

March 8, 2021

**Request for Bids TO-21-10**

Ride Guide Printing

Topeka Metropolitan Transit Authority (Metro) is requesting bids from qualified firms to print Ride Guides for its passengers. Ride Guides will normally be printed in quantities of 10,000 once per year.

**Contract Term and Purchase Quantities**

This is a three-year contract. There is no guaranteed purchase quantity, but we expect to order 10,000 – 12,000 per year. Maximum number of copies for the term of the contract is 60,000.

**About the Ride Guide**

The Ride Guide is a map book that bus passengers use to find the correct bus and boarding time. Currently, the Ride Guide is:

- 36 pages 50 lb. white offset
- Interior text is black and one PMS color printing
- 2 colors inside
- Cover is 80 lb. white gloss book and is 4-color printed two sides
- Fold-out back cover shortened for machine trimming
- Outside cover is to be flood gloss aqueous
- 6" x 9" size
- Saddle-stitched and carton pack

The Ride Guide proof will be delivered to Metro Administration located at 201 N. Kansas Avenue, Topeka, Kansas 66603 for inspection prior to printing.

**General Instructions**

Bids must be submitted in the following format:

- 1) Cover sheet signed by the individual authorized to commit the firm to perform the contract requirements, including your firm's name, address, phone, fax, and email;
- 2) Provide a description of your understanding of, and ability to fulfill the specifications and services requested in this RFB;
- 3) Provide a description of your firm's experience and qualifications. Supply at least three references with current contact information, for which you have provided the same or similar services as specified in this RFB; and,
- 4) The completed cover letter, price quote and certifications on pages 7-11.

In order to be considered for contract award, your bid must be received in the Metro office by **1:00p on Thursday, April 8, 2021.** Bids received after the deadline will not be considered.

Following are the evaluation criteria, listed by degree of importance. A criterion may have multiple elements with varying degrees of importance.

Flexibility to Meet Metro Specifications  
Experience and Qualifications  
Price

The cover sheet, price quote form and the certifications on pages 7-11 are part of your bid and must be completed by all bidders. Bids that do not include the completed price quote and fully executed certifications may not be considered. The successful bidder will be required to follow the contract clauses on pages 3-6.

No advantage shall be taken by the contractor or any subcontractor in fulfilling the terms of this project due to omission of specifications by Metro.

Topeka Metro's current DBE goal is 2.00%. There is no DBE goal for this contract. If your firm is a DBE, or if you will be sub-contracting with a DBE, please attach a copy of the current DBE certificate. Upon contract award, all proposals will be public record and posted to Metro's website. Metro recommends that proposers exclude any trade secret, proprietary or confidential information from their proposals.

Topeka Metro is a direct deposit payor. The successful bidder will be required to fill out a W-9 Form and the Topeka Metro Electronic Payment/ACH Authorization Form.

If you have any questions concerning this RFB, or if you need clarification or additional information, please contact Richard Appelhanz. Electronic submission of bids is preferred. If submitting bids on paper, please provide an original and three full copies. Bids are to be sent to:

Topeka Metropolitan Transit Authority  
Attn: Richard Appelhanz  
201 North Kansas Avenue  
Topeka, KS 66603  
785-730-8621  
[rappelhanz@topekametro.org](mailto:rappelhanz@topekametro.org)

Questions must be received by Metro by Thursday, March 25, 2021.



The preceding specifications and the following clauses and certifications will be part of the contract.

#### 1.0 ACCESS TO RECORDS

The Contractor agrees to provide Metro, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 CFR 633.15 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 USC 5302 and 49 CFR 633.5, which is receiving federal financial assistance through the programs described at 49 USC 5307, 5309 or 5311. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until Metro, the FTA Administrator, the Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 2 CFR 200.333 and 2 CFR 200.336. FTA does not require the inclusion of these requirements in subcontracts.

#### 2.0 ASSIGNMENT AND DELEGATION

Contractor shall neither delegate any duties or obligations under this contract, nor assign, transfer, convey, sublet, subcontract or otherwise dispose of the contract or its right, duty, title or interest in or to the same, or any part thereof, without previous written consent of Metro.

