Request for Bids (RFB)
RFB 2017 – Pico Rivera Magazine

CITY OF PICO RIVERA

Printing Services - Pico Rivera Magazine
I. INTRODUCTION
The City of Pico Rivera, hereinafter referred to as “City”, is seeking sealed bids from qualified vendors, hereinafter referred to as “Bidder”, to provide Printing Services - Pico Rivera Magazine, for a term period of (3) three years. The City’s objectives are to select a Bidder that:
- Has the best fit to our defined requirements.
- Has the ability to deliver on time (as per set timelines or earlier).
- Will facilitate the mailing process by preparing bulk mail carrier route for each edition.
- Will coordinate the timelines with their work plans to ensure timely delivery.

II. CITY CONTACT
The City Contact, hereinafter referred to as “Contact”, is the sole point of contact for this solicitation. All communication shall be in writing and submitted to the Contact. Bidders are not permitted to communicate with other City staff or officials about this RFB, except for during pre-bid meetings, demonstrations, and/or interviews, unless otherwise directed by the Contact.

Contact: Arlene Salazar, Director of Parks and Recreation
Telephone Number: (562) 801-4430
E-mail: recreation@pico-rivera.org

Bidders interested in participating in this RFB should immediately provide the Contact with a phone number, fax number, and an e-mail address for dissemination of addenda and/or supplemental information, as applicable. Failure to provide said contact information may result in late notifications and/or incomplete bids.

III. MINIMUM QUALIFICATIONS & EXPERIENCE
The City seeks Bidders with demonstrated expertise in performing the services described herein. The successful Bidder shall have proven experience in providing the subject services and shall, at minimum, have five (5) years experience and proven track record as a printer. Moreover, Bidder must have the ability to:
A. Provide prints, per specifications provided;
B. Accommodate and provide for additional orders/modifications;
C. Provide high-quality paper stock samples to be viewed for usability;
D. Replace defective copies;
E. Meet the required turnaround times;
F. Provide one (1) Printer’s Proof per edition, 4/4 – full-color throughout.

IV. SCOPE OF WORK
Refer to Exhibit A for Scope of Work.

V. DEADLINE FOR SUBMITTING QUESTIONS
Any questions regarding the RFB must be submitted to the Contact referenced above no later than Friday, August 25, 2017 at 9:00 am. Reference the RFB Number and Title when making inquiries. The City will respond to inquiries submitted by the deadline no earlier or later than Tuesday, August 29, 2017.
VI. FORMAT AND SUBMISSION
All Bidders are required to follow the format content specified below.

**TAB 1** - Complete and insert in this tab the Bid Form furnished herewith, Attachment Number 1.

**TAB 2** - Complete and insert in this tab the References Form furnished herewith, Attachment Number 2.

**TAB 3** - In this tab, provide:
   a. A description of the process used to acquire a proof approval for each print and its subsequent revisions.
   b. A sample print that meets all the Specifications of magazine.
   c. A sample of other high quality projects that you have completed.

**TAB 4** - Sign and insert addendums in chronological order, as applicable.

The deadline for submitting a bid is **on Friday, September 1, at 9:00 am**. Any bid received after this time will be returned unopened. Bids must be submitted in a sealed envelope and shall be clearly addressed as follows:

City of Pico Rivera
Department of Parks and Recreation – SEALED BID
RFB 2017 Printing Services - Pico Rivera Magazine
6767 Passons Blvd.
Pico Rivera, CA. 90660

Faxed or e-mailed bids will not be accepted as this RFB requires bids to be submitted in a sealed envelope, per the City’s Municipal Code Title 3, Chapter 3.20.

VII. SELECTION PROCESS

**A. RESPONSIVE BIDDERS**
After the public bid opening, bids will be reviewed to ascertain that they are in compliance with the RFB requirements. Bidders may be deemed non-responsive for failure to comply with the requirements set forth herein.

