

Date: November 19, 2018

SUBJECT: Request for Proposals (RFP) – Printing Services

Submit Written Bid To: Placentia Library District Attn.:
Administration
411 E. Chapman Ave. Placentia, CA 92870
714-528-1925, ext. 200

Written Bids Shall Be Submitted By:

Date: December 6, 2018

Time: 1:00 p.m., PST

NO EXCEPTIONS

Late submittals will not be considered. Written bids must be received by the time and at the location specified above. Postmarks will not be accepted. Bids addressed to anyone other than the designation specified above under "Submit written Bid to" section will not be accepted. **Note: All submitted bids shall be sealed.**

It is recognized that this Request for Proposal does not identify every possible feature that would be of benefit to the Placentia Library District. Thus, bidders are encouraged to identify problems, solutions, or any additional features which would be of benefit to the Placentia Library District and pertinent to their proposals. Bidders are required to provide as much detail as possible in this proposal process regarding scope of services.

INTRODUCTION

The Placentia Library District owns, operates and maintains its building at 411 E. Chapman Avenue, Placentia, CA 92870, which was built in 1974. The District is a special district, independent of the City and County and provides Public Library services. It has four departments: Administration, Circulation, Children's Services and Adult Services. It is the District's intent to use the information provided by the bidders to present recommendations to the Library Board of Trustees.

PROPOSAL REQUIREMENTS

Proposals should be prepared with a detailed description of services to be provided with a straight forward and concise description of the bidder's ability to meet the requirements of the RFP. Proposals shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person signing proposal. Bidders are encouraged to provide clear, concise proposals that contain only information required to respond to the needs of this project. At a minimum, the proposal shall include the following:

1. General Information – The bidder shall provide general information describing the bidder size, office locations and relevant bidder capabilities.
2. Project Schedule – The bidder shall submit a proposed project schedule identifying key tasks and milestone dates and their associated duration.
3. Project Team – The bidder shall identify the team to be assigned to the project by name: this includes the project manager and other key team members. The bidder shall assign a primary representative and an alternate to perform the services described in the scope of work. The bidder's project manager shall remain in charge of all duties from contract negotiations through the completion of the contract. If the primary representative is unable to continue with the contract, then the alternate representative shall become the primary representative.
4. Experience/Qualifications – The bidder shall submit a copy of one recent similar contract that reflects the quality of their work. They shall also provide information on recent projects similar in nature to the proposed to document the bidder's expertise, experience and ability to complete the proposed project in a timely manner. A list of three references with name, address, phone number and contact person(s) shall also be provided.
5. Project Cost – The bidder shall provide a breakdown outlining the projected hours to be spent on each portion of services described in the Scope of Work. Project cost must include prevailing wages. The bidder selected must comply with the California's Prevailing Wage Law and Labor Compliance Program. The District will provide documents of the current prevailing wage determinations to the selected bidder submits a list of job classifications for said duties to be performed. Selected bidder and its subcontractors must copy and forward to the District in a timely manner certified payroll records for each workers. Bidder's invoices will therefore correspond to the specific deliverables identified.
6. Proof of Insurance – The successful bidder shall submit the appropriate Liability Insurance including, Worker's Compensation policy coverage to the satisfaction of the Placentia Library District.

The District intends to award a contract to a vendor that is able to provide quality work to its facility at 411 E. Chapman, Placentia, CA 92870 and offers the best value to the District. However, the District reserves the right to reject any or all proposals, in whole or in part, submitted in response to this RFP. The District further reserves the right to negotiate the terms and conditions of any final contract to purchase the item(s) described herein. Questions and requests for further information and/or clarification of the RFP should be directed to:

Administration
411 E. Chapman Avenue
Placentia, CA 92870
(714) 528-1925 x 216
administration@placentialibrary.org

PROJECT DESCRIPTION

Placentia Library District is seeking proposals from printing professionals to provide service and guidance to the District in order to help in raising awareness and engagement by the public through the District's eXPLORE newsletters and Summer Guide.

To review the District's current issue of the eXPLORE Newsletter, visit the following:

http://www.placentialibrary.org/sites/default/files/newsletters/Explore_Fall_2018_Web_005.pdf

SCOPE OF WORK-General Description

The selected bidder will produce and mail the District's two eXPLORE Newsletters and the Summer Guide in an effective, timely manner.

The work of the bidder shall include, but not be limited to, the following:

1. The production, postage and mailing of our bi-annually Newsletter to Placentia Residents.
 - The bidder must be able to print 21,000 copies of full page, full color newsletters ranging from 10-12 pages (September Issue)
 - The bidder must be able to print 21,000 copies of full page, full color newsletters ranging from 14-16 pages (March Issue).
 - The bidder must present a bid for both a yearly and a multi-year (2.5 year) contract.
 - The bidder must be capable of mailing the newsletters to all Placentia Residents and deliver all additional copies to the District.
 - The bidder must present a bid
2. The production, postage and mailing of the Summer Guide to Placentia Residents.
 - The bidder must be able to print 21,000 half page, full color Summer Guides ranging from 10-12 pages.
 - The bidder must present a bid for both a yearly and a multi-year (2-5 year) contract.
 - The bidder must be capable of mailing the newsletters to all Placentia Residents and deliver all additional copies to the District.
3. The bidder must be able to produce and deliver preliminary proofs in the following formats:
 - 80 gloss cover
 - 67 pound matte
 - 70 pound gloss text

QUALIFICATIONS/EXPERIENCE

Minimum of 5 years of printing experience.

CONDITIONS

Each Bidder is expected to get fully acquainted with the local conditions and factors, which would have any effect on the performance of the contract and/or the cost. The Bidder is expected to know all conditions and factors, which may have any effect on the execution of the contract after issue of Letter of Award. The bidder may request clarifications from the Placentia Library District regarding these conditions. It is the Bidder's responsibility that such factors have properly been investigated and considered while submitting the bid proposals and no claim whatsoever including those for financial adjustment to the contract awarded under the bidding documents will be entertained by the Placentia Library District. Neither any change in the time schedule of the contract nor any financial adjustments arising thereof shall be permitted by the Placentia Library District on account of failure of the Bidder to know the local laws and conditions.

SELECTION PROCESS

By submitting and signing the proposal, the bidder acknowledges they have read, accept and agree to be bound by the terms and conditions of the proposal. The District shall have the right to waive informalities and irregularities in a proposal received and to accept the proposal which, in the District's judgment, is in the District's best interests.

Bid Opening will be December 6, 2018 at 2:00 p.m. at Placentia Library District – History Room at: 411 East Chapman Avenue, Placentia, CA 92870.

Successful bidders will be required to provide invoices for all completed work and submit to Placentia Library District at 411 E. Chapman Avenue, Placentia, CA 92870, Attention: Administration. The Library is open Monday-Thursday from 9:00 a.m. - 8:00 p.m., Friday and Saturday from 9:00 a.m. - 5:00 p.m. and Sunday from 1:00 p.m. - 5:00 p.m. The Administration staff is available Monday- Friday from 9:00 a.m. - 4:30 p.m.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Library Director. If the insurance as evidenced by certificates furnished by the Contractor expires or is cancelled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the Placentia Library District Administration Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. The District may exercise its authority to withhold payment and pass through penalty assessments that occur during the time of this project, to the contractor and its subcontractor, if the proper and certified payroll documents are not provided in a timely manner. Failure to provide proper and certified payroll documents will result in payment withholding.