#### 3.0 CIVIL RIGHTS

- 3.1 Nondiscrimination – In accordance with Title VI of the Civil Rights Act, as amended, 42 USC 2000d, Section 303 of the Age Discrimination Act of 1975, as amended, 42 USC 6102, Section 202 of the Americans with Disabilities Act of 1990, 42 USC 12132, and Federal transit law at 49 USC 5332, the contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.
- 3.2 Equal Employment Opportunity – The following equal employment opportunity requirements apply to the underlying contract:
  - 3.2.1 Race, Color, Creed, National Origin, Sex – In accordance with Title VII of the Civil Rights Act, as amended, 42 USC 2000e, and Federal transit law at 49 USC 5332, the contractor agrees to comply with all applicable equal employment opportunity requirements of US Department of Labor (USDOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 CFR Parts 60 et seq., and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect activities undertaken in the course of the project. The contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
  - 3.2.2 Age – In accordance with Section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 USC 623 and Federal transit law at 49 USC 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.
  - 3.2.3 Disabilities – In accordance with Section 102 of the Americans with Disabilities Act, as amended, 42 USC 12112, the Contractor agrees that it will comply with the requirements of the US Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 CFR Part 1630, pertaining to employment of persons with disabilities. In addition, the contractor agrees to comply with any implementing requirements FTA may issue.
- 3.3 The contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.
- 3.4 If the contract involves federal funds, the provisions of this subsection do not apply. If the contract does not involve federal funds, and if contractor's contracts with Topeka Metro for the current fiscal year cumulatively total more than \$5,000 and the contractor has four or more employees during the term of this contract, the contractor also agrees to observe the provisions of the Kansas Act Against Discrimination and the Kansas Age Discrimination in Employment Act and shall not discriminate against any person in the performance of work under this contract because of race, religion, color, sex, disability, national origin or ancestry. In all solicitations or advertisements for employees, the contractor shall include the phrase, "equal opportunity employer," or a similar phrase to be approved by Topeka Metro. If the contractor fails to comply with the reporting or other requirements of the Kansas Human Rights Commission under K.S.A. 44-1031 or K.S.A. 44-1116, and amendments thereto, the contractor shall be deemed to have breached this contract and it may be canceled, terminated or suspended, in whole or in part, by Topeka Metro. If contractor is found guilty of a violation of the Kansas Act Against Discrimination or the Kansas Age Discrimination in Employment Act under a decision or order of the Kansas Human Rights Commission which has become final, the contractor shall be deemed to have breached the present contract and it may be canceled, terminated or suspended, in whole

or in part, by Topeka Metro. Contractor agrees to include the binding provisions of this subsection in every subcontract or purchase order so that such provisions will be binding upon such subcontractor or vendor.

#### 4.0 COMPLIANCE WITH LOCAL, STATE AND FEDERAL LAWS

Contractor shall at all times be solely responsible for complying with all applicable local, state and federal laws, ordinances and regulations in connection with the performance of this contract.

#### 5.0 CONFIDENTIALITY

Between the date and time that proposals are due, until award of the contract by Metro, no information will be released which may have an adverse impact upon the negotiations or selection process. No information will be shared about the distinguishing characteristics or deficient characteristics of any proposal. All documents received by Metro are subject to the Kansas Open Records Act, KSA 45-215, et seq., and the Freedom of Information Act, 5 USC 552.

#### 6.0 CONFLICT OF INTEREST

No director or employee of Topeka Metropolitan Transit Authority, during his/her tenure or within one year thereafter, shall have any interest, direct or indirect, in this contract or the proceeds thereof.

#### 7.0 CONTRACT CHANGES

Any proposed change to this contract shall be submitted to Metro in writing for approval. No change in this contract shall be made unless Metro gives prior written approval. Contractor shall be liable for all costs, damages and/or liabilities, and for proper corrections, resulting from any specification change not properly approved in writing by Metro. Changes that have not been approved by Metro shall place Contractor in default of the contract.

#### 8.0 DISADVANTAGED BUSINESS ENTERPRISE (DBE)

- 8.1 This contract is subject to the requirements of 49 CFR Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.
- 8.2 The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).
- 8.3 The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.
- 8.4 The contractor may not hold retainage from its subcontractors.
- 8.5 The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

#### 9.0 ENERGY CONSERVATION

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

#### 10.0 EXCLUSIONARY OR DISCRIMINATORY SPECIFICATIONS

Metro will comply with the requirements of 49 USC 5323(h)(2) by refraining from using any Federal assistance awarded by FTA to support procurements using exclusionary or discriminatory specifications.

#### 11.0 FEDERAL CHANGES

The contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between Metro and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

#### 12.0 INCORPORATION OF FTA TERMS

These contract provisions include, in part, certain Standard Terms and Conditions required by USDOT, whether or not expressly set forth in the included contract provisions. All contractual provisions required by USDOT, as set forth in the current version of FTA Circular C 4220.1, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the



event of a conflict with other provisions contained in this Agreement. The contractor shall not perform any act, fail to perform any act, or refuse to comply with any Metro requests which would cause Metro to be in violation of the FTA terms and conditions.

### 13.0 INDEMNIFICATION

Contractor shall be responsible for and indemnify, defend and hold harmless Metro, its directors and employees from all demands, claims, suits and settlements for loss of or damages to property, or personal injuries, including death to persons, and from all judgments recovered, and from all expenses incurred in defending or settling said claims or suits, or enforcing this provision, including court costs and attorney fees and other expenses arising out of the errors, omissions or negligent acts of the Contractor, its employees, or agents in connection with the goods and/or services provided under this contract.

### 14.0 INSURANCE

Contractor shall maintain for the duration of the contract such insurance as will protect it and Metro from all claims, including Workers' Compensation, and will hold Metro harmless from, and indemnify Metro for, all claims and damages which may arise out of or result from the Contractor's operations under this contract, whether such operations are by Contractor, by a subcontractor, by anyone directly or indirectly employed by them, or by anyone for whose acts any of them may be liable. Contractor will submit certificates or other proof of insurance to Metro, naming Metro as an additional insured, upon notification of contract award.

### 15.0 INTEREST OF CONGRESS

No member of or delegate to the Congress of the United States of America shall be admitted to any share or part of this contract or to any benefit arising therefrom.

### 16.0 NO FEDERAL GOVERNMENT OBLIGATION TO THIRD PARTIES

Metro and the contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of this contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to Metro, the contractor, or any other party (whether or not a party to this contract) pertaining to any matter resulting from this contract. The contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that this clause shall not be modified, except to identify the subcontractor who will be subject to its provision.

### 17.0 PATENT INFRINGEMENT

Contractor agrees that it will, at its own expense, defend all suits and all proceedings instituted against Metro, if such suits and proceedings are based on any claim that the materials or equipment provided by Contractor, or any part thereof, or any tool, article or process used in the manufacture thereof, constitutes an infringement of any patent. Metro will give Contractor prompt notice in writing of any suit or proceeding, and will give Contractor all needed information, assistance and authority to enable Contractor, through its legal counsel, to defend the same.

### 18.0 PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS

- 18.1 The contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801, et seq. and US DOT regulations, "Program Fraud Civil Remedies," 49 CFR Part 31, apply to its actions pertaining to this project. Upon execution of this contract, the contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to this contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act of 1986 on the contractor to the extent the Federal Government deems appropriate.
- 18.2 The contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307 on the contractor, to the extent the Federal Government deems appropriate.
- 18.3 The contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

### 19.0 RECYCLED PRODUCTS

The contractor agrees to comply with all of the requirements of Section 6002 of the Resource Conservation and Recovery Act (RCRA), as amended (42 USC 6962), including but not limited to the regulatory provisions of 40 CFR Part 247, and Executive Order 12873, as they apply to the procurement of the items designated in Subpart B of 40 CFR Part 247.

## 20.0 SUSPENSION AND DEBARMENT

In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates: 1) is included on the federal government's suspended and debarred list; 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified; 3) within three years preceding this proposal, has not been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property; 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and 5) has had any public transaction terminated for cause or default within three years preceding this proposal. The contractor is required to include this requirement in any subcontracts related to this contract. By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

## 21.0 TERMINATION

Termination for Convenience – Metro may terminate this contract, in whole or in part, at any time by written notice to the contractor when it is in the Metro's best interest. The contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The contractor shall promptly submit its termination claim to Metro to be paid to the contractor. If the contractor has any property in its possession belonging to Metro, the contractor will account for the same, and dispose of it in the manner Metro directs.

Termination for Default – If the contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the contractor fails to perform in the manner called for in the contract, or if the contractor fails to comply with any other provisions of the contract, Metro may terminate this contract for default. Termination shall be effected by serving a Notice of Termination on the contractor setting forth the manner in which the contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract. If it is later determined by Metro that the contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the contractor, Metro, after setting up a new delivery of performance schedule, may allow the contractor to continue work, or treat the termination as a termination for convenience.

Opportunity to Cure – Metro in its sole discretion may, in the case of a termination for breach or default, allow the contractor ten (10) days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If contractor fails to remedy to Metro's satisfaction the breach or default of any of the terms, covenants, or conditions of this contract within ten (10) days after receipt by contractor of written notice from Metro setting forth the nature of said breach or default, Metro shall have the right to terminate the contract without any further obligation to the contractor. Any such termination for default shall not in any way operate to preclude Metro from also pursuing all available remedies against contractor and its sureties for said breach or default.

Waiver of Remedies for Any Breach – In the event that Metro elects to waive its remedies for any breach by contractor of any covenant, term or condition of this contract, such waiver by Metro shall not limit Metro's remedies for any succeeding breach of that or of any other term, covenant, or condition of this contract.

Termination for Default – If the contractor fails to deliver supplies or to perform the services within the time specified in this contract or any extension or if the contractor fails to comply with any other provisions of this contract, Metro may terminate this contract for default. Metro shall terminate by delivering to the contractor a Notice of Termination specifying the nature of the default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in this contract. If, after termination for failure to fulfill contract obligations, it is determined that the contractor was not in default, the rights and obligations of the parties shall be the same as if the termination had been issued for the convenience of Metro.



**COVER SHEET**

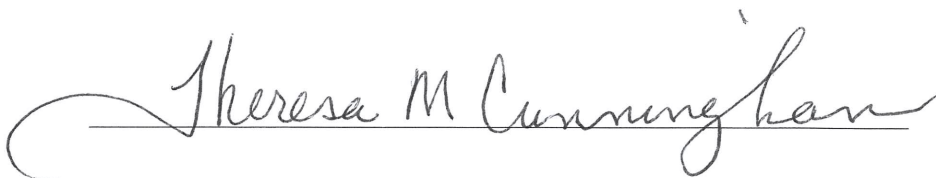
**Proposer Information**

Company Name                      \_\_ADCO Litho Plate, Inc\_\_  
Address                                \_\_6043 E. Truman Road\_\_  
City, State, Zip                      Kansa City MO 64126\_\_  
Main Phone                          816-241-2754\_\_

**Contact Person Information**

Name                                  Theresa M (Terry) Cunningham\_\_  
Job Title                              \_\_President\_\_  
Phone                                 \_\_816-241-2754\_\_  
Alt. Phone                            \_\_816-682-9500\_\_  
Email                                 \_\_adco@prodigy.net\_\_

Signature



Date:

03-12-2021

**PRICE QUOTE**

<b>Cost of Printing:</b>	<b><u>Year 1</u></b>	<b><u>Year 2</u></b>	<b><u>Year 3</u></b>
<b>6,000 Ride Guides</b>	___\$5,030.00___	___3%___	___3%___
<b>8,000 Ride Guides</b>	___\$6,040.00___	___3%___	___3%___
<b>10,000 Ride Guides</b>	___\$7060.00___	___3%___	___3%___
<b>12,000 Ride Guides</b>	___\$7960.00___	___3%___	___3%___
<b>14,000 Ride Guides</b>	___\$8775.00___	___3%___	___3%___

**Additional Charges:**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Include the cost of shipping or delivery in your bid price.**

**No additional charges will be accepted if not listed above.**

Complete your price quote in one of two ways:

- 1) Complete a price quote for each year of the contract.
- 2) Complete a price quote for the first year of the contract and show the maximum percentage increase for years 2-3.

Topeka Metro is tax exempt. Do not include sales tax in your proposed price.



**DISADVANTAGED BUSINESS ENTERPRISES (DBE) CERTIFICATION**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. Metro's overall 2019-2021 goal for DBE participation is 2.00%; the race neutral goal is 1.12%, and the race conscious goal is 0.88%. There is no contract goal for this procurement.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as Metro deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from Metro.

The contractor may not hold retainage from its subcontractors.

The contractor must promptly notify Metro, whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of Metro.

Signature:



Name and Title: Theresa M Cunningham / President

Company Name: ADCO Litho Plate, Inc

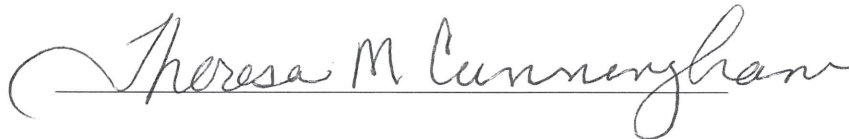
Date: 03-12-2021

**NON-COLLUSION CERTIFICATION**

This is my sworn statement to certify that this proposal was not made in the interest of or on behalf of any undisclosed entity. This proposal is not collusive.

This proposer has not been a party to any agreement or collusion in restraint of freedom of competition by agreement to bid a fixed price, to refrain from bidding, or otherwise. This proposer has not, directly or indirectly, by agreement, communication or conference with anyone, attempted to induce action prejudicial to the interest of Topeka Metropolitan Transit Authority, or of any proposer, or anyone else interested in the proposed contract.

Signature:



Name and Title: Theresa M Cunningham / President

Company Name: ADCO Litho Plate, Inc

Date: 03-12-2021



**SUSPENSION / DEBARMENT CERTIFICATION**

**In regard to 2 CFR Parts 180 and 1200**

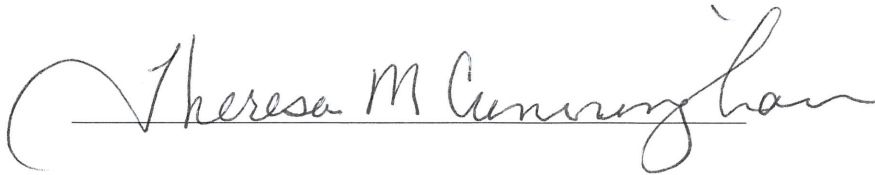
In accordance with 2 CFR Parts 180 and 1200, the contractor is required to verify that none of its principals or affiliates:

- 1) is included on the federal government's suspended and debarred list;
- 2) is proposed for debarment, declared ineligible, voluntarily excluded or disqualified;
- 3) within three years preceding this proposal, has been convicted of or had a civil judgment rendered against them for (a) commission of fraud or criminal offense pertaining to performing a public transaction, (b) violation of any federal or state antitrust statute, or (c) embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
- 4) is indicted or charged by a governmental entity for any of the charges in 3) above; and
- 5) has had any public transaction terminated for cause or default within three years preceding this proposal.

The contractor is required to include this requirement in any subcontracts related to this contract.

By signing and submitting its proposal, the proposer certifies that the certification in this clause is a material representation of fact relied upon by Metro. If it is later determined that the proposer knowingly rendered an erroneous certification, in addition to remedies available to Metro, the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment. The proposer agrees to verify that none of its principals or affiliates is included on the federal government's suspended and debarred list at any time throughout the period of this contract. The proposer further agrees to include a provision requiring the same compliance in its subcontracts related to this contract.

Signature: \_\_\_\_\_



Name and Title: Theresa M Cunningham / President

Company Name: ADCO Litho Plate Inc.