**B. AWARD PROCESS**
Bids that meet or exceed the requirements of services needed shall be awarded, although not presented as the lowest bid. Notification of Intent to Award will be issued to selected bidder.

**C. COMMENCEMENT OF SERVICES**
A Purchase Order will be issued once:
1. Council authority is granted, if applicable.
2. All agreements have been executed.
3. Insurance requirements have been met.
4. Verification of valid City Business License.
VIII. **Standard Terms & Conditions**

In addition to the previous requirements, the Bidder shall, at minimum, perform or make provisions for the following general requirements:

A. **Addenda:** The City reserves the right to modify and issue addenda to this RFB. A signed copy of all addenda shall be submitted as part of the bid. Failure to include the addenda may result in a non-responsive submittal. Addenda shall become a part of this RFB and any Agreement, which may result from this solicitation.

B. **Additional Information:** Provide the City with any additional information it deems necessary to accurately determine Bidders ability to perform services, and/or provide products proposed. During selection process, the City may conduct any reasonable inquiry from any and all sources concerning the bid, including reference verification to determine the responsibility of the Bidder. Furthermore, submission of a bid constitutes permission by the Bidder for the City to verify all information contained therein. Failure to comply with any request for additional information may disqualify the Bidder from further consideration.

C. **Bid Commitment:** The bid shall be firm and binding for 120 days after the submittal deadline. Submission of a bid shall constitute a commitment on the part of the Bidder to furnish the products/services set forth in this RFB.

D. **Bid Errors:** City is not responsible for errors or omissions on the part of Bidders in drafting their bids. In the event of a calculation error, the unit price shall prevail. The City is not responsible for any conclusions or interpretations made by the Bidder regarding information provided by the City.

E. **City Business License:** Obtain a City business license prior to engaging in any operation or activity as a result of an award of an Agreement. The license must be kept in full force and effect during the term of the Agreement.

F. **Contractual Obligation:** After the City selects a Bidder, the contents of the submitted bid will become a contractual obligation. The RFB and any addenda, Bidder’s bid, and the Agreement constitute the entire Agreement between the Bidder and the City and shall incorporate the provisions thereof. Failure of the Bidder to agree to include all portions thereof as contractual Agreement may result in cancellation of the award.

G. **Disclaimer:** This RFB does not commit the City to continue with the procurement of the subject services/products nor to enter into an Agreement with any Bidder. The City makes no representation that any Agreement will be awarded. In the event of award, the City makes no guarantee to expend any agreement amount to its maximum. Award of an Agreement may require City Council authorization. Furthermore, the City may re-issue the RFB at any time for any reason at its sole discretion.

H. **Evidence of Insurance:** In the event an Agreement is awarded, Bidder shall provide evidence of insurance coverage by an admitted California insurer legally licensed and qualified to conduct business in the State of California in accordance with the provisions described herein, prior to the commencement of services. The required insurance coverage shall be maintained for the duration of the Agreement. General Liability insurance presently in effect with a combined single limit of not less than $1,000,000 per occurrence, and $2,000,000 aggregate; and vehicle insurance (where applicable) is in effect with a minimum coverage of $1,000,000 per occurrence.

I. **Late Bid:** Late bids will not be considered. It is the Bidder’s responsibility to ensure that the bid arrives on or before the specified time. The City will not be responsible for bids not properly marked and/or delivered. Postmarks will not be accepted in lieu of actual receipt.

J. **Payments and Invoicing:** Unauthorized payment will not be made until services are delivered and accepted as specified. Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order. In order to receive prompt payment, send invoices directly to: City of Pico Rivera, Attn: Accounts Payable, 6615 Passons Blvd., Pico Rivera, CA 90660. The City’s standard payment terms are Net 30.

K. **Property of City:** All bids and materials submitted become the property of the City and may be used by the City in any way it deems appropriate. In addition, bids received will be subject to the California Public Records Act.

