



**REQUEST FOR PROPOSALS  
RFP-4419-17-SH**

**PRINTING AND COPYING SERVICES**

**RESPONSES DUE:**

**November 14, 2017 prior to 2:30 PM Local Prevailing Time**

**Accepting Electronic Responses Only**

**Responses Only Submitted Through the Rocky Mountain E-Purchasing System**

**<http://www.bidnetdirect.com/colorado>**

**(Purchasing Representative does not have access or control of the vendor side of RMEPS.**

**If website or other problems arise during response submission, vendor MUST contact RMEPS to resolve issue prior to the response deadline. 800-835-4603)**

**PURCHASING REPRESENTATIVE:**

Susan Hyatt

**[susanh@gjcity.org](mailto:susanh@gjcity.org)**

970/244-1513

This solicitation has been developed specifically for a Request for Proposal intended to solicit competitive responses for this solicitation, and may not be the same as previous City of Grand Junction solicitations. All offerors are urged to thoroughly review this solicitation prior to submitting. Submittal by **FAX, EMAIL or HARD COPY IS NOT ACCEPTABLE** for this solicitation.

## SECTION I. ADMINISTRATIVE INFORMATION

**A. ISSUING OFFICE:** This Request for Proposals (hereinafter referred to as a RFP) is being issued by the Grand Junction Purchasing Division for all city departments/divisions. Various departments and divisions require many diverse printing and copying projects. The projects vary from simple print jobs to complex and difficult government reports.

**B. INTENT:** It is the intent of this RFP to provide all prospective agencies with sufficient information to enable them to prepare and submit a Proposal for performing various printing and copying services as needed by various city departments and divisions. The City reserves the right to award more than one, two or three separate contracts to one, two or three separate agencies. The Proposals will be reviewed for consideration by an evaluation team approved by the City of Grand Junction.

**C. INQUIRES:** All inquiries shall be made in writing via the e-mail address provided below. All responses reflecting a change in Proposal requirements will be made in writing in the form of an addendum. To be given consideration, inquiries must be received by the deadline stated in Section I.E, Calendar of Events. All addenda will be made in similar fashion, posted on BidNetDirect.com/Colorado and on the City's website.

**Susan Hyatt**  
Email: [susanh@gjcity.org](mailto:susanh@gjcity.org)

**D. ADDENDA:** All questions shall be submitted in writing to the appropriate person as shown in item C above. Any interpretations, corrections and changes to this RFP or extensions to the opening/receipt date shall be made by a written Addendum to the RFP by the City Purchasing Division. Sole authority to authorize addenda shall be vested in the City of Grand Junction Purchasing Representative. Addenda will be posted electronically through the City's website at [www.gjcity.org/business-and-economic-development/bids](http://www.gjcity.org/business-and-economic-development/bids) and the Rocky Mountain Bid System at [www.bidnetdirect.com/colorado](http://www.bidnetdirect.com/colorado). Offerors shall acknowledge receipt of all addenda in their proposal.

### E. TENTATIVE CALENDAR OF EVENTS:

RFP Available on or about	October 11, 2017
Questions deadline	November 2, 2017
Addendum issued	November 6, 2017
Submittal deadline for RFP	November 14, 2017
Evaluation period	November 15 – 20, 2017
Contract Execution/Work Begins	January 1, 2018

**F. SUBMISSION:** **Each proposal shall be submitted in electronic format only through the Rocky Mountain E-Purchasing website, <http://www.bidnetdirect.com/colorado>. This site offers both "free" and "paying" registration options that allow for full access of the Owner's documents and for electronic submission of proposals. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.)** Please view our "Electronic Vendor Registration Guide" at <http://www.gjcity.org/BidOpenings.aspx> for details. **The uploaded response to this RFP shall be a single PDF document with all required information included.** For proper comparison and evaluation, the City requests that proposals be formatted as directed in Section V "Preparation and Submittal of Proposals." Submittals received that fail to follow this format may be ruled non-responsive.

**G. REJECTION OF SUBMITTALS:** The City reserves the right to accept or reject any or all submittals received in response to this solicitation. The City further reserves the right to waive any

informalities and/or minor irregularities in submittals received, if deemed to be in the best interest of the City.

**H. Withdrawal of Proposal:** A proposal must be firm and valid for award and may not be withdrawn or canceled by the Offeror prior to the sixty-first (61<sup>st</sup>) day following the submittal deadline date and only prior to award. The Offeror so agrees upon submittal of their proposal. After award this statement is not applicable.

**I. PROPRIETARY INFORMATION:** All submittals in response to this request become public record and become subject to public inspection. Any confidential information contained in your submittals **must be clearly identified** as such or it will not be treated as confidential or proprietary by the city and then only to the extent allowable by law in the Open Records Act. Unrestricted disclosure of proprietary or confidential information by the Advertiser places it in the public domain. Proprietary or confidential information is defined by the City to be any information that is not generally known to competitors and which may provide a competitive advantage. **SUBMITTALS IN THEIR ENTIRETY CAN NOT BE SPECIFIED CONFIDENTIAL OR PROPRIETARY.**

**J. SUBMITTAL OWNERSHIP:** All materials submitted with regard to this solicitation become the property of the City and will only be returned at the City's option.

**K. OPEN RECORDS:** Proposals shall be received and publicly acknowledged at the locations, date, and time stated herein. Offerors, their representatives and interested persons may be present. Proposals shall be received and acknowledged only so as to avoid disclosure of process. However, all proposals shall be open for public inspection after the contract is awarded. Trade secrets and confidential information contained in the proposal so identified by such shall be treated as confidential by the City to the extent allowable by the Open Records Act.

**L. EXPENSES:** Expenses incurred by prospective respondents in preparation, submission, and presentation of this **RFP** are the responsibility of the respondents and cannot be charged to the City.

**M. ASSIGNMENT:** The selected advertising firm shall not sell, assign, transfer or convey any contract resulting from this **RFP** in whole or in part without prior written approval from the City. Any claims for payment due to the provider from the City under this contract may not be assigned to a bank, trust company, or other financial institution or bankruptcy trustee without the prior written approval by the City.

**N. INDEMNIFICATION:** The awarded Firm shall defend, indemnify and save harmless the City of Grand Junction, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Firm, or of any Firm's agent, employee, sub-consultant or supplier in the execution of, or performance under, any contract which may result from Qualification award. Firm shall pay any judgment with cost which may be obtained against the City growing out of such injury or damages.

**O. SALES TAX:** The City of Grand Junction/Mesa County is, by statute, exempt from the State Sales Tax and Federal Excise Tax; therefore, all fees shall not include taxes.

**P. Acceptance of RFP Terms:** A proposal submitted in response to this RFP shall constitute a binding offer. Acknowledgment of this condition shall be indicated on the Letter of Interest or Cover Letter by the autographic signature of the Offeror or an officer of the Offeror legally authorized to execute contractual obligations. A submission in response to the RFP acknowledges acceptance by the Offeror of all terms and conditions including compensation, as set forth herein. An Offeror shall identify clearly and thoroughly any variations between its

proposal and the Owner's RFP requirements. Failure to do so shall be deemed a waiver of any rights to subsequently modify the terms of performance, except as outlined or specified in the RFP.

**Q. Amendment:** No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All amendments to the contract shall be made in writing by the Owner Purchasing Division.

**R. Assignment:** The Offeror shall not sell, assign, transfer or convey any contract resulting from this RFP, in whole or in part, without the prior written approval from the Owner.

**S. Compliance with Laws:** Proposals must comply with all Federal, State, County and local laws governing or covering this type of service and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

**T. Confidentiality:** All information disclosed by the Owner to the Offeror for the purpose of the work to be done or information that comes to the attention of the Offeror during the course of performing such work is to be kept strictly confidential.

**U. Conflict of Interest:** No public official and/or Owner employee shall have interest in any contract resulting from this RFP.

**V. Contract:** This Request for Proposal, submitted documents, and any negotiations, when properly accepted by the Owner, shall constitute a contract equally binding between the Owner and Offeror. The contract represents the entire and integrated agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral, including the Proposal documents. The contract may be amended or modified with Change Orders, Field Orders, or Addendums.

**W. Project Manager/Administrator:** The Project Manager, on behalf of the Owner, shall render decisions in a timely manner pertaining to the work proposed or performed by the Offeror. The Project Manager shall be responsible for approval and/or acceptance of any related performance of the Scope of Services.

**X. Contract Termination:** This contract shall remain in effect until any of the following occurs: (1) contract expires; (2) completion of services; (3) acceptance of services or, (4) for convenience terminated by either party with a written *Notice of Cancellation* stating therein the reasons for such cancellation and the effective date of cancellation at least thirty days past notification.

**Y. Employment Discrimination:** During the performance of any services per agreement with the Owner, the Offeror, by submitting a Proposal, agrees to the following conditions:

**Y.a** The Offeror shall not discriminate against any employee or applicant for employment because of race, religion, color, sex, age, disability, citizenship status, marital status, veteran status, sexual orientation, national origin, or any legally protected status except when such condition is a legitimate occupational qualification reasonably necessary for the normal operations of the Offeror. The Offeror agrees to post in conspicuous places, visible to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

**Y.b** The Offeror, in all solicitations or advertisements for employees placed by or on behalf of the Offeror, shall state that such Offeror is an Equal Opportunity Employer.

**Y.c** Notices, advertisements, and solicitations placed in accordance with federal law, rule, or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.

**Z. Immigration Reform and Control Act of 1986 and Immigration Compliance:** The Offeror certifies that it does not and will not during the performance of the contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986 and/or the immigration compliance requirements of State of Colorado C.R.S. § 8-17.5-101, *et seq.* (House Bill 06-1343).

**AA. Ethics:** The Offeror shall not accept or offer gifts or anything of value nor enter into any business arrangement with any employee, official, or agent of the Owner.

**BB. Failure to Deliver:** In the event of failure of the Offeror to deliver services in accordance with the contract terms and conditions, the Owner, after due oral or written notice, may procure the services from other sources and hold the Offeror responsible for any costs resulting in additional purchase and administrative services. This remedy shall be in addition to any other remedies that the Owner may have.

**CC. Failure to Enforce:** Failure by the Owner at any time to enforce the provisions of the contract shall not be construed as a waiver of any such provisions. Such failure to enforce shall not affect the validity of the contract or any part thereof or the right of the Owner to enforce any provision at any time in accordance with its terms.

**DD. Force Majeure:** The Offeror shall not be held responsible for failure to perform the duties and responsibilities imposed by the contract due to legal strikes, fires, riots, rebellions, and acts of God beyond the control of the Offeror, unless otherwise specified in the contract.