Date: 03-12-2021



KANSAS CITY  
MISSOURI

## Human Relations Department

4th Floor, City Hall  
414 East 12th Street  
Kansas City, Missouri 64106

(816) 513-1836  
(816) 513-1805 fax

January 3, 2021

THERESA CUNNINGHAM  
ADCO Litho Plate, Inc.  
6043 E. Truman Rd  
KANSAS CITY, MO 64126-2429

Dear THERESA CUNNINGHAM:

The City of Kansas City, Missouri Human Relations Department has completed the review of your Annual Update as a Women Business Enterprise (WBE) and Small Local Business Enterprise (SLBE). We have determined that your firm shall remain certified until December 31, 2021

Your firm is listed in our online directory on the webpage of the Human Relations Department at [www.kcmo.org](http://www.kcmo.org). Please review your listing to ensure that all of the information is accurate. Contact us immediately if any changes are necessary. Each year on the anniversary date of your certification, you must provide an Annual Update Form. **FAILURE TO PROVIDE REQUIRED DOCUMENTS WILL LEAD TO AN IMMEDIATE REMOVAL FROM THE PROGRAM.**

NAICS 323111: COMMERCIAL DIGITAL PRINTING (EXCEPT BOOKS)  
NAICS 323111: COMMERCIAL LITHOGRAPHIC (OFFSET) PRINTING (EXCEPT BOOKS)  
NAICS 323111: COMMERCIAL PRINTING (EXCEPT SCREEN AND BOOKS)  
NAICS 323111: JOB PRINTING, OFFSET (EXCEPT BOOKS)

We will describe your firm in the following way in our directory of certified firms:

*This company provides commercial Printing services. The company prints Business Cards, Letterheads, Envelopes, Brochures, Forms, Fliers, Signs, and Promotional items. Lithographic - Offset Printing - Color Printing - Digital Printing*

You must immediately notify this office of any events or changes related to the management, equipment, scope of work, or any other circumstances affecting the ownership and/or control of your firm. Failure to notify this office of such changes may jeopardize your certification. If you have any questions, please feel free to contact me at (816) 513-1836.

Sincerely,

Phillip Yelder  
Director  
Human Relations Department





KANSAS CITY  
MISSOURI

## Human Relations Department

4th Floor, City Hall  
414 East 12th Street  
Kansas City, Missouri 64106

(816) 513-1836  
(816) 513-1805 fax

January 3, 2021

THERESA CUNNINGHAM  
ADCO Litho Plate, Inc.  
6043 E. Truman Rd  
KANSAS CITY, MO 64126-2429

Dear THERESA CUNNINGHAM:

The City of Kansas City, Missouri Human Relations Department, partner of the Missouri Regional Certification Committee (MRCC) has completed the review of your Annual Update as a Disadvantaged Business Enterprise (DBE). We have determined that your firm shall remain certified permanently, unless you withdraw, graduate or no longer meet the program requirements.

Your firm is listed in our online directory on the webpage of the Human Relations Department at [www.kcmo.org](http://www.kcmo.org). Additionally, your firm is listed in the Missouri Department of Transportation (MoDot) online directory at [www.modot.mo.gov](http://www.modot.mo.gov). This link is provided on the Human Relations Department webpage. Please review your listing to ensure that all of the information is accurate. Contact us immediately if any changes are necessary. Each year on the anniversary date of your certification, you must provide an Annual Update Form. FAILURE TO PROVIDE REQUIRED DOCUMENTS WILL LEAD TO AN IMMEDIATE REMOVAL FROM THE PROGRAM.

NAICS 323111: COMMERCIAL DIGITAL PRINTING (EXCEPT BOOKS)  
NAICS 323111: COMMERCIAL LITHOGRAPHIC (OFFSET) PRINTING (EXCEPT BOOKS)  
NAICS 323111: COMMERCIAL PRINTING (EXCEPT SCREEN AND BOOKS)  
NAICS 323111: JOB PRINTING, OFFSET (EXCEPT BOOKS)

We will describe your firm in the following way in our directory of certified firms:

*This company provides commercial Printing services. The company prints Business Cards, Letterheads, Envelopes, Brochures, Forms, Fliers, Signs, and Promotional items. Lithographic - Offset Printing - Color Printing - Digital Printing*

You must immediately notify this office of any events or changes related to the management, equipment, scope of work, or any other circumstances affecting the ownership and/or control of your firm. Failure to notify this office of such changes may jeopardize your certification. If you have any questions, please feel free to contact me at (816) 513-1836.

