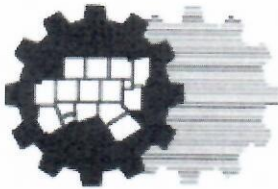


TAB A



Proposal Response for



**North Central Texas
Council of Governments**

**RFP 2021-020
Promotional Products**

**Submitted by
Shay Freund, Sr. Bid Representative
bids@4imprint.com or sfreund@4imprint.com
877-446-7746 ext. 8466**



REQUEST FOR PROPOSALS
For
Print, Graphic Design, and Promotional Product Services
RFP # 2021-020

Sealed proposals will be accepted until **2 PM CT, April 20, 2021** and then publicly opened and read aloud thereafter.

4imprint, Inc.

Legal Name of Proposing Firm

Shay Freund

Sr. Bid Representative

Contact Person

Title

877-446-7746 ext 8466

Telephone Number

bids@4imprint.com or sfreund@4imprint.com

E-Mail Address

101 Commerce St.

Street Address of Principal Place of Business

Oshkosh, WI

City/State

54901

Zip

101 Commerce St.

Complete Mailing Address

Oshkosh, WI

City/State

54901

Zip

Acknowledgment of Addenda: #1 _____ #2 _____ #3 _____ #4 _____ #5 _____

By signing below, you hereby certify that the information contained in this proposal and any attachments is true and correct, and may be viewed as an accurate representation of proposed services to be provided by this organization. You agree that failure to submit all requested information may result in rejection of your company's proposal as non-responsive. You certify that no employee, board member, or agent of the North Central Texas Council of Governments has assisted in the preparation of this proposal. You acknowledge that you have read and understand the requirements and provisions of this solicitation and that the organization will comply with the regulations and other applicable local, state, and federal regulations and directives in the implementation of this contract. And furthermore that I certify that I am legally authorized to sign this offer and to submit it to the North Central Texas Council of Governments, on behalf of said offeror by authority of its governing body.

Authorized Signature



4imprint Inc.
101 Commerce Street
Oshkosh
WI 54901

April 6, 2021

NCTCOG RFP # 2021-020
Print, Graphic Design, and Promotional Products

To Whom it May Concern,

We are pleased to present our proposal and qualifications for the above referenced RFP for NCTCOG / SHARE. Thank you for this opportunity to allow us to tell you a little bit more about 4imprint and how we can exceed your organizations expectations as a supplier of promotional products.

4imprint began in 1984 and has grown to become the leading provider of promotional products in North America. We are in Oshkosh, WI and have a team of over 1,100 associates to assist you with all your promotional product needs. We sell an extensive range of items to a broad range of customers, each order individually customized and cared for as if it was for our only customer. Our continued organic growth reflects our ability to consistently deliver high quality promotional products with great customer service in a very efficient and timely manner while guaranteeing the lowest price.

For 2020, we experienced a drop in sales due to the pandemic, yet still maintained profitability, retained all employees without layoffs or furloughs and have a strong balance sheet. From 2010 to 2019, 4imprint experienced an organic average growth rate of 17.8% **annually**. This growth reflects our ability to consistently deliver high quality promotional products with great customer service in a very efficient and timely manner while guaranteeing the lowest price. We are confident that no one does it better year in and year out.

Our success is highly dependent on our people. We are committed to fostering a participative, caring and principled culture and we have been awarded with many workplace quality accolades over a period of several years. We believe that empowering our team members to care for you and fostering a positive working environment speaks volumes when you are working with 4imprint.

Please do not hesitate to contact me should you have any questions on the accompanying information.

Respectfully,

A handwritten signature in blue ink, appearing to read 'Shay Freund', with a stylized flourish extending from the end.

Shay Freund, Sr. Bid Representative

TAB B

Executive Summary

4imprint, Inc. is the number one promotional products supplier in the USA, and we attribute our growth organically. Key differentiators with 4imprint as your provider of promotional products are highlighted as follows:

Customer Service – We have a dedicated team of individuals who will be assigned to your account with an average tenure of 10 years. We also employ over 80 in house graphic artists to ensure you receive the best imprint possible. Our customer care team makes sure our 360° guarantee is adhered to and our customers are 100% satisfied with both their end product and the process it took to receive it. On staff we also have a team of individuals dedicated to finding those unique, one off items you may not find on our website.

Supply Chain Management Capabilities – We work with our industries top suppliers who adhere to our guarantees of on-time delivery or its free and 100% customer satisfaction. Approximately 50 of those suppliers represent 80% of our sales. They abide by our Code of Conduct as approved by the Fair Labor Association and in most cases, we are their top customer. This ensures you the lowest pricing as well as the best guarantees in the industry.

Value – As more fully detailed in Tab 9, we are offering a discount program along with many other incentives in which you will save off our already guaranteed low price.

In-house Decoration – We offer the single largest embroidery facility of any distributor of promotional products in the US working 24/7. We have the resources to turn around any size project to meet your needs when it comes to embroidered items.

Products and Speed – Our product offering at 4imprint.com and the ability to ship over 94% of our products in 5 days or less after artwork/product approval only benefit you when it comes time to finding just the right item to meet your event date. See real products reviews and free samples before you order, only at 4imprint.

Ethical Sourcing – We are actively involved with the FLA in establishing standards for our industry and the socially responsible sourcing of all the products we offer.

Marketing – As the leading direct marketing company of promotional items, we have all the bases covered to keep you abreast of new products, products on sale, closeouts, exclusive items, trending products and much more.

Our culture is centered around the Golden Rule. Treat others as you wish to be treated. With 4imprint, we strive to make sure your experience is easy and worry-free when ordering your promotional items.

TAB C

Key Personnel

You will have a dedicated team who goes above and beyond to fulfill this contract, far past the bidding process. The direct line for the government team is 877-446-7746 extension 5523. They can also be reached via email at govrequests@4imprint.com You will be working with a hand-picked 4imprint team member to make your process smooth and easy. Each member of the team is specially trained and only works with Government accounts just like yours. They are accessible Monday through Friday from 8:00am to 6:00pm CST – and one of the best parts: you will not wait in a queue whenever you choose to call.

Clarifications to bid documents:

1. While we will do our best to meet or exceed your 5-7 business day requirement, this can't always be guaranteed due to the personalized nature of our business. We do offer over 6000 items with our 24-hour turn around service to accommodate any immediate needs. Your designated representative will work closely with each end user to ensure due dates are met.

TAB D

Technical Proposal

1. Description of products.

We offer a full line (over 60,000 items) of promotional products and apparel. You will find the following categories at www.4imprint.com;

Apparel, auto home and tools, bags, drinkware, food and candy, office and awards, outdoor and leisure, stationery, technology, toys and novelties, trade show and signage, wellness and safety and writing instruments.

Some of the brand names we proudly carry are Crossland (our very own brand exclusive to 4imprint), Gildan, Hanes, Under Armour, Nike, Jerzees, Eddie Bauer, New Era, Adidas, Columbia, Ogio, The North Face, Champion, Coleman, Oakley, Igloo, Koozie, refresh, Contigo, Camelbak, Tervis, Thermos, Parker, BIC, Cross, Sharpie, Pentel, Pilot, uni-ball, and Paper Mate.

2. Description of the electronic file formats that 4imprint will accept for projects.

We accept many different formats including jpeg., pdf., adobe and vector files. We need files to be at least 300dpi for print quality art.

3. Description of 4imprint's process for responding to an order for product.

The end user will have the flexibility to place an order online at www.4imprint.com., email or via phone. All these methods are followed through with one of your dedicated representatives. Once an order is placed and art is sent over to your representative, the end user will receive an art proof for approval via email. After art approval and receipt of Purchase Order the order will go to production and the end user will get a final order confirmation (there is a confirmation sent immediately after placing an order as well to ensure everything is perfect and seamless for our customers).

4. Description of the 4imprint's project management process.

We have made the order process seamless and easy for our customers through our many integrated systems. This process ensures a timely turn around process with many checks and balances in place to avoid errors.

5. Description of the 4imprint's file sharing service/application for communication and for the transfer of files to and from end-user.

Please see answer to #3. If there is a large file that is difficult to send via email the representative will give the end user a link for upload of that file.

6. Description of 4imprint's quality assurance process and policy for responding to end-user complaints.

Should you not be 100% satisfied with your order, we have a dedicated team of Customer Care professionals with over 35 years of combined experience at 4imprint that will assist in correcting it to your satisfaction. The Customer Care team works closely with our vendor partners to ensure a quick resolution to any errors that may occur. Our Customer Care team

will act as an advocate for each customer and will support our 360° Guarantee. Our goal is to ensure you are 100% satisfied with your order.

7. *Description of 4imprint's policy regarding end-user requests for revisions.*

When the end user receives their art proof for approval, they will find a green button (for go, and for approved) and a red button (for stop and for revision) at the top of the page. If revisions are required, the end user simply clicks the red button and notes the changes they are requesting. This request will be directed right to the artist working on the file. The end user will receive new art proofs until the end user is happy with and approves the art to be used on their item. The representative working with each end user is also on standby should they need to jump in and help.

