Company _____

Contact Name: _____

Address: _____

City/Town

State

Zip Code Telephone

Description of work/project/products completed for or sold to this customer:

