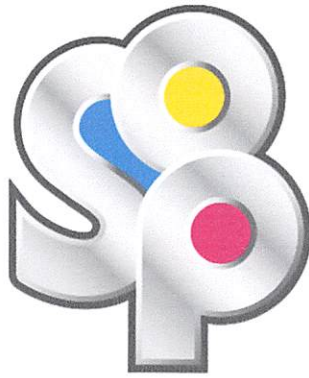


City of Rialto
Request for Proposal #18-056
Production of Community Magazine



Southwest Offset Printing Co., Inc
13650 Gramercy Place
Gardena, CA 90249

Original Copy

LETTER OF TRANSMITTAL

To: William Jernigan, CMP, CPPO
City of Rialto
Purchasing Division
249 S. Willow Avenue
Rialto, CA 92376

From: Jeremy Barton, Sales Executive
Southwest Offset Printing Co., Inc.
13650 Gramercy Place
Gardena, CA 90249
310-965-9111 Office
310-323-6927 Fax
j.barton@southwestoffset.com

Dear William Jernigan:

We, Southwest Offset Printing Co., Inc. (SOP), would like to offer our services with regard to print, package and deliver RFP #18-056 (Production of Community Magazine). Southwest Offset Printing Co., Inc. has received all relevant information pertaining to this RFP.

During the period of proposal evaluation you may contact:

Jeremy Barton, Sales Executive
Southwest Offset Printing Co., Inc.
13650 Gramercy Place
Gardena, CA 90249
310-965-9111 Office
310-323-6927 Fax
E-mail: j.barton@southwestoffset.com

Arthur Spear, CFO of SOP, is authorized to bind SOP to the terms of this proposal.

We hereby state that all information submitted in this proposal is true and correct.

Thank you for your consideration.

Sincerely,


Jeremy Barton, Sales Executive

2/28/18
Date

TABLE OF CONTENTS

- Proposal and Contractor Information
- Activity Outline
- Quality Control Procedures
- Professional References
- Press, bindery and Online Proofing Equipment
- Hours of Operation
- Recycling and Resource Conservation
- Miscellaneous
- Bid Response Sheet – Option B
- Project Organization Chart
- Team Qualifications and Expertise
- Nepotism Disclosures
- Proposer Signature Declaration
- Proposer Background Information
- Proposer’s Declaration
- Statement of Proposer’s Qualifications
- Worker’s Compensation Insurance Certification
- Minimum Wage Statement
- Statement of Proposer’s Past Contract Disqualifications
- Certification of Non-Discrimination By Contractors
- Non-Collusion Affidavit
- Proposer’s Completed W-9

Proposal and Contractor Information

PROFILE

Southwest Offset Printing Co., Inc. provides high quality graphics and printing services to businesses and government entities. Our services include pre-press, digital printing, sheet-fed printing, open-web printing, heat-set web printing; binding, mailing, fulfillment and shipping.

Southwest Offset Printing's Chairman of the Board, Greg McDonald, has been in the printing industry for fifty years. He began as an apprentice in the family business, working in manufacturing, planning and production. In 1969, he was elevated to a leadership role and quickly grew the business, both in terms of capacity and sales. In 1988 he left the family business and opened Southwest Offset Printing at our current location, 13650 Gramercy Place, Gardena, CA 90249. Some current notable clients who have trusted SOP's impeccable services are, The Hollywood Reporter, Media News (Consisting of The Daily News, Long Beach Press Telegram etc.), Investor's Business Daily and The Los Angeles, San Fernando Valley, San Diego and Orange County Business Journals.

In 2000, Southwest Offset Printing expanded to Northern California with the opening of a satellite newspaper manufacturing facility in Redwood City. Clients include: The London Financial Times, The New York Times and the Korea Times Daily. In 1997, the company entered the heatset business and expanded its offering to include a full gamut of coated gloss products. In 2010, the company expanded its Northern California footprint by moving its facility to San Jose to accommodate Gannett's USA Today Daily Newspaper. Today, Southwest Offset Printing employs approximately 500 employees and operates 13 heatset units and 216 coldset units, in addition to comprehensive prepress, bindery, mailing and shipping centers between its two locations.

The conventional wisdom for businesses selecting long-term partnerships is to favor those with proven records of reliability, service and competitive pricing. Today however, one must also add financial stability – particularly in an industry over run with consolidation and market vulnerability. We at Southwest Offset Printing meet all the aforementioned criteria and enjoy a

unique position among our peers. Approaching debt-free status, we focus not on survival like our competitors, but on quality, technological adaptation and innovation, service and continuous improvement initiatives. Both of our manufacturing facilities operate 24/7/365 to accommodate our growing list of newspaper, magazine and other periodical publishers. All equipment is impeccably maintained, resulting in a near flawless on-time delivery record. As manufacturers of daily, weekly and monthly titles, it is imperative that we adhere to schedules, while maintaining quality manufacturing as our guiding principle. Our management believes in empowering its employees to make critical decisions on the manufacturing floor, which expedites problem solving and leads to rapid implementation of corrective actions, when necessary. We are an ideal partner to publish a variety of products and we welcome the opportunity to be of service to the City of Rialto.

The key personnel for the City of Rialto's projects are:

Jeremy Barton, Sales Executive – j.barton@southwestoffset.com

Kathy Egger, Customer Service Representative – k.egger@southwestoffset.com

Angela Bragg, Credit Manager – a.bragg@southwestoffset.com

All of SOP's key personnel have personal experience working on city projects. Our track record with cities, as well as all of our other clients, has shown that our ability to manage large workloads, meet deadlines, and utilize our vast capabilities, experience and expertise is a tremendous benefit to our clientele.

ACTIVITY OUTLINE

Our approach to the successful completion of the City of Rialto's Projects are as follows:

1. Scheduling – Preflight - Prepress – Proofing – Printing – Bindery - Deliveries
2. Production Planning
3. Downloading of Files
4. Preflight
5. Proofing
6. Alteration cycle
7. Revised proofs
8. Proof Approval - SMC
9. Manufacturing
 - a. Litho Plates Made
 - b. Plates checked against proofs for accuracy
 - c. Printing
 - d. Pre Bindery Planning
 - e. Binding Approval
 - f. Binding Begins
 - g. Preparation For Shipping and Delivery
10. Label pallets and boxes with specific base information and content information
11. Deliveries made to Post Office and City of Rialto

QUALITY CONTROL PROCEDURES

- Quality Control starts as soon as we receive your files in our prepress department with preflight evaluation and we provide a report to clients on the status of their files.
- Once a job is uploaded to InSite with live files, these files are placed in our Prinergy Workflow system and processed for plating. The EPP Operator will perform a VPS (Virtual Proofing System) of each plate group for QC purposes. Proofs are output and reviewed by the EPP Operator.
- Proofs are then sent over to Traffic Control for a 2nd round of QC. From there, proofs are either sent to the customer (if requested) or are ready to plate.
- When the job is released to plating, the plate maker will review the hard proofs, press proofs and VPS. One black plate is output and sent to the QC Department to be checked. If the plate is okay, the balance of the job is plated.
- Once plated, the plates are sent to the QC Department. QC will check the press proofs, hard proofs and plates. When completed, the job is ready for print.
- At this point the plates are then forwarded to the press. Upon “press pull-up”, a press operator brings three copies of the press signature to the QC Department. The QC operator will trim the pull-up to size and cross reference it to the hard proof. We will also be checking for pagination, low res images, dates, content close to trim, and print reproduction issues. If approved, the QC operator signs the pull-up and gives one signed copy to the press operator. A second signed copy stays in Prepress with the job.
- If the product is not press finish, it will then head to our bindery department. Bindery will bind two complete copies of the product. Bindery will stop the binding process while those two copies of the completed publication, along with the production ticket, are taken to the prepress supervisor or shift lead. The supervisor or shift lead will check the Prinergy job against the pull-up. We will also be checking for pagination, low res images, dates, content close to trim, any imperfections and print reproduction issues.
- If approved, the supervisor or shift lead signs the pull-up and gives one signed copy to the bindery operator. A second signed copy stays in Prepress with the job.
- Bindery will then complete the binding process with a supervisor checking the quality throughout this process.

- The product is then either packaged for delivery, boxed or bundle tied; palletized and labeled. If the product is to be mailed, it will then move to our mailing department for process.
- In our mailing department the product is labeled using the customer's mail file. While this process is occurring, there is an operator monitoring the process at all times to insure the utmost quality. Once the product is labeled, it is packaged for delivery to the post office.

**CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
STATEMENT OF REFERENCES**

List and describe fully the last four contracts performed by your firm which demonstrate your ability to complete the work included with the scope of the specifications. Attach additional pages if required. The City reserves the right to contact each of the references listed for additional information regarding your firm's qualifications.

Reference No. 1

Customer Name: The Hollywood Reporter
 Contact Individual: Kelly Jones Phone No: 323-525-2163
 Address: 5700 Wilshire Blvd, 5th Floor, Los Angeles, CA 90036
 Contract Amount: \$2,200,000 Year: 2018
 Description of work done: Printing, mailing, shrink wrapping, polybagging, delivery

Reference No. 2

Customer Name: Orange County Transit Authority
 Contact Individual: Jennifer O'Conner Phone No: 714-560-5369
 Address: PO Box 14184, Orange, CA 92863
 Contract Amount: \$65,000 Year: 2017-2018
 Description of work done: Printing, storage and delivery

Reference No. 3

Customer Name: City of Fresno
 Contact Individual: Jeff Long Phone No: 559-621-1332
 Address: 2223 G Street
 Contract Amount: \$25,000 Year: 2017-2018
 Description of work done: Printing and delivery

Reference No. 4

Customer Name: Century Group Newspapers
 Contact Individual: Toebe Bush Phone No: 951-849-4586
 Address: 218 N. Murray Street, Banning, CA 92220
 Contract Amount: \$65,000 Year: 2017-2018
 Description of work done: Printing and delivery of four weekly newspapers and specials

Please list all City of Rialto projects completed with in the last five (5) years.