TAB E

References

University of Alabama Tuscaloosa

Anna McJenkin
Program Assistant, Department of Health Promotion & Wellness
901 Hackberry Lane
Ste 127
Tuscaloosa, AL 35401
Phone: 205-348-2258
amlocklier@ua.edu
Customer Since: 2017

VA Canteen, Department of Veterans Affairs

Erin Clarke
Business 2 Business Coordinator
1 Jefferson Barracks Road
Bldg 25
Saint Louis, MO 63125-4181
Phone: 314-845-1430
Erin.clarke@va.gov
Customer Since: 2010

Pasadena Independent School District

Derek Gillard
Director of Purchasing
1826 E Sam Houston Pkwy S
Pasadena, TX 77503
Phone: 713-740-0150
dgillard@pasadenaisd.org
Customer Since: 2012

Harris County Department of Education

Kendra Jackson
Director of Purchasing
6005 Westview Drive
Houston, TX 77055
Phone: 713-696-0744
kjackson@hcde-texas.org
Customer Since: 2009

TAB F

Proposal Pricing

4imprint, Inc. wishes to offer you a contracted 10% discount and at the time bid #2021-020 is awarded a code (i.e. NCTCOG21) will be assigned to your organization with that value. You will email bid requests to bids@4imprint.com and quote or order requests to govrequests@4imprint.com using your assigned code. This discount is available to all products found using current pricing at www.4imprint.com including sale prices. The 10% discount would extend to all set-up charges, any additional product run charges, or similar item charges. It would not extend to freight charges. All shipping is to be FOB destination prepaid and allowed. Minimum quantity requirements do apply and are volume based. This is not to be combined with any other offer. The pricing provided in the attached market basket is reflective of that pricing scale.

In addition, your organization will also receive these additional savings should we be selected:

- Set-up fees would only apply for the first time of an order with the same artwork on the same item. You would not pay a set-up fee for exact repeat orders.
- You will not be charged for PMS Color matching to ensure your branding guidelines are always followed and at no extra charge to you
- You will have access to all our 24-hour turn around items for those times when you need something last minute. These items are prioritized in our system to move along quickly. The items included in this category are produced and shipped out within 24 hours (business days) of receipt of Purchase Order, Art and related approvals.
- You will receive a printed catalog at least 4 times per year highlighting some of our items for your convenience. The online catalog at www.4imprint.com is maintained and updated daily with all our offerings.
- You would not pay extra for extended sizes on our apparel items; it is the same price if you are a size medium or 3XL, *unique* to 4imprint.
- For most embroidered apparel, you do not pay a set-up charge over 24 pieces on clothing and 72 pieces on headwear.
- You will be covered by our 360° guarantee, which is attached for your review.
- You will get to use our Glide™ pricing scale, which simply means you are not bound to price breaks. The more you order of an item, the less you pay per piece!
- Complimentary art assistance. You've got a job to do, so let our design pros take care of making sure you -and your logo- look great! Whether it's ready to go or a sketch you want to bring to life, send us what you have, and we'll do the rest – for FREE! And you'll always get a FREE e-proof to approve before we proceed with your order!
- Free Samples
- You will have a dedicated team with an average experience level of 10 years. The direct line for the government team is 877-446-7746 ext. 5523 or you can email them at govrequests@4imprint.com. You will be working with a hand-picked 4imprint team member to make your process smooth and easy. Each member of the team is specially trained and only

works with special accounts just like yours. They are available Monday through Friday from 7:00am to 10:00pm CST.

TAB G

Required Attachments

In this section you will also find a copy of our insurance certificate, the 1295, our W9 and a copy of our 360° guarantee.



Our 360° Guarantee ®

Means you're covered from every angle.

Satisfaction

We promise the product will meet your expectations and your imprint will be exactly as you approved it, or we'll rerun your order or refund your money - your choice.

Free & Easy

Free samples, free art assistance and lightning-fast service from people who make ordering easy.

Lowest Prices

If you find a lower advertised price within 30 days of your purchase, let us know and we'll refund double the difference in prices.

On-Time Shipment

If your event is missed because we didn't ship on time, your order is on us.

Ordering is easy, we help you every step of the way!

Need to see a sample? No problem!

We're happy to send you FREE samples (with random imprints) so you can see a product before you order. Just click '**request a free sample**' on any product page or give us a call, we're happy to help!

Absolutely FREE professional art assistance.

You get FREE logo prep and design help on every item we sell – you don't need to do the work yourself – we'll do it for you! Whether you'd just like your logo on a product, or you'd like to add text, additional graphics or you need a complete logo created - **we'll do the work, FREE! And you'll always get a FREE 'e-proof' before we proceed with your order!**

Personal, expert service on every order.

Whether you're on the web or over the phone (we're happy to work either way!), every order is cared for by people who will make sure every detail is as you wish. **This includes an experienced promotional product expert who will work with you personally on your order and our team of professional artists.** It's like having additional members of your own marketing team whenever you need them!