**EE. Indemnification:** Offeror shall defend, indemnify and save harmless the Owner, State of Colorado, and all its officers, employees, insurers, and self-insurance pool, from and against all liability, suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligent act or fault of the Offeror, or of any Offeror's agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from proposal award. Offeror shall pay any judgment with cost which may be obtained against the Owner growing out of such injury or damages.

**FF. Independent Firm:** The Offeror shall be legally considered an Independent Firm and neither the Firm nor its employees shall, under any circumstances, be considered servants or agents of the Owner. The Owner shall be at no time legally responsible for any negligence or other wrongdoing by the Firm, its servants, or agents. The Owner shall not withhold from the contract payments to the Firm any federal or state unemployment taxes, federal or state income taxes, Social Security Tax or any other amounts for benefits to the Firm. Further, the Owner shall not provide to the Firm any insurance coverage or other benefits, including Workers' Compensation, normally provided by the Owner for its employees.

**GG. Nonconforming Terms and Conditions:** A proposal that includes terms and conditions that do not conform to the terms and conditions of this Request for Proposal is subject to rejection as non-responsive. The Owner reserves the right to permit the Offeror to withdraw nonconforming terms and conditions from its proposal prior to a determination by the Owner of non-responsiveness based on the submission of nonconforming terms and conditions.

**HH. Ownership:** All plans, prints, designs, concepts, etc., shall become the property of the Owner.

**II. Oral Statements:** No oral statement of any person shall modify or otherwise affect the terms, conditions, or specifications stated in this document and/or resulting agreement. All modifications to this request and any agreement must be made in writing by the Owner.

**JJ. Patents/Copyrights:** The Offeror agrees to protect the Owner from any claims involving infringements of patents and/or copyrights. In no event shall the Owner be liable to the Offeror for

any/all suits arising on the grounds of patent(s)/copyright(s) infringement. Patent/copyright infringement shall null and void any agreement resulting from response to this RFP.

**KK. Remedies:** The Offeror and Owner agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.

**LL. Venue:** Any agreement as a result of responding to this RFP shall be deemed to have been made in, and shall be construed and interpreted in accordance with, the laws of the City of Grand Junction, Mesa County, Colorado.

**MM. Expenses:** Expenses incurred in preparation, submission and presentation of this RFP are the responsibility of the company and can not be charged to the Owner.

**NN. Sovereign Immunity:** The Owner specifically reserves its right to sovereign immunity pursuant to Colorado State Law as a defense to any action arising in conjunction to this agreement.

**OO. Public Funds/Non-Appropriation of Funds:** Funds for payment have been provided through the City of Grand Junction budget approved by the City Council for the stated fiscal year only. State of Colorado statutes prohibit the obligation and expenditure of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the stated City of Grand Junction fiscal year shall be subject to budget approval. Any contract will be subject to and must contain a governmental non-appropriation of funds clause.

**PP. Collusion Clause:** Each Offeror by submitting a proposal certifies that it is not party to any collusive action or any action that may be in violation of the Sherman Antitrust Act. Any and all proposals shall be rejected if there is evidence or reason for believing that collusion exists among the proposers. The Owner may or may not, at the discretion of the Owner Purchasing Representative, accept future proposals for the same service or commodities for participants in such collusion.

**QQ. Gratuities:** The proposer certifies and agrees that no gratuities, kickbacks or contingency fees were paid in connection with this contract, nor were any fees, commissions, gifts or other considerations made contingent upon the award of this contract. If the proposer breaches or violates this warranty, the Owner may, at their discretion, terminate this contract without liability to the Owner.

**RR. Safety Warranty:** Offeror also warrants that the services performed shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970.

**SS. OSHA Standards:** All Offerors agree and warrant that services performed in response to this invitation shall conform to the standards declared by the US Department of Labor under the Occupational Safety and Health Act of 1970 (OSHA). In the event the services do not conform to OSHA Standards, the Owner may require the services to be redone at no additional expense to the Owner.

**TT. Performance of the Contract:** The Owner reserves the right to enforce the performance of the contract in any manner prescribed by law or deemed to be in the best interest of the Owner in the event of breach or default of resulting contract award.

**UU. Benefit Claims:** The Owner shall not provide to the Offeror any insurance coverage or other benefits, including Worker's Compensation, normally provided by the Owner for its employees.

**VV. Cooperative Purchasing:** Purchases as a result of this solicitation are primarily for the Owner. Other governmental entities may be extended the opportunity to utilize the resultant contract award with the agreement of the successful provider and the participating agencies. All participating entities will be required to abide by the specifications, terms, conditions and pricings established in this Proposal. The quantities furnished in this proposal document are for only the Owner. It does not include quantities

for any other jurisdiction. The Owner will be responsible only for the award for our jurisdiction. Other participating entities will place their own awards on their respective Purchase Orders through their purchasing office or use their purchasing card for purchase/payment as authorized or agreed upon between the provider and the individual entity. The Owner accepts no liability for payment of orders placed by other participating jurisdictions that choose to piggy-back on our solicitation. Orders placed by participating jurisdictions under the terms of this solicitation will indicate their specific delivery and invoicing instructions.

## II. SCOPE OF SERVICES

**A. Background:** In 2006 the City of Grand Junction began outsourcing printing and copying needs. The nature of this contract possibly lends itself to only local providers. However, other providers will be considered. City departments and divisions require many diverse and complicated printing and copying projects. The projects vary from simple print jobs to complex and difficult government reports. These jobs can range from a few booklets to hundreds of bound manuals and can involve a number of different tasks to complete the order.

**B. Special Conditions/Provisions:** This contract is not all inclusive of all printing/copying required by the City. Historically, larger jobs are bid out on an individual basis and this method will continue. Examples of these types of jobs are the City Calendar, the Official Visitor's Guide and the Parks Activity Guide.

**B.1 Formal Solicitation:** Any individual job or project \$10,000 or greater is required to be solicited by individual formal competition using a Request for Proposals or Invitation for Bids. If a particular job or project falls into this category, it is against City ordinance and unlawful for a vendor to agree to enter into a contract with an employee. Formal solicitations are issued only by the City's Purchasing Division. *Vendors share the responsibility to ensure this threshold is strictly followed.*

**B.2 Purchase Orders:** Any individual job or project \$5000 or greater shall have a purchase order issued. City ordinance requires approval of the job prior to the vendor proceeding. All purchase orders are issued only by the City's Purchasing Division. *The vendor shares the responsibility with the City's employee to ensure this guideline is strictly followed.*

**B.3 Contract Period:** The initial terms of this contract will be for one (1) year from date of award. The City reserves the right to extend the contract under the same terms and conditions for additional periods from date of expiration provided such extensions are mutually agreeable to the City and the Contractor, not to exceed five (5) total contract years.

**B.4 Delivery:** Delivery will be required within 48-72 hours on normal orders and 8-24 hours on emergency orders. The City will decide what constitutes an emergency order. Pickup and delivery will be made directly to the ordering department, division, or employee. Extended delivery will be as agreed upon by the City and the Contractor on large or complex jobs. Vendors should expect to make deliveries daily based on requirements.

**B.5 Electronic Forms Transfer:** It is preferred that most copy/print jobs be transferred electronically to the Contractor. This will support first generation copies and

will expedite delivery of the job to the vendor. Electronic formats include Windows, Excel, Publisher, Adobe, and Page Maker.

**B.6 Estimated Value:** This shall be an open ended contract. The dollar value of this contract is estimated to be approximately \$100,000 annually, although a minimum is not guaranteed. The contract shall be binding only for actual services provided during the contract period.

**B.7 Method and Approval of Payment:** Approval of any and all payments are subject to inspection by the using department. Payment will be made from vendor's submitted invoices containing the required information, such as job name, quantity, brief description of work done, etc. Invoices are paid once a week on Friday if paperwork is submitted before Wednesday noon. The City encourages payment by Purchasing Card.

**B.8 Public Disclosure Record:** If the Contractor has knowledge of their employee(s) or subcontractor(s) having an immediate family relationship with a City employee or Elected Official, the Contractor must provide the Purchasing Manager with the name(s) of these individuals. They are required to submit a statement of financial interest.

**B.9 Price Escalation/De-escalation:** All prices offered herein shall be firm against any increase for a period of 90 days from the contract date. The City will consider price adjustments quarterly. It shall be the Contractor's responsibility to notify the Project Manager or the Purchasing Department in advance of any anticipated price changes and submit a request for a price increase by furnishing bona-fide documents (invoice) reflecting the price increases from your suppliers or service providers. Increases shall be limited to the additional costs to the Contractor. All requests shall be written. There is no guarantee that request for increases will be approved. All approved contract price revisions shall be documented in writing by the City in the form of a contract change order.

**B.9.1** The City reserves the right to accept or reject within 15 days after the written request for a price increase. If the price increase is approved, the price will remain firm until the next written request or the end of the contract period, whichever comes first.

**B.9.2** It is expected that all price decreases will be passed on to the City upon the quarterly review.

**C. Specifications/Scope of Services:** It is the intent of the City to find a vendor or vendors who can provide printing and copying services. The jobs listed are examples only and are not necessarily a guarantee of work to the Contractor. Contractors shall thoroughly examine and be familiar with the specifications and scope of service. The failure or omission of any Contractor to receive or examine any form, instrument, addendum, or other document shall in no way relieve any Contractor from any obligation with respect to his proposal or to the Contract. The submission of a proposal shall be taken as prima facie evidence of compliance with this Section.

### **Scope of Services:**

**C.1** It is the City's desire to hire a Firm or Firms (Contractor or Contractors) knowledgeable and experienced in printing and copying services. This service shall be done on a daily basis as-needed for a variety of applications. Because of the nature of the work, it is conceivable that the contract may result in a split award.



**C.2** Orders will be placed throughout the year on an as-needed basis. Types of printed media will vary, and include, but are not limited to, NCR forms, business cards, letterhead, envelopes, single sheets, continuous forms, brochures, and a variety of other work and pamphlets. Some printing will be two sided.

**C.3** This solicitation contains different types of work in addition to printing and copying. Some printed or copied forms may require extra work such as numbering, folding, perforation, die cuts, composition, art layout, and other special work. Vendors may choose to respond with an offer on one or any combination of the items.

**C.4** The successful vendor(s) will be required to work directly with City employees placing the orders. At times, it will be necessary for the successful vendor to come to the City's office to meet with employees to obtain the orders. Upon occasion, employees may deliver jobs to the vendor(s). The vendor(s) will be expected to deliver completed jobs to the respective employee. Dropping off different jobs at a central location will not be acceptable.