Project Name: _____
 Contact Individual: _____ Phone No: _____
 Project Location: _____
 Contract Amount: _____ Year: _____
 Description of work done: _____

CUSTOMER REFERENCES

Inside Tennis Media, Inc.
2907 Claremont Ave
Berkley, CA 94705
William Simons, Owner
(510) 665-9600
Service dates: April 2010 to April 2017
Provided printing of:

Size: 8.375 X 10.875
Quantity: 23,000
Pages: 16 + 24
Stock: 70# Gloss #3/50# Gloss #5

Alps Publishing/101 Things to do in San Diego
3146 Tiger Run Court #115
Carlsbad, CA 92010
Greg Steinke, Owner
(760) 734-6700
Service dates: October 2009 to present
Provided printing of:

Size: 8 X 10.875
Quantity: 85,000
Pages: 4+48
Stock: 80# Gloss Book/45# Gloss #4

German-World. Com, Inc.
PO Box 3541
Los Angeles, CA 90078
Petra Schuerman, Owner
(323) 876-5843
Service dates: July 2004 to January 2018 (Stopped Printing)
Provided printing of:

Size: 8.375 X 10.875
Quantity: 10,000
Pages: 4+48
Stock: 80# Gloss Book #3/50# Gloss #3

CUSTOMER REFERENCES (Con't)

Safeguard Business Systems DBA Fontis
60 Bunsen
Irvine, CA 92618
Stewart Pernell, Account Executive
(949) 236-000
Service dates: July 2015 to present
Provided printing of:
Size: 8.375 X 10.875
Quantity: 17,000
Pages: 48
Stock: 60# Matte #3

PRESS, BINDERY AND ONLINE PROOFING EQUIPMENT

Goss M600 -	Heatset web press with 8-unit color and double web with a 22 3/4"X38" cutoff. Including Combo folder, sheeter, closed loop color control and RGS 5 register control
Manugraph DGM -	Coldest web press with 12-towers, 48 units with a 22" X 34" cutoff. Including two 1240 folders, one 1035 folder, 18 roll stands, GMI color control and QTI register control
Muller Martini Primera -	Saddle stitcher with 9-pockets, and the capability of in-line addressing
Kolbus KM-600 -	Perfect Binder with 12-pockets and can bind 5,000 to 9,000 units/hour
Kodak DS-5120 -	Inkjet machine that is a fully integrated digital printing system. Featuring letter quality and crisp character definition. It has pinpoint registration at speeds of up to 1,000 fpm and resolutions of 120 x 120 or 120 x 240 dpi
Kodak InSite -	Prepress Portal System provides secure Web access to PRINERGY Workflow. Customers, prepress operators, and service representatives can submit jobs, track progress, collaborate on changes, and proof and approve work anywhere, anytime
Epson Stylus Pro 9600 -	Inkjet Proofer that will output the proofs to be reviewed by customer
Buhrs 3000 Polybagging System -	Polybag and Paper wrapping system. 15,000 units/hour

HOURS OF OPERATION

Southwest Offset's hours of operation are as follows:

Corporate Offices - 8am to 5pm Monday thru Friday 310-323-0112 (P)

Prepress Department – 24/7 365 days a year 310-965-9120 (P)

Press Department - 24/7 365 days a year

Bindery Department - 24/7 365 days a year

Mailing Department – 6am to 10pm Monday thru Friday

Shipping Department – 8am to 5pm Monday thru Friday

RECYCLING AND RESOURCE CONSERVATION

RECYCLING

Southwest Offset prides itself on our high standards and goals in keeping our environment clean. As part of that effort the following is adhered to at our facility:

All printed and non-printed waste materials are recycled. Clean unprinted paper is recycled with a down stroke baler and all printed materials are recycled using our baler system. Both our Heatset, Coldset and Bindery Departments have separate balers so the waste is efficiently separated before moving to the recycling facility.

All cardboard related materials are also recycled. This includes, but is not limited to, all boxes from Prepress plates and all paper roll wrappers. These items are recycled using our down stroke baler which prepares it for shipping to the recycling facility.

Since printing plates are made from aluminum these too are recycled. At each press there is a bin that collects the plates and then they are shipped weekly to the recycling facility.

All waste oils and solvents are collected. They are then recycled through a certified hazardous waste company.

RESOURCE CONSERVATION

Southwest Offset is committed to implementing every possible measure to enhance our environment, to reduce our carbon footprint and to serve as responsible stewards of our global resources.

At Southwest Offset our volatile organic compound (VOC) emissions are well within the parameters established by the South Coast Air Quality Management District (SCAQMD). We have accomplished this by transitioning to lower non-VOC prepress and pressroom products. As new products emerge in the marketplace, Southwest Offset is among the first to test and adopt innovative solutions.

Southwest Offset uses soy-based inks as this type of ink emits 70% fewer VOC's than traditional inks. They also use a mere 0.5% of the total energy that is needed to create petroleum-based ink products. Soy inks are biodegradable and assist in the process of paper recycling.