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. 4imprint, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) 5 Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 101 Commerce Street	Requester's name and address (optional)
6 City, state, and ZIP code Oshkosh, WI 54901	
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-				-	
OR								
Employer identification number								
3	9	-	1	8	3	7	1	0 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ► <i>Jim Parker</i>	Date ► 1/4/2021
-----------	--	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Assurance, a Marsh & McLennan Agency LLC company 20 N Martingale Road Suite 100 Schaumburg IL 60173	CONTACT NAME: Alex Carlton PHONE (A/C, No, Ext): (847) 463-7795 FAX (A/C, No): (847) 440-9127 E-MAIL: acarlton@assuranceagency.com ADDRESS: acarlton@assuranceagency.com
INSURED 4imprint, Inc. 101 Commerce Street PO Box 320 Oshkosh WI 54901	INSURER(S) AFFORDING COVERAGE INSURER A: Travelers Indemnity of Connect INSURER B: Charter Oak Fire Insurance Com INSURER C: Travelers Property Casualty Co INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 751931494

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			630-3K084377 COF	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA-3K122872 TIL	12/31/2020	12/31/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			CUP-3K130491 TIL	12/31/2020	12/31/2021	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N N N/A			UB-3K095380 TCT	12/31/2020	12/31/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Proof of Insurance Only

CERTIFICATE HOLDER**CANCELLATION**

Proof of Insurance

** * *

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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CERTIFICATE OF INTERESTED PARTIES

FORM 1295

1 of 1

Complete Nos. 1 - 4 and 6 if there are interested parties.
Complete Nos. 1, 2, 3, 5, and 6 if there are no interested parties.

OFFICE USE ONLY CERTIFICATION OF FILING

Certificate Number:
2021-734976

Date Filed:
04/06/2021

Date Acknowledged:

1 Name of business entity filing form, and the city, state and country of the business entity's place of business.

4imprint, Inc
Oshkosh, WI United States

2 Name of governmental entity or state agency that is a party to the contract for which the form is being filed.

NCTCOG

3 Provide the identification number used by the governmental entity or state agency to track or identify the contract, and provide a description of the services, goods, or other property to be provided under the contract.

2021-020
Promotional Products

4	Name of Interested Party	City, State, Country (place of business)	Nature of interest (check applicable)	
			Controlling	Intermediary

5 Check only if there is NO Interested Party.



6 UNSWORN DECLARATION

My name is Shay Freund, and my date of birth is 04/04/1970.

My address is 101 Commerce St. Oshkosh, WI 54901, USA.
(street) (city) (state) (zip code) (country)

I declare under penalty of perjury that the foregoing is true and correct.

Executed in Winnebago County, State of WI, on the 6th day of April, 2021.
(month) (year)



Signature of authorized agent of contracting business entity
(Declarant)

**ATTACHMENT I:
INSTRUCTIONS FOR PROPOSALS COMPLIANCE AND SUBMITTAL**

Compliance with the Solicitation

Submissions must be in strict compliance with this solicitation. Failure to comply with all provisions of the solicitation may result in disqualification.

Acknowledgment of Insurance Requirements

By signing its submission, Offeror acknowledges that it has read and understands the insurance requirements for the submission. Offeror also understands that the evidence of required insurance may be requested to be submitted within ten (10) working days following notification of its offer being accepted; otherwise, NCTCOG may rescind its acceptance of the Offeror's proposals. The insurance requirements are outlined in Section 6.

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date:

4/16-2021

**ATTACHMENT II:
CERTIFICATIONS OF OFFEROR**

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date:

4/6-21

**ATTACHMENT III:
CERTIFICATION REGARDING DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS**

This certification is required by the Federal Regulations Implementing Executive Order 12549, Debarment and Suspension, 45 CFR Part 93, Government-wide Debarment and Suspension, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668, 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned certifies, to the best of his or her knowledge and belief, that both it and its principals:

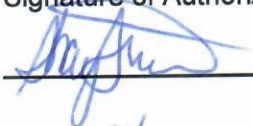
1. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;
2. Have not within a three-year period preceding this contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or contract under a public transaction, violation of federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false Proposals, or receiving stolen property;
3. Are not presently indicated for or otherwise criminally or civilly charged by a government entity with commission of any of the offense enumerated in Paragraph (2) of this certification; and,
4. Have not within a three-year period preceding this contract had one or more public transactions terminated for cause or default.

Where the prospective recipient of federal assistance funds is unable to certify to any of the qualifications in this certification, such prospective recipient shall attach an explanation to this certification form.

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date: 4/6-21

ATTACHMENT IV: RESTRICTIONS ON LOBBYING

Section 319 of Public Law 101-121 prohibits recipients of federal contracts, grants, and loans exceeding \$100,000 at any tier under a federal contract from using appropriated funds for lobbying the Executive or Legislative Branches of the federal government in connection with a specific contract, grant, or loan. Section 319 also requires each person who requests or receives a federal contract or grant in excess of \$100,000 to disclose lobbying.