**C.5** The successful vendor(s) will work with employee in trying to accommodate delivery deadlines. The City will make every attempt to allow a reasonable length of time for the vendor to print or copy a job; however, it is expected that the vendor will cooperate and make every attempt to accommodate the City when there is a rush job to be done. Additional charges (up charges) must be clearly identified on the Response Form.

**C.6** Unit pricing for printing and copying specific jobs shall include all charges for set up, composition, folding, stapling, delivery, overhead, and so on. Each job shall be priced as a whole.

**C.7** All items shall be submitted with camera ready artwork. Your prices are to be based on reproducing existing samples unless specifically directed otherwise by the City employee at time of order. Electronic files (Word, Excel, Publisher, Adobe, etc.) shall be considered camera ready artwork.

**C.8** Proofs are required before printing and shall be provided by the successful vendor(s) **prior to any printing or copying**. *Any additional cost for a proof shall be communicated* to the City employee. If the product is printed by the vendor without approval of the proof, the City will be under no obligation to purchase the product. If an error occurs after a job has been printed and it is the fault of the vendor, the cost to re-print the job will be the responsibility of the vendor and the correction will be at no cost to the City.

**C.9** The City reserves the right to add or delete jobs with the successful vendor(s) at any time while this Contract is in effect. All annual usage amounts are estimates only.

**C.10** The length of this Agreement will be from January 1, 2018 to December 31, 2018, with the option to renew for three (3) additional years.

**C.11** The City reserves the right to award to more than one vendor. That decision will be made in the analysis of the responses to this solicitation. If the award is split, every effort will be made to award equitably among the designated vendors based on

evaluation of the responses and the capabilities of the providers. Based on economies of scale and management of contract logistics, the City would prefer to award the contract in its entirety to one provider. However, should it become apparent that the City needs to split the award the City reserves the right to limit the number of providers as deemed in the best interest of the City.

**C.12** Quantities listed in this RFP are estimates only and not a guarantee to purchase the amounts listed. Nothing in the stated estimates shall be construed as obligation by the City to purchase specific quantities. Quantities will vary depending on requirements.

**C.13** This solicitation contains a sampling of the work to be performed, as well as estimated quantities used during the year. The City has made an attempt to include types of items commonly ordered. This is only a sampling and is not intended to show the entire scope. Items not specifically listed, but of the type included in this solicitation, will be individually negotiated with the awarded vendor(s) at agreed rates.

**C.14** The Response Form is a matrix designed to obtain as much information as possible regarding pricing. Costs given in the basic matrix will separate some functions and will be priced in several different areas. Some responses will reflect the cost of the total job, some include set-up and overhead. Any special or additional handling, such as numbering or folding, will be priced separately. All prices applicable to a specific job will be combined to determine the total cost for that job. It is mandatory that each vendor fill out the Response Form completely according to their printing or copying capabilities.

**C.15** Firms may bid on any or all of the items listed. It is not required that each vendor have the capability to perform the entire scope of printing and copying, although it would be ideal.

**C.16** City logo PMS colors are 2925 blue and 576 green. These specific colors are mandatory for all letterhead, business cards and envelopes. Other types of jobs may also require these colors.

### **Minimum Specifications:**

**C.17** All jobs will be priced using camera ready artwork. Prices will be based on reproducing existing samples unless specifically directed to do otherwise by the City at time of order. This includes but is not limited to the following:

- All jobs will be printed on equal or better weight and quality of paper as the existing forms.
- Pricing shall include the brand name and weight of paper or equal specified on the Response Form. If pricing an equal, state the brand name, description and weight. The City reserves the right to negotiate with the successful vendor(s) for other types of papers at time of order.
- All multiple part forms will be reproduced as the existing form, with carbon sheets, patterned carbon or NCR as appropriate.
- Jobs will include same colors of paper as original forms. Ink colors will also be the same as the originals, unless otherwise specified at time of order.
- All jobs will include anything special, such as die cuts, perforations, screening, envelopes, bindery work, and so on.

- All numbered forms will be as directed by the City at time of order. Most numbers are printed in red or black. Multiple part numbered forms are usually crash printed.

**C.18** All unit pricing on the matrix shall be priced using regular 20# paper, unless otherwise noted. Unit pricing for printing will include all charges for set up, composition (but not typesetting), delivery, overhead, and so on.

**C.19** Unit pricing shall include any minor composition changes to the existing form.

**C.20** Where appropriate, the vendor shall insure the registration of multiple part forms.

**C.21** The successful vendor(s) shall work with the City in trying to accommodate delivery deadlines. The City will make every attempt to allow a reasonable length of time for the vendor to print the form; however, it is expected that the vendor(s) will cooperate, and make every attempt to accommodate the City when there is a rush job to be done. See Section C.5 for delivery expectations.

**C.22** Any break in the numbering sequence of any form will be brought to the attention of the City upon delivery. If requested, the vendor may be required to provide a written explanation stating the numbers missing, signed by an authorized representative of the company. If necessary, the vendor may have to re-run the job at their expense due to the missing numbers.

**C.23** All artwork, film, boards, halftones, or any other preparatory material related to the production of a job will become the property of the City, and shall be released to the City upon request.