L. **Reservation of Rights:** The City expressly reserves the right to modify and/or suspend any and all aspects of the RFB, to obtain further information from any Bidder responding to this RFB, to waive any defect as to form or content of this RFB or any response thereto, to extend deadlines for accepting responses, to reject any and all responses to the RFB, and to choose the firm that best serves the City’s interests, at its own discretion. Should all bids be rejected a written notification will be sent to all Bidders to this effect. The City also reserves the right to select another Bidder in the case that the original Bidder, for any reason, is unable to perform, or is dismissed from the project.

M. **Submission Cost:** The City will not be liable for any costs incurred in the preparation of bids or incidental to the preparation and presentation of qualifications orally or in writing. All costs for preparation, submission of bids, submission of additional information, delivery, and/or any other aspect of the RFB incurred by the Bidder are the sole responsibility of the Bidder.
The City’s Parks & Recreation Department’s Marketing, Media and Communications Unit issues the Pico Rivera Magazine. This solicitation is to provide Printing Services for the Pico Rivera Magazine. The layout format and print quantity may vary from issue to issue depending on the need to promote special projects or public outreach campaigns. Following are the general specifications of the magazine:

A. Design
Items will be designed using Adobe InDesign, and artwork will be submitted electronically to Bidder in its native form or as a high resolution press-quality PDF file. Transfer of files to Bidder via web upload is preferred, but artwork can be provided on CD, if required. File will be supplied. Bidder shall rip, trap, and image direct to plate.

All originals, photographs, paste-ups, negatives, and magnetic media used in the production of the printing shall remain and/or become the property of the City. In some cases the City may elect to leave the artwork with the Bidder but the City’s ownership of the artwork shall not be relinquished.

B. Proofs
In order to ensure quality and conformance with standards, a fine digital color proof shall be required from the Bidder. No printing is to begin until the proof has been approved by the City. Bidder shall provide one (1) Printer’s Proof per edition no later than (2) business days after receiving high resolution files from City, 4/4 – full-color throughout to the City for printing approvals. Artwork provided to the Bidder after 2:00 pm will be considered turned in the next business day.

C. Turnaround Time
Time is of the essence to meet the provide delivery date. Delivery of finished product is critical and must be accomplished within seven to ten (7-10) business days from the time the artwork is approved by the City.

D. Delivery
Bidder shall be responsible for the preparing, sorting, printing, bulk processing, mailing and delivery of the magazine to the appropriate Post Office, Pico Rivera City Hall and Parks & Recreation Department. Due to changes in postal procedures this location may change as a result of US Postal Service changes.

Mailing shall be done through saturation mailer. Items are to be carton packaged (by route as designated by the US Postal Service) and delivered to the appropriate Post Office. However, saturation mailer quantities may vary with changes in the City’s population.

Bidder shall be responsible for informing the City of any changes in postage costs. The City shall be responsible for having those costs paid prior to delivery by Bidder. Bidder shall be responsible for informing the City of any changes in postal guidelines that may result in the need for changes to the format, layout, and/or design of the newsletter.
EXHIBIT A
SCOPE OF SERVICES
RFB 2017 Printing Services - Pico Rivera Magazine

E. Late Delivery
Failure to deliver the finished product in an acceptable form within the required seven to ten (7-10) business day period will result in the City’s right to cancel the contract and will reflect on the Bidder’s ability to win future contracts. If Bidder contracts with third parties for printing, bindery, mailing, or any other service to fulfill the City contract, it is at the Bidder’s discretion, and the Bidder named in the City contract is solely responsible for meeting the turnaround time.