No appropriated funds may be expended by the recipient of a federal contract, loan, or cooperative agreement to pay any person for influencing or attempting to influence an officer or employee of any federal executive department or agency as well as any independent regulatory commission or government corporation, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with any of the following covered federal actions: the awarding of any federal contract, the making of any federal grant, the making of any federal loan the entering into of any cooperative agreement and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

As a recipient of a federal grant exceeding \$100,000, NCTCOG requires its subcontractors of that grant to file a certification, set forth in Appendix B.1, that neither the agency nor its employees have made, or will make, any payment prohibited by the preceding paragraph.

Subcontractors are also required to file with NCTCOG a disclosure form, set forth in Appendix B.2, if the subcontractor or its employees have made or have agreed to make any payment using nonappropriated funds (to include profits from any federal action), which would be prohibited if paid for with appropriated funds.

**LOBBYING CERTIFICATION
FOR CONTRACTS, GRANTS, LOANS, AND COOPERATIVE AGREEMENTS**

The undersigned certifies, to the best of his or her knowledge or belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an officer or employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal loan, the entering into of any cooperative Contract, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative contract; and
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, and or cooperative contract, the undersigned shall complete and submit Standard Form – LLL, "Disclosure Form to Report Lobbying", in accordance with the instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers and that all sub-recipients shall certify accordingly.

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date: 4/6/21

**ATTACHMENT V:
DRUG-FREE WORKPLACE CERTIFICATION**

The 4imprint, Inc. (company name) will provide a Drug Free Work Place in compliance with the Drug Free Work Place Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the 4imprint, Inc. (company name) or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination. All employees, as a condition of employment, will comply with this policy.

CERTIFICATION REGARDING DRUG-FREE WORKPLACE

This certification is required by the Federal Regulations Implementing Sections 5151-5160 of the Drug-Free Workplace Act, 41 U.S.C. 701, for the Department of Agriculture (7 CFR Part 3017), Department of Labor (29 CFR Part 98), Department of Education (34 CFR Parts 85, 668 and 682), Department of Health and Human Services (45 CFR Part 76).

The undersigned subcontractor certifies it will provide a drug-free workplace by:

Publishing a policy Proposal notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the workplace and specifying the consequences of any such action by an employee;

Establishing an ongoing drug-free awareness program to inform employees of the dangers of drug abuse in the workplace, the subcontractor's policy of maintaining a drug-free workplace, the availability of counseling, rehabilitation and employee assistance programs, and the penalties that may be imposed on employees for drug violations in the workplace;

Providing each employee with a copy of the subcontractor's policy Proposal;

Notifying the employees in the subcontractor's policy Proposal that as a condition of employment under this subcontract, employees shall abide by the terms of the policy Proposal and notifying the subcontractor in writing within five days after any conviction for a violation by the employee of a criminal drug abuse statute in the workplace;

Notifying the Board within ten (10) days of the subcontractor's receipt of a notice of a conviction of any employee; and,

Taking appropriate personnel action against an employee convicted of violating a criminal drug statute or requires such employee to participate in a drug abuse assistance or rehabilitation program.

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date: 4/6-21

**ATTACHMENT VI:
CERTIFICATION REGARDING DISCLOSURE OF CONFLICT OF INTEREST**

The undersigned certifies that, to the best of his or her knowledge or belief, that:

"No employee of the contractor, no member of the contractor's governing board or body, and no person who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of this contract shall participate in any decision relating to this contract which affects his/her personal pecuniary interest.

Executives and employees of contractor shall be particularly aware of the varying degrees of influence that can be exerted by personal friends and associates and, in administering the contract, shall exercise due diligence to avoid situations which give rise to an assertion that favorable treatment is being granted to friends and associates. When it is in the public interest for the contractor to conduct business with a friend or associate of an executive or employee of the contractor, an elected official in the area or a member of the North Central Texas Council of Governments, a permanent record of the transaction shall be retained.

Any executive or employee of the contractor, an elected official in the area or a member of the NCTCOG, shall not solicit or accept money or any other consideration from a third person, for the performance of an act reimbursed in whole or part by contractor or Department. Supplies, tools, materials, equipment or services purchased with contract funds shall be used solely for purposes allowed under this contract. No member of the NCTCOG shall cast a vote on the provision of services by that member (or any organization which that member represents) or vote on any matter which would provide a direct or indirect financial benefit to the member or any business or organization which the member directly represents".

No officer, employee or paid consultant of the contractor is a member of the NCTCOG.

No officer, manager or paid consultant of the contractor is married to a member of the NCTCOG.

No member of NCTCOG directly owns, controls or has interest in the contractor.

The contractor has disclosed any interest, fact, or circumstance that does or may present a potential conflict of interest.