**C.24** All NCR forms are printed on standard color paper in standard order with black imaging. Any deviation from this format will be negotiated between the City and vendor at time of order. NCR forms will be NCR paper, Superior Brand, 20 lb. or approved equal. The City reserves the right to determine whether or not the substituted paper is acceptable.

**C.25** It is anticipated that most printing of standard jobs or single sheets will be done in black or the specified PMS colors. If there is an additional charge for these colors, please indicate cost on the Response Form.

**C.26** No overruns will be accepted for copier work. The City will consider press work overruns of +/- 10% only if approval is given by the City employee. **If no approval is given**, the following will apply: a) if the job is short, the vendor will make up the difference at no charge; b) if over, the vendor will not charge for extras.

**C.27 Card Stock Specifications:** Varies with type of job required. Type and color of paper, ink, etc. will be determined at time of order. Size varies from 3" x 5" to 11" x 17". Approximate annual usage is 11,000 cards. Some are printed two color, some full color, paper size are not always standard.

**C.28 NCR Form Specifications:** There are several different forms, ranging from 2-part to 5-part. Some have tag stock. Image will be black. Some may be numbered.

Some are one-sided, some are two-sided. Sizes vary from half sheet (5.5" x 8.5") to legal (8.5" x 14"). Some forms may be padded. Approximate annual usage is 18,000 forms.

**C.29 Business Card Specifications:** Size is 2" x 3.5". Stock is 80# Cougar Cover Stock. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. Some cards will be printed on two sides. Minimum order quantity per individual will be determined based on responses received. Estimated annual volume is 125,000; 10,000 of which are two-sided.

**C.30 Letterhead Specifications:** Size is 8.5" x 11". Stock is Cougar Opaque 70# Offset. Printed two-color, PMS 2925 Blue and 576 Green, no black ink. First page of letterhead has City Logo, department identifier and address. Page two is blank, will be ordered in bulk and kept in City Stores warehouse. Estimated annual volume is 32,000 letterhead, 2000 page two or less.

**C.31 Business Envelope Specifications:** Typical size is #10 and are both window and regular. Stock is Cougar Opaque 60# Text. Envelopes are printed two-color, PMS 2925 Blue and 576 Green, no black ink; will have City Logo, department identifier and address. Estimated annual volume is 425,000 window, 65,000 regular.

**C.32 Spring Clean-Up Brochure:** Size is 8.5" x 11". Stock is 20# colored paper, folded in thirds (trifold). Estimated volume in 24,000 per year.

**C.33 Leaf Program Brochure:** Size is 8.5" x 11". Stock is 20# colored paper, folded in thirds (trifold). Brochure is two-sided. Estimated volume is 24,000 per year.

**C.34 Door Hangers:** Sheet size is 8.5" x 13" and 8.5" x 10.5", finished size is 4.33" x 8.5" and 3.5" x 8.5". Stock is 67#, colors vary. Some are blue, some canary, some white. Some set-up may be required by vendor, depending on the job. Volumes vary, depending on the project. Annual volume can vary greatly from year to year, but average estimated usage is 4000 full sheets.

**C.35 CAFR Books:** Size 8.5" x 11". Paper stock is regular 20# paper. Cover stock is 110#, printed in color and laminated. Back cover is black 110# stock. Book usually has from 100 to 150 pages, printed back to back. Some pages are printed in color. Tabs are required, 110# stock, approximately 10 per book, printed in color, laminated. Books are coil bound. Approximately 55 CAFR Books are required every year.

**C.36 Sewer Audit Books:** Size is 8.5" x 11". Paper stock is regular 20# paper. Book usually has from 40 to 50 pages, printed on one side. Tabs are required, 100# tab stock, approximately 30 per book, printed in black ink. Cover stock is 110# colored paper, printed in black ink. Books are coil bound. Approximately 70 books are required every year.

**C.37 Chain of Custody Record:** Size is 8.5" x 11" landscape. Paper stock is 2 part NCR white and yellow. Each form is consecutively numbered. They are normally ordered 500/box.

**C.38 Sample Receipt Log:** Size is 8.5" x 14" landscape. Paper stock is regular copy paper. Each page is consecutively numbered and spiral bound in 250 page books with card stock front/back covers.

**C.39 Tank Hauler Ticket:** Size is 5.5" x 8.5". Paper stock is 2 part NCR white and yellow. Form is consecutively numbered. Ordered 1000/order.

**C.40 Poster Lamination:** Size is 24" x 36". Lamination will be double sided and weather/rain proof.

**C.41 Miscellaneous Documents:** There is a large variety of miscellaneous print and copy jobs that are ordered as needed daily. Some may not have high volumes, others will. Some may be one-time orders. Types of jobs are booklets, certificates, brochures, flyers, posters, newsletters, invitations, surveys, post cards, and so on. These jobs vary from 20# paper to card stock, one color to full color with full bleed. Volumes vary greatly and can range from a quantity of 6 to several thousand, depending on the project. *It is important for the vendor to note price breaks on the Response Form.*

### SECTION III: SUBMITTAL AND RESPONSE REQUIREMENT

**Submission:** Each response shall be submitted in electronic PDF format only, and only through BidNet's website, <http://www.bidnetdirect.com/colorado>. This site offers both "free" and "paying" registration options that allow for full access of the City's documents and for electronic submission of information. (Note: "free" registration may take up to 24 hours to process. Please Plan accordingly.) Please view our "Electronic Vendor Registration Guide" at <http://www.gjcity.org/BidOpenings.aspx> for details. The uploaded response to this RFI shall be a single PDF document with all required information included. **Include the Response Form (Section V).** Submittals received that fail to follow this format may be ruled non-responsive. (Purchasing Representative does not have access or control of the vendor side of RMEPS. If website or other problems arise during response submission, vendor **MUST** contact RMEPS to resolve issue prior to the response deadline. **800-835-4603**).