F. General Specifications

<table>
<thead>
<tr>
<th>PICO RIVERA MAGAZINE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PAPER STOCK</strong></td>
</tr>
<tr>
<td>Paper: 80# Gloss Cover, 70# Gloss Book, 8 3/8&quot; x 10 7/8&quot; Finished</td>
</tr>
<tr>
<td><strong>PRINTING</strong></td>
</tr>
<tr>
<td>4/4 Color Process, Trim, Fold, Perfect Bind</td>
</tr>
<tr>
<td><strong>EDITIONS</strong></td>
</tr>
<tr>
<td>3 editions a year</td>
</tr>
<tr>
<td><strong>QUANTITY &amp; DELIVERY</strong></td>
</tr>
<tr>
<td>18,500 copies per edition. 18,000 copies delivered to appropriate Post Office and 5,000 copies delivered to City of Pico Rivera Department of Parks and Recreation at 6767 Passons Blvd., Pico Rivera, CA 90660.</td>
</tr>
<tr>
<td><strong>PAGES</strong></td>
</tr>
<tr>
<td>64-79 pages per edition</td>
</tr>
</tbody>
</table>

Exhibit A – Page 2 of 2
**ATTACHMENT 1**

**BID FORM**

RFB 2017 Printing Services - Pico Rivera Magazine

Name of Company: ________________________________________________________________

Type of Company: ________________________________________________________________

Company Address: __________________________________________________________________

Company Contact Person: _____________________________________________________________

Company Phone: _____________________________ Email: ___________________________________

Number of years the company has been in business: ______________________

Quote is for:  □ Product as Specified  □ Product Equal

<table>
<thead>
<tr>
<th>Item #</th>
<th>Est. Qty.</th>
<th>Description</th>
<th>Unit Price</th>
<th>Extended Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>55,500</td>
<td>Pico Rivera Magazine (Fiscal Year 17-18)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>2</td>
<td>55,500</td>
<td>Pico Rivera Magazine (Fiscal Year 18-19)</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>3</td>
<td>55,500</td>
<td>Pico Rivera Magazine (Fiscal Year 19-20)</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Total Bid Amount** $ ____________

(Tax, freight, and/or delivery charges must be included in the unit price.)

Pursuant to the Notice Inviting Sealed Bids, the undersigned declares that he/she has carefully examined specifications for RFB 2017 Printing Services - Pico Rivera Magazine. I, the undersigned, hereby certify that this Bid and the amount offered in this Bid Form are true and accurate to the best of my knowledge in accordance with the requirements of California Business and Professions Code Section 7028.15. The undersigned agrees that the bid amounts offered herein shall remain in effect throughout the full term of the resulting agreement, including any and all agreement extensions the City chooses to exercise. In submitting this Bid Form, Bidder agrees to comply with the terms and conditions illustrated in this RFB.

Signature: ___________________________________________ Date: ______________________

Printed Name and Title: ___________________________________________________________________

E-Mail: ________________________________________________________________________________
ATTACHMENT 2
REFERENCES FORM
RFB 2017 Printing Services - Pico Rivera Magazine

Bidder is required to provide a minimum of three (3) references where services of a similar size and nature were performed within the past three (3) years. This will enable the City of to judge the responsibility, experience, skill, and business standing of the Bidder.

Company:_____________________________ Reference Contact Name: _________________
Address:____________________________________ Phone Number:____________________
.................................................................................................................................
.................................................................................................................................

Dollar Value of Contract:$_______________________ Contract Dates:___________________
Requirements of Contract:_______________________________________________________
____________________________________________________________________________

Company:_____________________________ Reference Contact Name: _________________
Address:____________________________________ Phone Number:____________________
.................................................................................................................................
.................................................................................................................................

Dollar Value of Contract:$_______________________ Contract Dates:___________________
Requirements of Contract:_______________________________________________________
____________________________________________________________________________

Company:_____________________________ Reference Contact Name: _________________
Address:____________________________________ Phone Number:____________________
.................................................................................................................................
.................................................................................................................................

Dollar Value of Contract:$_______________________ Contract Dates:___________________
Requirements of Contract:_______________________________________________________
____________________________________________________________________________

TAB 2