NOTE: Fairfax County Public Schools conducts all procurement activities in accordance with delegated authority from the Purchasing Agent of Fairfax County Government. Bids and proposals in response to FCPS solicitations must be submitted electronically through Bonfire on or before the date and time stipulated in the solicitation.

IFB 2000003165
Printed Checks and Deposit Slips

IMPORTANT NOTICE
THIS IS AN ELECTRONIC PROCUREMENT (eBID)
SUBMISSIONS WILL ONLY BE ACCEPTED ELECTRONICALLY VIA THE BONFIRE PORTAL
(https://fcps.bonfirehub.com)

Fairfax County Public Schools (FCPS) uses a procurement portal powered by Bonfire Interactive for accepting and evaluating proposals. To register, visit https://fcps.bonfirehub.com. Additional assistance is also available at Support@GoBonfire.com. Submitting proposals via the Bonfire portal is mandatory. FCPS will not accept proposals submitted by paper, telephone, facsimile (“FAX”) transmission, or electronic mail (e-mail) in response to this IFB. Reference Special Provisions, Section 12 for additional information.

FCPS strongly encourages offerors to submit bids well in advance of the Bid submission deadline. A Bid submission is not considered successful unless all necessary files have been uploaded and the ‘Submit & Finalize’ step has been completed. Offerors are responsible for the consequences of any failure to plan ahead in the submission of its Bid.
ISSUE DATE: 8/6/2020
INVITATION FOR BID: IFB 2000003165
TITLE: Printed Checks, Deposit Slips & Related Items

DEPARTMENT: Office of the Comptroller
DUE DATE/TIME: August 21, 2020, 4:00 p.m. EST.

CONTRACT ADMINISTRATOR/BYER:
Gina Mobley
571-423-3595 or glmobley@fcps.edu

Proposals - In accordance with the following and in compliance with all terms and conditions, unless otherwise noted, the undersigned offers and agrees, if the proposal is accepted, to furnish items or services for which prices are quoted, delivered or furnished to designated points within the time specified. It is understood and agreed that with respect to all terms and conditions accepted by Fairfax County the items or services offered and accompanying attachments shall constitute a contract.

Note: Fairfax County does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

NAME AND ADDRESS OF FIRM:

Telephone/Fax No.: __________________________
E-Mail Address: __________________________
Federal Employer Identification No: __________________________
OR
Federal Social Security No. (Sole Proprietor): __________________________
Prompt Payment Discount: ___% for payment within ___ days/net ___ days
State Corporation Commission (SCC) Identification No. __________________________

By signing this proposal, Offeror certifies, acknowledges, understands, and agrees to be bound by the conditions set forth in the General Conditions and Instructions to Bidders as described in Appendix A, the Certification Regarding Ethics in Public Contracting set forth in Appendix B, and by any other relevant certification set forth in Appendix B.

BUSINESS CLASSIFICATION – Described in Appendix B - CHECK ONE:  □ LARGE (Y)  □ SMALL (B)
□ MINORITY-OWNED SMALL (X)  □ MINORITY OWNED LARGE (V)  □ WOMEN-OWNED SMALL (C)
□ WOMEN OWNED LARGE (A)  □ NON PROFIT (9)

CHECK ONE:  □ INDIVIDUAL  □ PARTNERSHIP  □ CORPORATION

Vendor Legally Authorized Signature __________________________
Date __________________________

Print Name and Title __________________________

Sealed proposals subject to terms and conditions of this Request for Proposal will be received by the Director of the Office of Procurement Services at 8115 Gatehouse Road, Suite 4400, Falls Church, VA 22042 until the date/time specified above.

AN EQUAL OPPORTUNITY PURCHASING ORGANIZATION

(DPMM32) rev FCPS 12/16