- A. **Cover Letter:** Cover letter shall be provided which explains the Firm's interest in the project. The letter shall contain the name/address/phone number of the person who will serve as the firm's principal contact person with City's Contract Administrator and shall identify individual(s) who will be authorized to make presentations on behalf of the firm. The statement shall bear the signature of the person having proper authority to make formal commitments on behalf of the firm. By submitting a response to this solicitation the Contractor agrees to all requirements herein.
- B. **Qualifications/Experience/Credentials:** Proposers shall provide their qualifications for consideration as a contract provider to the City of Grand Junction and include prior experience in similar projects.
- C. **Strategy and Implementation Plan:** Describe your (the firm's) interpretation of the City's objectives with regard to this RFP. Describe the proposed strategy and/or plan for achieving the objectives of this RFP. The Firm may utilize a written narrative or any other printed technique to demonstrate his/her ability to satisfy the Scope of Services. The narrative should describe a logical progression of tasks and efforts starting with the initial steps or tasks to be accomplished and continuing until all proposed tasks are fully described and the RFP objectives are accomplished.
- D. **References:** A minimum of three (3) **references** with their names, addresses and telephone numbers that can attest to your experience in projects of similar scope and size.
- E. **Response Form:** Provide a complete list of costs using Solicitation Response Form found in Section V. It is mandatory that this Form be used for all pricing offered, even if other documentation is included.
- F. **Additional Data (optional):** Provide any additional information that will aid in evaluation of your qualifications with respect to this project.

## SECTION IV: EVALUATION CRITERIA AND FACTORS

**A Evaluation:** An evaluation team shall review all responses and select the proposal or proposals that best demonstrate the capability in all aspects to perform the scope of services and possess the integrity and reliability that will ensure good faith performance.

**B Intent:** Only respondents who meet the qualification criteria will be considered. Therefore, it is imperative that the submitted proposal clearly indicate the firm's ability to provide the services described herein.

Submittal evaluations will be done in accordance with the criteria and procedure defined herein. The City reserves the right to reject any and all Statements. The following parameters will be used to evaluate the submittals (in no particular order of priority):

- Responsiveness of submittal to the RFP
- Understanding of the project and the objectives
- Experience
- Necessary resources
- Strategy & Implementation Plan
- Demonstrated capability
- References
- Fees
- Ability to pick up and deliver jobs on a daily basis

**C Interviews:** The City may invite the most qualified rated proposers to participate in an interview process.

**D Award:** Firms shall be ranked or disqualified based on the criteria listed in Section IV.B. The City reserves the right to consider all of the information submitted and/or oral presentations, if required, in selecting the project Contractor.

## SECTION V: SOLICITATION RESPONSE FORM

### RFP-4419-17-SH Printing/Copying Services

*Offeror must submit entire Form completed, dated and signed.*

1. **Provide a comprehensive list of the equipment you anticipate using to facilitate this contract.**

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2. **Insurance:** Insurance in the amount of \$1,000,000 will be required from the awarded vendor with the City marked as additional payee.

3. **Paper:** Provide the specifications for your commonly used white dual purpose 20# paper. \_\_\_\_\_

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**4. Price Matrix:**

Colored ink – Specific PMS colors		Art Layout	/ hr
Collate singles	/ m	Staple	/ea.
Collate Minimum		Pad	/ea.
Fold	/m.	Numbering	/ea.
Fold Minimum		Numbering Minimum	
Perforation	/m.	Shrink Wrap	/ea.
Perforation Minimum		Screens	/ea.
Score	/m.	Die cut	/ea.
Score Minimum		Die cut Set up	/ea.
Perforation/Score	/m.	Typesetting	
Perforation/Score Minimum		Per hour	/ea.
Drill	/m.	Paste-up per hour	/ea.
Drill Minimum		Binding	
Cutting (circle one)	ea/m.	Comb	/ea.
Cutting minimum		Coil	/ea.
Lamination – largest width available = _____	/in. /ft.	3-ring	/ea.
Composition	/ hr	Saddle Stitch	/ea.