Southwest Offset is a certified member of the Rainforest Alliance in conjunction with the Forest Stewardship Council (FSC). This gives our customers the option to choose forest products like paper that has been sourced in an environmentally-friendly, socially responsible and economically viable manner.

MISCELLANEOUS

At this time SOP does not foresee any challenges, difficulties or any assistance required from City of Rialto to produce and deliver these projects.

The organization, personnel, systems and equipment of SOP are extremely well suited to the requirements of the printing and distribution of the City of Rialto's projects. The size, number of colors, stock, binding and format make this project a great fit for SOP. In addition, it must be noted that we maintain one of the largest and most consistent allocations of paper/newsprint on the West Coast. This is critical to the timely delivery of the City of Rialto's projects. When supply of paper/newsprint run low many printers cannot acquire the paper/newsprint that they need. We are high on the list of paper/newsprint buyers and are treated as such by the paper mills. If there was one interruption in the supply-chain of paper/newsprint, the City of Rialto's projects could be in jeopardy. Although no printer can guarantee an un-interrupted supply of paper/newsprint, or any type of paper for that matter, we stand a better chance than most of obtaining the paper/newsprint needed to fulfill our obligations to our clientele.

CITY OF RIALTO
REQUEST FOR PROPOSAL #17-041
BID RESPONSE SHEET – **OPTION B**

OPTION B:

Cost for printing, production and saturation distribution as per specifications:

Winter Edition \$ 13,617.00 + \$91.43 (Tax) = \$13,708.43

Annual Calendar \$ 9,967.00

Spring Edition \$ 13,617.00 + \$91.43 (Tax) = \$13,708.43

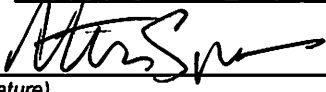
Fall Edition \$ 13,617.00 + \$91.43 (Tax) = \$13,708.43

Maximum completion or delivery time 10 days from receipt of digital file and final approval.

(No Sales Tax included)

Bidding Company Name: SOUTHWEST OFFSET PRINTING CO., INC.

Address: 13650 GRAMERCY PLACE, GARDENA, CA 90249

By:  Title: CFO Date: 2/23/18
(Signature)

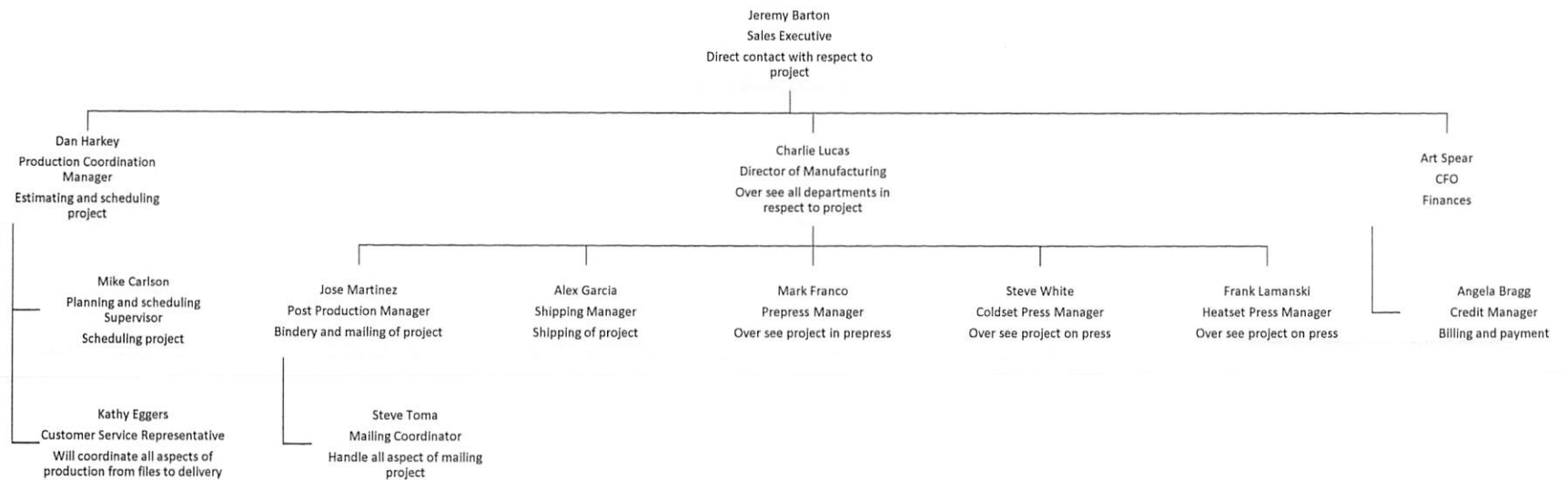
Printed Name: Arthur Spear

Telephone: 310-965-9116 Fax: 310-323-6927 Email: a.spear@southwestoffset.com

Exceptions or Clarifications: _____



City of Rialto Project Organization Chart for RFP #18-056



TEAM QUALIFICATIONS AND EXPERTISE

Jeremy Barton, Sales Executive

13650 Gramercy Place, Gardena, CA 90249
310-965-9111 (P) 310-323-6927 (F)
j.barton@southwestoffset.com

Mr. Barton has over 20 years of experience in the graphic arts industry. He is an experienced Sales Executive with a demonstrated history of working with publishers, schools, and city organizations. He is a professional skilled in printing, account management, sales, direct mail, and marketing.