Sincerely,

Phillip Yelder  
Director  
Human Relations Department

# Missouri Regional Certification Committee



- \* Metro
- \* City of St. Louis
- \* City of Kansas City
- \* Kansas City Area Transportation Authority
- Missouri Department of Transportation
- East-West Gateway Council of Governments

*In accordance with the requirements for certification as a Disadvantaged Business Enterprise (DBE) as defined by the U.S. Department of Transportation's 49 CFR Part 26, the Missouri Regional Disadvantaged Business Enterprise Unified Certification Program presents this DBE Certificate to:*

**ADCO LITHO PLATE, INC.**

Phillip Yelder, Director; Human Relations

Date Issued: December 31, 2020

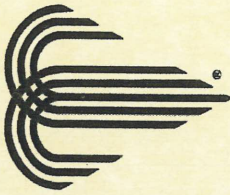
#### Certification Codes:

Commercial Digital Printing (Except Books)	NAICS 323111
Commercial Lithographic (Offset) Printing (Except Books)	NAICS 323111:
Commercial Printing (Except Screen and Books)	NAICS 323111:
Job Printing, Offset (Except Books)	NAICS 323111:

Annual Report Forms are available online at [www.kcmo.org](http://www.kcmo.org)

***You are responsible for submitting your annual paperwork 60 days prior to expiration.***





KANSAS CITY  
MISSOURI

## CITY OF KANSAS CITY, MISSOURI

Human Relations Department  
414 E. 12<sup>th</sup> Street, 4<sup>th</sup> Floor  
Kansas City, Missouri 64106  
(816) 513-1810 Phone  
(816) 513-1805 Fax

*In accordance with the requirements for certification as a Women Business Enterprise (WBE) & Small Local Business Enterprise (SLBE) as defined by Chapter 3 Code of General Ordinance it has been determined that your firm does qualify for participation in the WBE/SLBE Programs. The work performed by your firm will only count toward contractual WBE/SLBE goals. The Department will monitor the operations of your firm to ensure that it continues to operate in compliance with the regulations and intent of the WBE/SLBE programs:*

### ADCO LITHO PLATE, INC.

Phillip Yelder, Director of Human Relations

Date Issued: December 31, 2020

#### Certification Codes:

Annual Update Forms are available online at [www.kcmo.org](http://www.kcmo.org)

Commercial Digital Printing (Except Books) NAICS 323111  
Commercial Lithographic (Offset) Printing (Except Books) NAICS 323111:  
Commercial Printing (Except Screen and Books) NAICS 323111:  
Job Printing, Offset (Except Books) NAICS 323111:

**PLEASE NOTE: Each year you must provide an Annual Update Form 60 days prior to your certification anniversary date.**



Sarah H. Steelman  
Commissioner

Corey D. Bolton  
Acting Director



STATE OF MISSOURI  
OFFICE OF ADMINISTRATION  
OFFICE OF EQUAL OPPORTUNITY

THIS CERTIFIES THAT

# ADCO LITHO PLATE, INC.

Qualifies as a Woman-Owned Business Enterprise which has met the eligibility criteria established by the State of Missouri, Office of Administration.

Corey D. Bolton, Acting Director, Office of Equal Opportunity

Certification Number: 1967	Date of Issue: 03/08/2016	Date of Expiration: 01/27/2024
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- ❖ Date of Expiration is only valid with completion of Annual Update / Recertification prior to the anniversary date.
- ❖ Current certification status of the above mentioned firm can be verified on the Office of Equal Opportunity Directory's website at: <https://apps1.mo.gov/MWBCertifiedFirms/>