Card Stock (include paper cost)	State qty price break _____			State qty price break _____			State qty price break _____			State qty price break _____		
	One color			Two color			Three color			Full color		
Quantity	500	1000	2500	500	1000	2500	500	1000	2500	500	1000	2500
White, 3"x5"												
White, 8-1/2" x 11"												
White, 8-1/2" x 14"												
White, 11" x 17"												

NCR (include paper cost)	500	1000	2000	3000	5000
2 Part One Sided, 8.5 x 11					
3 Part One Sided, 8.5 x 11					
4 Part One Sided, 8.5 x 11					
5 Part One Sided, 8.5 x 11					
2 Part One Sided, 8.5 x 14					
3 Part One Sided, 8.5 x 14					
4 Part One Sided, 8.5 x 14					
5 Part One Sided, 8.5 x 14					
2 Part Two Sided, 8.5 x 11					
3 Part Two Sided, 8.5 x 11					
4 Part Two Sided, 8.5 x 11					
5 Part Two Sided, 8.5 x 11					
2 Part Two Sided, 8.5 x 14					
3 Part Two Sided, 8.5 x 14					
4 Part Two Sided, 8.5 x 14					



5 Part Two Sided, 8.5 x 14					
Tag stock – price per sheet					

<b>Business Cards (Cougar Cover 80#)</b>	<b>One Sided</b>	<b>Two Sided</b>
250 Cards Each		
500 Cards Each		
1000 Cards Each		
<b>Letterhead (Cougar Opaque 70#)</b>	<b>Page One</b>	<b>Page Two</b>
500 sheets (one ream)		
1000 sheets (two reams)		
1500 sheets (three reams)		
<b>Envelopes (Cougar Opaque 60#)</b>	<b>Per box of 500</b>	
Regular #10		
Window #10		

<b>Miscellaneous Color Copies-price each</b>	<b>500</b>	<b>1000</b>	<b>2500</b>	<b>5000</b>	<b>10000</b>	<b>15000</b>	<b>20000</b>	<b>25000</b>	<b>50000</b>
Single sided 8.5"x11" – color copies									
Number of days to print and deliver									
Double sided 8.5"x11" – color copies									
Number of days to print and deliver									
Single sided 8.5"x14" – color copies									
Number of days to print and deliver									
Double sided 8.5" x 14" – color copies									
Number of days to print and deliver									
Single sided 11" x 17" – color copies									
Number of days to print and deliver									
Double sided 11" x 17" – color copies									
Number of days to print and deliver									

<b>Miscellaneous B/W Copies-price each</b>	<b>500</b>	<b>1000</b>	<b>2500</b>	<b>5000</b>	<b>10000</b>	<b>15000</b>	<b>20000</b>	<b>25000</b>	<b>50000</b>
Single sided 8.5"x11" – black ink									
Number of days to print and deliver									
Double sided 8.5"x11" – black ink									
Number of days to print and deliver									
Single sided 8.5"x14" – black ink									
Number of days to print and deliver									
Double sided 8.5" x 14" – black ink									
Number of days to print and deliver									
Single sided 11" x 17" – black ink									
Number of days to print and deliver									
Double sided 11" x 17" – black ink									
Number of days to print and deliver									

<b>Specific Print/Copy Jobs</b>	<b>500</b>	<b>1000</b>	<b>2500</b>	<b>5000</b>	<b>10000</b>	<b>15000</b>	<b>20000</b>	<b>25000</b>	<b>50000</b>
Spring Clean-Up Brochure									
Number of days to print and deliver									
Leaf Program Brochure									
Number of days to print and deliver									
Door Hangers									
Number of days to print and deliver									

<b>Books</b>	<b>50</b>	<b>75</b>	<b>100</b>	<b>150</b>	<b>200</b>	<b>250</b>	<b>300</b>	<b>500</b>
CAFR Books								
Number of days to print and deliver								
Sewer Audit Books								
Number of days to print and deliver								

Forms	Qty	Price	UOM	Please state delivery
Chain of Custody Form	500/box		Ea or Bx (circle one)	
Sample Receipt Log	250 pg/book		Book	
Tank Hauler Ticket	1000/order		Each	
Poster Lamination (24"x36")	1-2 each		Each	

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*The City reserves the right to accept any portion of the work to be performed at its discretion*  
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The undersigned has thoroughly examined the entire Request for Proposals and therefore submits the proposal and schedule of fees and services attached hereto.

This offer is firm and irrevocable for sixty (60) days after the time and date set for receipt of proposals.

The undersigned Offeror agrees to provide services and products in accordance with the terms and conditions contained in this Request for Proposal and as described in the Offeror's proposal attached hereto; as accepted by the City.

Prices in the proposal have not knowingly been disclosed with another provider and will not be prior to award.

- Prices in this proposal have been arrived at independently, without consultation, communication or agreement for the purpose of restricting competition.
- No attempt has been made nor will be to induce any other person or firm to submit a proposal for the purpose of restricting competition.
- The individual signing this proposal certifies that he/she is a legal agent of the offeror, authorized to represent the offeror and is legally responsible for the offer with regard to supporting documentation and prices provided.
- Direct purchases by the City are tax exempt from Colorado Sales or Use Tax. Tax exempt No. 98-903544. The undersigned certifies that no Federal, State, County or Municipal tax will be added to the above quoted prices.
- City of Grand Junction payment terms are Net 30.
- Prompt payment discount of \_\_\_\_\_ percent of the net dollar will be offered to the City if the invoice is paid within \_\_\_\_\_ days after the receipt of the invoice.

**ADDENDA:** State number of Addenda received: \_\_\_\_\_.

Date: \_\_\_\_\_

\_\_\_\_\_  
 Company Name

\_\_\_\_\_  
 Authorized Representative

\_\_\_\_\_  
 Authorized Representative Signature

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Address of Offeror

\_\_\_\_\_  
 City, State, and Zip Code

\_\_\_\_\_  
 Phone Number

\_\_\_\_\_  
 Fax Number

\_\_\_\_\_  
 E-mail Address of Agent

\_\_\_\_\_  
 Cell Phone Number