Kathy Egger, Customer Service Representative

13650 Gramercy Place, Gardena, CA 90249
310-965-9118(P) 310-323-6927 (F)
k.eggers@southwestoffset.com

Ms. Eggers has over 25 years of experience in the printing industry. Including but not limited to customer service, scheduling, production, mailing and logistics. Ms. Eggers has worked extensively with publishers, schools and city agencies since becoming part of Southwest Offset's staff as well as other printing companies she has worked for in the past.

Angela Bragg, Credit Manager

13650 Gramercy Place, Gardena, CA 90249
310-965-9146 (P) 310-323-6927 (F)
a.bragg@southwestoffset.com

Ms. Bragg has been an intricate part of SOP for 15 years. Her background in business and accounting has benefited SOP immensely. She is a graduate of Los Angeles Harbor College with an Associate's Degree as well as a graduate of El Camino College's Certified Paralegal Program. Ms. Bragg is also a certified Notary.

Art Spear, Chief Financial Officer

13650 Gramercy Place, Gardena, CA 90249
310-965-9116 (P) 310-323-6927 (F)
a.spear@southwestoffset.com

Mr. Spear has been a key member of Southwest Offset's team for over 25 years. He is a graduate of UCLA with a MBA and CPA. As CFO he handles all aspects of Southwest Offset's financial needs from accounts payable to payroll. He directs a staff of six and with their help Southwest Offset's accounting department is on top of their game.

Charlie Lucas, Director of Manufacturing

13650 Gramercy Place, Gardena, CA 90249
310-965-9179(P) 310-323-6927 (F)
c.lucas@southwestoffset.com

Mr. Lucas has over 37 years of experience in the printing industry. He started out working side by side in his father's printing company. Mr. Lucas has 16 years of supervisory experience, 7 years of experience as a manager and two years as a director. His knowledge with all aspects of printing from prepress to post press is enormous. Since coming to Southwest Offset in 2014, Mr. Lucas has worked his way up the ladder to his current position as Director of Manufacturing.

Jose Martinez, Post-press Manager

13650 Gramercy Place, Gardena, CA 90249
310-965-9147 (P) 310-323-6927 (F)
j.martinez@southwestoffset.com

Mr. Martinez comes to Southwest Offset with 24 years of experience in the printing industry. Starting from a post press entry level jogger to post press machine operator. Mr. Martinez upon coming to Southwest Offset 14 years ago has been a key addition. His implementation of procedures and protocol within the post press department, not limited to establishing an efficient mailing department, has been extraordinary. He strives to continue with improvements within his department and requires the highest quality from his staff.

Mark Franco, Prepress Manager

13650 Gramercy Place, Gardena, CA 90249
310-965-9106 (P) 310-323-6927 (F)
m.franco@southwestoffset.com

Mr. Franco has 33 years of experience in print operations. He has been exposed to all aspects of newspaper and commercial printing. From 1985 - 2000 he has worked in various capacities in the printing industry such as a production operator, production lead, production supervisor, and project manager. Since becoming a part of Southwest Offset as Prepress Manager, Mr. Franco has brought his knowledge of the industry and has strengthen all aspects of his department.

Steve White, Coldset Press Manager

13650 Gramercy Place, Gardena, CA 90249
310-965-9141 (P) 310-323-6927 (F)
s.white@southwestoffset.com

Mr. White has 38 years of experience in the printing industry of which 27 have been with Southwest Offset. His extensive back ground includes working with a Goss Community press, Urbanite, Harris V-15, Man Rolland, Soloa King and currently a Manugraph DGM. As Coldset Press Manager Mr. White holds his department to highest standard with regards to production and quality.

Frank Lamanski, Heatset Press Manager

13650 Gramercy Place, Gardena, CA 90249
310-965-9127 (P) 310-323-6927 (F)
f.lamanski@southwestoffset.com

Mr. Lamanski comes to Southwest Offset with 30 years of experience in the printing industry. Starting from an entry level jogger, first pressman, working formen to heatset manager, Mr. Lamanski prides himself on being a hands-on manager. His work ethic ensures that customers are always satisfied with the finished product. Mr. Lamanski is always available to assist with color OKs and press checks when needed.

Alex Garcia, Shipping Manager

13650 Gramercy Place, Gardena, CA 90249

310-965-9138 (P) 310-323-6927 (F)

a.garcia@southwestoffset.com

Mr. Garcia has 14 years of experience in the shipping industry. Over these years he has gained extensive knowledge in all aspects of shipping procedures and warehouse management. He is qualified to drive forklifts, clamp trucks, pick and drives, electric pallet jacks and cherry pickers. He is also certified to train his staff of drivers to also drive the forklifts. Mr. Garcia is a key component in maintaining Southwest Offset's fleet of vehicles consisting of semi-trucks, bobtails and vans for the delivery of our customers' products.