No member of the NCTCOG receives compensation from the contractor for lobbying activities as defined in Chapter 305 of the Texas Government Code.

Should the contractor fail to abide by the foregoing covenants and affirmations regarding conflict of interest, the contractor shall not be entitled to the recovery of any costs or expenses incurred in relation to the contract and shall immediately refund to the North Central Texas Council of Governments any fees or expenses that may have been paid under this contract and shall further be liable for any other costs incurred or damages sustained by the NCTCOG as it relates to this contract.

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date:

4/14/21

CONFLICT OF INTEREST QUESTIONNAIRE

FORM CIQ

For vendor or other person doing business with local governmental entity

This questionnaire is being filed in accordance with chapter 176 of the Local Government Code by a person doing business with the governmental entity.

By law this questionnaire must be filed with the records administrator of the local government not later than the 7th business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Government Code.

A person commits an offense if the person violates Section 176.006, Local Government Code. An offense under this section is a Class C misdemeanor.

OFFICE USE ONLY

Date Received

1 Name of person doing business with local governmental entity.

4imprint, Inc.

2

☐

Check this box if you are filing an update to a previously filed questionnaire.

(The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than September 1 of the year for which an activity described in Section 176.006(a), Local Government Code, is pending and not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate.)

N/A

3

Describe each affiliation or business relationship with an employee or contractor of the local governmental entity who makes recommendations to a local government officer of the local governmental entity with respect to expenditure of money.

N/A

4

Describe each affiliation or business relationship with a person who is a local government officer and who appoints or employs a local government officer of the local governmental entity that is the subject of this questionnaire.

N/A

Amended 01/13/2006

CONFLICT OF INTEREST QUESTIONNAIRE

For vendor or other person doing business with local governmental entity

FORM CIQ

Page 2

5 Name of local government officer with whom filer has affiliation or business relationship. (Complete this section only if the answer to A, B, or C is YES.)

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or business relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire?

☐

Yes

☐

No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity?

☐

Yes

☐

No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?

☐

Yes

☐

No

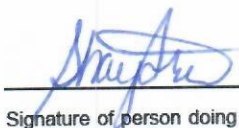
D. Describe each affiliation or business relationship.

N/A

6 Describe any other affiliation or business relationship that might cause a conflict of interest.

N/A

7



Signature of person doing business with the governmental entity

4/6-21

Date

Amended 01/13/2006

**ATTACHMENT VII:
CERTIFICATION OF FAIR BUSINESS PRACTICES**

That the submitter has not been found guilty of unfair business practices in a judicial or state agency administrative proceeding during the preceding year. The submitter further affirms that no officer of the submitter has served as an officer of any company found guilty of unfair business practices in a judicial or state agency administrative during the preceding year.

Name of Organization/Contractor(s):

4imprint, Inc.

Signature of Authorized Representative:



Date:

4/6-21

**ATTACHMENT IX:
HISTORICALLY UNDERUTILIZED BUSINESSES, MINORITY OR WOMEN-OWNED OR DISADVANTAGED
BUSINESS ENTERPRISES**

Historically Underutilized Businesses (HUBs), minority or women-owned or disadvantaged businesses enterprises (M/W/DBE) are encouraged to participate in the solicitation process. Representatives from HUB companies should identify themselves and submit a copy of their certification.

NCTCOG recognizes the certifications of both the State of Texas Program and the North Central Texas Regional Certification Agency. Companies seeking information concerning HUB certification are urged to contact:

State of Texas HUB Program
Texas Comptroller of Public Accounts
Lyndon B. Johnson State Office Building
111 East 17th Street
Austin, Texas 78774
(512) 463-6958
<http://www.window.state.tx.us/procurement/prog/hub/>

N/A

Local businesses seeking M/W/DBE certification should contact:

North Central Texas Regional Certification Agency
624 Six Flags Drive, Suite 100
Arlington, TX 76011
(817) 640-0606
<http://www.nctrca.org/certification.html>

Submitter must include a copy of its minority certification documentation as part of this solicitation.
If your company is already certified, attach a copy of your certification to this form and return with your proposal.

Indicate all that apply:

_____ Minority-Owned Business Enterprise
_____ Women-Owned Business Enterprise
_____ Disadvantaged Business Enterprise

ATTEST TO Attachments of Certification:

Authorized Signature

Typed Name

Date

Subscribed and sworn to before me this _____ day of _____ (month), 20__ in

_____ (city), _____ (county), _____ (state).

Notary Public in and for _____ (County),
State of _____ Commission expires: _____

SEAL

**ATTACHMENT X
REQUEST FOR PROPOSAL/SOLICITATION LANGUAGE
FOR COMPLIANCE WITH THE
PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR
EQUIPMENT**

Pursuant to Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, NCTCOG is prohibited from using federal funds to procure, contract with entities who use, or extend contracts with entities who use certain telecommunications and video surveillance equipment or services provided by certain Chinese controlled entities. Proposers shall certify its compliance with these requirements as part of their proposal response by completing the "Prohibited Telecommunications and Video Surveillance Services or Equipment Certification" included with the RFP Document. Failure to submit the required certification statement may be grounds for finding the proposal nonresponsive.