Dan Harkey, Production Coordination Manager

13650 Gramercy Place, Gardena, CA 90249

310-965-9133 (P) 310-323-6927 (F)

d.harkey@southwestoffset.com

Mr. Harkey has 44 years of experience in the printing industry. 42 years of those years have been in management. He has held every position between a plate maker to a General Manager. Mr. Harkey has run manufacturing and sales departments. He has also owned three other businesses in printing including a printing company. For the last year Mr. Harkey has been a key component at Southwest Offset Printing managing customer service, estimating and scheduling. His team has implemented a new MIS that encompasses, estimating, job tickets, scheduling, inventory control, billing and costing.

**CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
NEPOTISM POLICY**

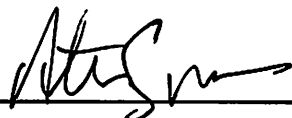
2.48.145. Disclosures required by persons contracting with the City.

All persons or business entities supplying any goods or services to the city, whether through an application or proposal, shall disclose in such application or proposal whether such person, entity or representatives or officers of the business entity is financially interested or related to any officer or employee of the city by blood or marriage within the third degree which would subject such officer or employee to the prohibition of California Government Sections 87100 et. seq., Fair Political Practices Commission Regulation section 18702, or Government Code Section 1090, as such provisions may be amended from time-to-time. To this end, any such application or request for proposals shall prominently provide the following disclosure:

By submitting [this application/a proposal], or supplying any goods or services to the city, the [applicant/vendor/contractor/consultant] hereby attests under penalty of perjury, personally or on behalf of the entity [submitting this application/a proposal or supplying any goods or services to the city], as well the entity's officers, representatives and the undersigned, that it/they have no financial interests, as such term is defined in California Government Sections 87100 et. seq., Fair Political Practices Commission Regulation section 18702, or Government Code Section 1090, whether written or verbal, with any City of Rialto elected or appointed official or employee, except as specifically disclosed immediately below:

Vendor/Contractor/Consultant: Southwest Offset Printing Co., Inc.

City of Rialto Official/ Employee Name(s)	The nature of the relationship with the person listed is
<u>N/A</u>	<u>N/A</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

By: 

Name: Arthur Spear

Title: CEO

**CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
PROPOSER SIGNATURE DECLARATION**

The undersigned hereby offers and agrees to furnish the goods and services in compliance with all the service level requirements, instructions, specifications, and any amendments contained in this RFP document and any written exceptions in the offer accepted by the City.

This proposal is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not herein named; the Proposer has not directly or indirectly induced or solicited any other Proposer to put in a sham proposal, or any other person, firm or corporation to refrain from submitting a proposal; and the Proposer has not in any manner sought by collusion to secure for themselves an advantage over any other Proposer.

Each proposal must be signed on behalf of the Proposer by an officer authorized to bind the Proposer to the proposal. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and I agree to the terms and conditions in this proposal.

Southwest Offset Printing Co., Inc.
Company Name


Signature of Authorized Person

13650 Gramercy Place
Address

Arthur Spear
Printed Name

Gardena, CA 90249
City State Zip Code

CFO
Title

City of Rialto License Number

2/23/18
Date

The Proposer hereby acknowledges receipt of and agrees this submittal is based on the RFP and the following addenda. Failure to indicate receipt of addenda may result in the Proposer being rejected as non-responsive.

ADDENDUM # 1 DATED 2/15/18 ADDENDUM # 2 DATED 2/21/18

ADDENDUM # DATED ADDENDUM # DATED
(If additional addenda are issued, attach a complete listing of these addenda when submitting this PROPOSAL.)

No PROPOSAL

In order to help us improve our internal processes and become a better customer, if you are not submitting a PROPOSAL, please state the reason(s) why and return this page to the Purchasing Manager.

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
PROPOSERS BACKGROUND INFORMATION

Proposers Information

Proposer's Contact Name: JEREMY BARTON

Contact Title: SALES EXECUTIVE

Mailing Address: 13650 GRAMERCY PLACE, GARDENA, CA 90249

Location of Business
(if different from mailing address):

Telephone Number: 310-965-9111

Pager Number:

24 Hour Tel. Number:

Fax Number: 310-323-6927

E-Mail Address: j.barton@southwestoffset.com

Remittance Address:
(if different from mailing address):

Number of Years in Business: 30

Applicable State of California License #(s): 1364643

Expiration Date(s):

Proposer's Dunn and Bradstreet
'DUNNS' NUMBER: 186919759

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
PROPOSER'S DECLARATION

Proposal Date: February 28, 2018

To the Honorable Mayor and City Council From:

Southwest Offset Printing Co., Inc.
Contractor

The undersigned, as Proposer, declares that he has carefully examined the locations of the proposed work described, examined the Agreement and read the Instructions to Proposers and is familiar with all proposal requirements, and hereby proposes and agrees, if the proposal is accepted, to complete the said maintenance in accordance with the Agreement Documents, as defined in the General Provisions, in the time stated herein, for the prices set forth in the following schedule:

Said amount to include and cover all taxes, the furnishing of all materials, the performing of all the labor requisite and the providing of all necessary machinery, tools, apparatus and other means of construction; also, the performance and completion of all the work in the manner set forth, described and shown in the Specifications or on the drawings for the work.

The Proposer to whom the contract (s) is awarded agrees to enter into an agreement with the City, and to commence work within fifteen (15) working days from the date of execution thereof, and to diligently prosecute the work to completion as set forth in the agreement after the execution of the agreement and the date of issuance of a Notice to Proceed.

The City Offices are closed every Friday and the following Holidays: New Year's Day, Martin Luther King Day, President's Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Eve, and Christmas.

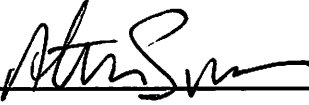
All proposals are to be computed on the basis of the given Estimated Type of Work, as indicated in this proposal. In case of a discrepancy between words and figures, the words shall prevail. In case of a discrepancy between unit prices and the extension thereof, the unit price shall prevail and proposals will be computed as indicated above and compared on the basis of correct totals.

The estimated quantities of work indicated in this proposal are approximate only, being given solely as a basis for comparison of proposals. The City does not expressly nor by implication agree that the actual amount of work will correspond therewith, but reserves the right to increase or decrease the amount of any item or portions of the works as may be deemed expedient by the Contract Administrator.

It is understood by the Proposer that the City of Rialto has the right to reject this proposal or to award an agreement to the undersigned at the prices stipulated. If the proposal is rejected, then the enclosed check or proposal bond shall be returned to the undersigned within thirty-days (30) days from the date thereof. If the proposal is accepted and the work is awarded and the terms supplied by the Purchasing Manager within fifteen (15) days such further time as may be granted by the City Council, then said check shall be cashed or said bond declared forfeit and an amount equal to the difference between the lowest Proposer who will execute an agreement shall be paid into the treasury of the City of Rialto as liquidated damages for the failure of the undersigned to comply with the terms of this proposal.

Licensed in accordance with an act providing for the registration of Contractor's License No. _____, classification, **XXXX**. In executing this proposal the Proposer certified being properly licensed to do the work.

Signature of Proposer



If an individual, so state. If a firm or co-partnership, state the firm name and give the names of all individual co-partners composing the firm, i.e., president, secretary, treasurer and manager, thereof.

Dated: February 28, 2018

13650 Gramercy Place, Gardena, CA 90249 Business Address

310-323-0112 Telephone Number

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
STATEMENT OF PROPOSER'S QUALIFICATIONS

STATE OF CALIFORNIA, COUNTY OF LOS ANGELES

I am the of Southwest Offset Printing Co., Inc., the
Proposer herein. I have read the foregoing statement and know the contents thereof; and I certify that the
same is true of my own knowledge, except as to those matters which are therein stated upon my information or
belief, and as to those matters I believe it to be true.

Executed on February 28, 2018 at Gardena, California
(date) (place)

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



Signature of Proposer

CFO

Title

Signature of Proposer

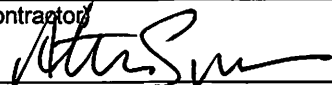
Title

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
WORKERS' COMPENSATION INSURANCE CERTIFICATION

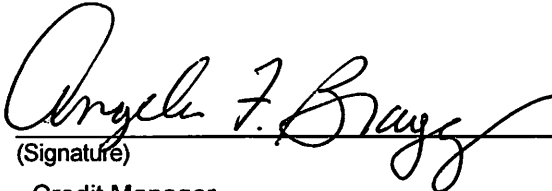
The Contractor shall execute the following form as required by the California Labor Code, Sections 1860 and 1861:

I am aware of the provisions of Section 3700 of the Labor Code which requires every employer to be insured against liability for workmen's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Contract.

Date: February 28, 2018

By Southwest Offset Printing Co., Inc.
(Contractor)

(Signature)
CFO
(Title)

ATTEST:

By 
(Signature)
Credit Manager
(Title)

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
MINIMUM WAGE STATEMENT

This contract will be awarded as a cost-savings contract under the provisions of Government Code Section 19130(a). In accordance with those provisions, the salary rate to be paid to individuals performing the requested services as described under this contract should be an amount calculated NOT to "significantly undercut" the State pay rate and shall not be less than the industry rate for San Bernardino County. In the event that this salary rate does significantly undercut the State pay rate or the industry rate for San Bernardino County. THE PROPOSAL WILL BE REJECTED AS NON-RESPONSIVE.

A Proposer on this contract must complete the "Minimum Wage Statement" below and return this sheet with his/her proposal.

MINIMUM WAGE STATEMENT

I hereby certify that the minimum wage to be paid to all individuals performing the requested services as described under this contract will not less than \$ 11.25 per hour.