ATTACHMENT XI
PROHIBITED TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT
CERTIFICATION

This RFP and any resulting Contract is subject to the Public Law 115-232, Section 889, and 2 Code of Federal Regulations (CFR) Part 200, including §200.216 and §200.471, for prohibition on certain telecommunications and video surveillance or equipment.

Public Law 115-232, Section 889, identifies that restricted telecommunications and video surveillance equipment or services (e.g. phones, internet, video surveillance, cloud servers) include the following:

- A) Telecommunications equipment that is produced by Huawei Technologies Company or ZTE Corporation (or any subsidiary or affiliates of such entities).
- B) Video surveillance and telecommunications equipment produced by Hytera Communications Corporations, Hangzhou Hikvision Digital Technology Company, or Dahua Technology Company (or any subsidiary or affiliates of such entities).
- C) Telecommunications or video surveillance services used by such entities or using such equipment.
- D) Telecommunications or video surveillance equipment or services produced or provided by an entity that the Secretary of Defense, Director of the National Intelligence, or the Director of the Federal Bureau of Investigation reasonably believes to be an entity owned or controlled by the government of a covered foreign country.

The entity identified below, through its authorized representative, hereby certifies that no funds under this RFP or any resulting Contract will be obligated or expended to procure or obtain telecommunication or video surveillance services or equipment or systems that use covered telecommunications equipment or services as a substantial or essential component of any system, or as a critical technology as part of any system prohibited by 2 CFR §200.216 and §200.471, or applicable provisions in Public Law 115-232 Section 889.

☒ The Respondent hereby certifies that it does comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED
PERSON:



NAME OF AUTHORIZED PERSON:

Shay Freund

NAME OF COMPANY:

4imprint, Inc.

DATE:

4/6-21

-OR-

☐ The Respondent hereby certifies that it cannot comply with the requirements of 2 CFR §200.216 and §200.471, or applicable regulations in Public Law 115-232 Section 889.

SIGNATURE OF AUTHORIZED PERSON:

NAME OF AUTHORIZED PERSON:

NAME OF COMPANY:

DATE:

Exhibit A

Description of Desired Services and Products

Responses are encouraged from vendors who can only provide a handful of services. Respondents are not expected to be able to provide the entirety of the desired goods, though are welcome to if they are able!

The following selection is not **all-encompassing**, and additional products and/or categories are desired.

I. Copy/Print Services:

- Copy (Black and White)
- Copy (Color)
- Flyers, Brochures and Postcards (Black and White)
- Flyers, Brochures and Postcards (Color)
- Banners and Posters (Black and White)
- Banners and Posters (Color)
- Business Cards and Company Letterheads (Black and White)
- Business Cards and Company Letterheads (Color)
- Presentations and Manuals (Black and White)
- Presentations and Manuals (Color)
- Photo Posters and Canvas Prints (Black and White)
- Photo Posters and Canvas Prints (Color)
- All Types of Business Forms, NCR Forms, and Envelopes
- Finishing Services
- Interior/Exterior Building Signage
- All Other Types of Copy and Print Services

II. Promotional Products:

- Imprinted Promotional Products
- Printed Promotional Marketing Materials
- All Other Types of Promotional Merchandise

III. Graphic Design Services:

- Print Design
- Digital Design
- Web Design

EXHIBIT B
Pricing Proposal

Please see the corresponding Excel file in Public Purchase and the information below to complete this task for evaluation purposes only.

Respondents are encouraged to provide a market equivalent if their company does not offer the item used to generate specifics.

Item 1: Marketing Brochure

Size:	11"x 8.5"
Side Options	Double Sided
Fold	Tri-Fold
Coating	Gloss For Both Sides
Paper Stock	100lb
Quantity:	300

Link: [SHARE Brochure-Color](#)

Item 2: Marketing Flyer (Color)

Size:	8.5" x 11"
Orientation	Portrait
Edge Option	Trim to Edge
Side Option	Single Sided
Paper Type	Gloss Cover Premium Whites- 100lb
Quantity:	500

Link: [SHARE Flyer-Color](#)

Item 3: Black & White Copies

Size:	8.5" x 11"
Orientation	Portrait
Side Option	Single Sided
Paper Type	Standard Whites- 24lb
Edge Option	Trim to Edge
Finishing Options	Stapled
Quantity:	200

Link: [SHARE Copies-B&W](#)

Item 4: Business Card B&W

Size:	3.5"x 2.0"
Side Option	Double Sided
Paper Type	14 pt.-Matte
Corners	Square
Color	Black & White
Quantity:	400

Link: [NCTCOG Business Card](#)

Failure to provide written response to items indicated in this section will be interpreted by NCTCOG as an *inability* by the firm to provide the requested product, service or function. NCTCOG encourages vendors to be creative when developing their proposals for the requested goods and or service(s). Designate specific contact person(s) for the following phases: (1) bid process (2) contracting process (3) contract administration (primary point of contact for receiving orders from Participating Entities).