Signature of Authorized Representative

Arthur Spear

Printed Name

CFO

Title

Southwest Offset printing Co., Inc.

Company Name

13650 Gramercy Place

Address

Gardena, CA 90249

City, State, Zip Code

2/28/18

Date Signed

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
STATEMENT OF PROPOSER'S PAST CONTRACT DISQUALIFICATIONS

Pursuant to Section 10162 of the Public Contract Code the Proposer shall state whether such Proposer, any officer or employee of such Proposer who has a proprietary interest in such Proposer has ever been disqualified, removed, or otherwise prevented from proposing on, or completing a Federal, State or Local Government Project because of a violation of law or a safety regulation; and if so, explain the circumstances.

If the Proposer has had a contract terminated for default, all such incidents must be described. Termination for default is defined as notice to stop performance due to the Proposer's non-performance or poor performance and the issue was either not litigated; or litigated and such litigation determined the Proposer to be in default. Submit full details of all termination(s) for default experienced by the Proposer including the other party's name, address and telephone number. Present the Proposer's position on the matter. The City will evaluate the facts and may, at its sole discretion, reject the Proposer's proposal if the fact discovered indicates the completion of a contract resulting from the RFP may be jeopardized by selection of the Proposer.

If no such termination for default has been experienced by the Proposer in the past five years, so indicate.

1. Do you have any disqualification, removal, etc., as described in the above paragraph to declare?
Yes ☐ No ☒
2. If yes, explain the circumstances. Attach additional pages if necessary.

Executed on 2/28/18 at Gardena, California.

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



Signature of Authorized Representative

Arthur Spear

Printed Name

CFO

Title

Southwest Offset Printing Co., Inc.

Company Name

2/28/18

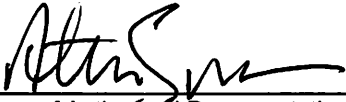
Date Signed

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
CERTIFICATION OF NON-DISCRIMINATION BY CONTRACTORS

As suppliers of goods or services to the City of Rialto, the firm listed certified that it does not discriminate in its employment with regard age, handicap, race, color, religion, sex, or national origin; that it is in compliance with all federal, state, local directives, and executive orders regarding non-discrimination in employment; and that it agrees to demonstrate positively and aggressively the principle of equal employment opportunity in employment. Every bidder in violation of this section is subject to all penalties imposed for violation of Chapter 1 of Part VII, Division 2 of the Labor Code, in accordance with the provisions of Section 1753 thereof.

We agree specifically:

1. To establish or observe employment policies which affirmatively promote opportunities for minority persons at all job levels.
2. To communicate this policy to all persons concerned, including all company employees, outside recruiting services, especially those serving minority communities, and to the minority communities at large.
3. To take affirmative steps to hire minority employees within the company.



Signature of Authorized Representative

Arthur Spear, CFO
Printed Name/Title

Southwest Offset Printing Co., Inc.
Company Name

13650 Gramercy Place
Address

Gardena, CA 90249
City, State, Zip Code

2/28/18
Date Signed

Please include any additional information available regarding equal opportunity employment programs now in effect within your company.

CITY OF RIALTO
REQUEST FOR PROPOSAL #18-056
NON-COLLUSION AFFIDAVIT

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He/She further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I HEREBY AFFIRM UNDER THE PENALTIES FOR PERJURY THAT THE FACTS AND INFORMATION CONTAINED IN THE FOREGOING BID FOR PUBLIC WORKS ARE TRUE AND CORRECT.

Dated this 28 day of February, 2018

Southwest Offset Printing Co., Inc.

(Name of Organization)

CFO

(Title of Person Signing)


(Signature)

ACKNOWLEDGEMENT

STATE OF California)

) ss

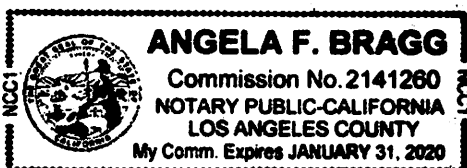
COUNTY OF Los Angeles)

Before me, a Notary Public, personally appeared the above named and swore that the statements contained in the foregoing document are true and correct.

Subscribed and sworn to me this 28 day of February, 2018.


Notary Public Signature

My Commission Expires: 1/31/2020



ANGELA F. BRAGG
Commission No. 214380
NOTARY PUBLIC - CALIFORNIA
LOS ANGELES COUNTY
My Comm. Expires JANUARY 31 2020
NCC

Request for Taxpayer Identification Number and Certification

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

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

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.

SOUTHWEST OFFSET PRINTING CO., 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.

☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ 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.

☐ 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)

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

13650 GRAMERCY PLACE

6 City, state, and ZIP code

GARDENA, CA 90249

7 List account number(s) here (optional)

Requester's name and address (optional)

SOUTHWEST OFFSET PRINTING CO., INC.

13650 GRAMERCY PLACE

GARDENA, CA 90249

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

9 5 - 4 0 2 7 8 6 9

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ►

Angela F. Bragg

Date ►

2/28/18

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.