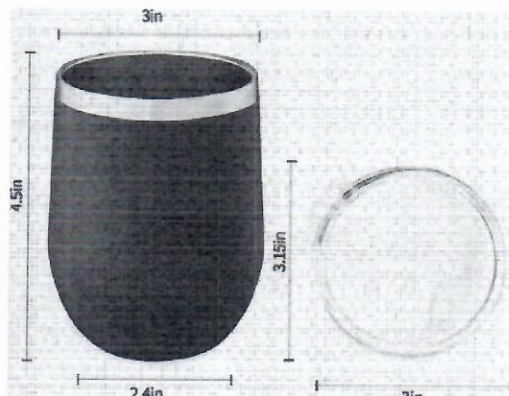
Tab E REFERENCES. Include at least three recent references for customers (preferably public agencies) for whom you have provided similar services. Please include the organization's name, address, contact person, phone number, and email address for each reference. NCTCOG reserves the right to contact or visit any of the Respondent's current and/or past customers to evaluate the level of performance and customer satisfaction.

Tab F PROPOSAL PRICING. Respondents should furnish a proposal that specifies a pricing model(s) that will apply to all orders placed under this contract. The pricing models(s) can be based on quantity or a flat rate across the board. Please provide a current suggested list pricing (rate card) for the goods and or services that you intend to provide in your proposal. Proposer must also fill out and return the Example Market Basket (Attached in Public Purchase). This item is purely for evaluation purposes, and will be used to evaluate 'best value'. This item will NOT be considered or applied beyond the evaluation of this RFP.

Tab G REQUIRED ATTACHMENTS. Please include signed copies of all ATTACHMENTS (beginning with ATTACHMENT I) appended to the back of this solicitation document. All attachments must be submitted with the proposal, or the proposal may be disqualified as nonresponsive. If an attachment does not apply, please mark as "Not Applicable" and submit with the proposal.

Item 5: 12oz Vacuum Insulated Cup

Capacity:	12oz
Brand	Generies
Color	Blue
Material	18/8 Stainless Steel
Insulation	Copper Coated
Lid Material:	Acrylic
Imprint Colors:	Multi-color imprint
Imprint Area:	1.50" H x 4.27" W
Quantity:	100

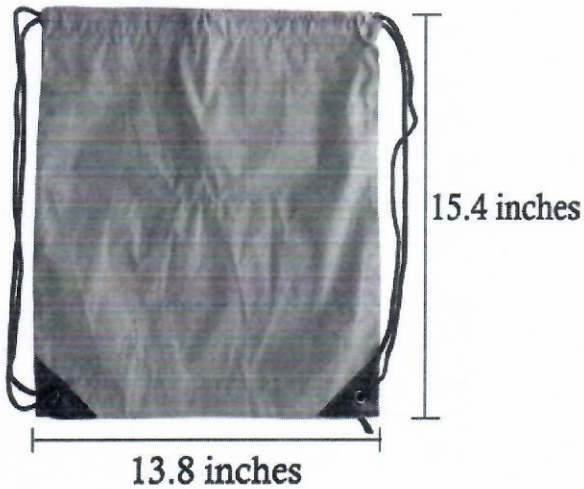
**Item 6: Swivel Cover USB2.0 8GB Drive**

Size	2.24"L x 0.76W x 0.4H"
Brand	MosDART
Digital Storage Capacity	8GB
USB Color:	Multicoloured
Cover Type:	Hinged Cover
Led Indicator	Yes
Hardware Platform	MAC/PC
Imprint Colors:	Two-color imprint
Imprint Area:	7/16"H x 7/8"W
Quantity:	100



Item 7: Drawstring Backpack

Size:	15.4 "L x 13.8"W
Brand:	Topspeeder Technology Co.,Ltd
Color	Blue
Material	100% Polyester Fabric
Corners:	Reinforced
Imprint Colors:	Two-color imprint
Imprint Area:	9"H x 8"W
Quantity:	200

**Item 8: Emblem Stylus Pen**

Size	1" L x 1" W
Material	Plastic
Product Type	Retractable Pen
Brand	BIC USA Inc
Ink Color	Black
Barrel Color	Blue
Grip	Rubber
Point Type	Medium
Imprint Color	One-color imprint
Imprint Area	½" . X 1 ½" .
Quantity	300

