**Request for Proposal**

**PRINT SHOP SERVICES**

**City of South Bend, Indiana**

**CITY OF SOUTH BEND, INDIANA**

**BOARD OF PUBLIC WORKS**

**REQUEST FOR PROPOSALS**

Sealed Proposals shall be received no later than**9:30 a.m., EST, on July 9, 2019, in the office of the** **Board of Public Works, 13th Floor, County City Building, Room 1316, South Bend, Indiana**, for:

**PRINT SHOP SERVICES**

**SUMMARY:**

The Board of Public Works of the City of South Bend (“City”), is soliciting proposals from qualified vendors for the following:

**Project description:**

The City is seeking to award a contract for printing services. The City will provide artwork and ready-to-print files when and if necessary. All printing services are subject to approval by the City prior to final printing. Payment will not be rendered if the City does not approve the final copy prior to release.

**Proposals must meet the minimum expectations as provided in the City’s Request for Proposals in order to be considered.**

**Term:**

The term of this agreement shall be for two (2) years beginning no later than January 1, 2020 with the City having the sole option to renew the agreement for one additional year at prices mutually agreed to by the parties. The City reserves the right to commence this agreement prior to January 1, 2020 should the need arise.

**How the Proposals will be evaluated and scored for selection:**

The person/firm making a proposal shall submit a written response of how they comply with the requirements of this RFP.  Exceptions to any requirements mentioned in this RFP must be clearly noted. Information submitted will be scored on a 100-point matrix system as follows and will be graded by a review team made up of city staff.

|  |  |
| --- | --- |
| **Overall Response to RFP/Service Guidelines/Turnaround Times** | **20 Points** |
| **Overall Cost of Services** | **35 Points** |
| **Proximity to South Bend, Indiana** | **20 Points** |
| **Quality and Diversity of Sample Products** | **5 Points** |
| **Delivery Time**  | **5 Points** |
| **Site Inspection/Visit** | **5 Points**  |
| **Customer Support Plan** | **5 Points** |
| **Response to Sample Project (instructions contained RFP)**  | **5 Points** |

Upon selection, the City will then be given the approval to negotiate the terms of a final agreement. Following negotiations, the City’s Board of Public Works will be asked to review and approve the proposed written agreement and if approved, the agreement will be executed.

The successful proposal respondent(s) shall comply with the City’s ordinance and all other federal, state and local laws and regulations governing nondiscrimination in employment.

The City reserves the right to accept, negotiate scope or reject any or all proposals.

**Complete Proposal Request packages and instructions are available for download by visiting the City of South Bend’s web page at**www.southbendin.gov:

* Click on “I’m Looking For”
* Click on “Doing Business in South Bend”
* Click on “City Contracts – Invitations to Bid”
* Click on the “Required Link” to register your company. ***You must register to receive addenda and updates to the specific bid you are interested in. Failure to do so could render your bid non-responsive to the specifications.***

There is no charge for the documents. The instruction packet is also available for review only during regular working hours in the Department of Public Works, 1316 County-City Building, South Bend, Indiana.  Questions should be directed by email to Michael Schmidt, at mschmidt@southbendin.gov.

The City reserves the right to review and audit all documents related to this proposal and to request additional information as determined necessary. Failure to comply with the City’s request may be deemed grounds for dismissing the proposal.

**Proposals must include the Non-Collusion Affidavit, Non-Debarment Affidavit, Employment Eligibility Verification, and Non-Discrimination Commitment Form.**

BOARD OF PUBLIC WORKS

Linda M. Martin, Clerk

Publish two (2) times:  June 14, 2019

 June 21, 2019

**INSTRUCTIONS**

Please provide a cover letter summarizing your business and the major points contained in your proposal. Important details which should be included in your proposal are as follows:

1. Information about your printing capabilities, staff size, its expertise, and where your print shop is located;
2. Creative design capabilities;
3. State the number of years that you have been in business;
4. List any certifications your business holds, for example, but not limited to, Women or Minority Owned;
5. Lead time required for production and delivery to site;
6. On-site storage capabilities for inventory control;
7. Plan to minimize disruption during transitionary period;
8. Order placing technology;
9. Three (3) references, preferably from governmental entities;
10. Signed Non-Collusion and Non-Debarment Affidavit; and

The City seeks pricing for the following items. For your benefit, the City has provided a rough estimate of its need for each item. This is an expected usage rate and as such, is subject to change based on shifting needs of the City.

1. 2, 3, 4, or 5 Part Form – Combined expected volume 50,000
2. #10 Regular Envelope – Expected volume 42,000
3. #10 Window Envelope – Expected volume 68,500
4. #6 ¾ Regular Envelope – Expected volume 15,000
5. #7 Coin Envelope – Expected volume 20,000
6. Index Cards, 80# and 110# – Expected volume 7,000
7. 20# White Paper – Expected volume 110,000
8. 70# Text Paper – Expected volume 37,000
9. 20# Color Paper – Expected volume 25,000
10. 25% Cotton Paper with South Bend watermark – Expected volume 8,000
11. Color Business Cards – Expected volume 23,000
12. Color Copies 8 ½ X 11 – Expected volume 90,000 (could be 1 or 2 sided)
13. Color Copies 11 X 17 – Expected volume 240,000 (could be 1 or 2 sided)
14. Door Hangers – Expected volume 7,000

Please provide a pricing statement for each item listed below. The price should be on a per case bases unless otherwise stated. Include full description, if applicable, of any volume discounts per item. The pricing should include production/setup costs, materials, and shipping and delivery to requested City owned buildings; in short, extra or additional costs not contemplated in your proposal will not be honored by the City. A list of building addresses is included for your benefit; however, this list is not intended to be exhaustive and the City reserves the right to have product delivered to additional locations without additional fees upon reasonable notice.

**Pricing Sheet**

|  |  |  |  |
| --- | --- | --- | --- |
| Description  |  2020 Price  Shipping Quantity  |  | 2021 PriceShipping Quantity |
| 3 Part Form |  |  |  |
| #10 Regular Envelope |  |  |  |
| #10 Window Envelope |  |  |  |
| #6 ¾ Regular Envelope |  |  |  |
| #7 Coin Envelope |  |  |  |
| Index Cards, 80# and 110# |  |  |  |
| 20# White Paper |  |  |  |
| 70# Text Paper |  |  |  |
| 20# Color Paper |  |  |  |
| 25% Cotton Paper with South Bend watermark  |  |  |  |
| Color Business Cards |  |  |  |
| Color Copies 8 ½ X 11Please note if % of color bleed impacts pricing  |  |  |  |
| Color Copies 11 X 17Please note if % of color bleed impacts pricing |  |  |  |
| Door Hangers |  |  |  |
| Padding  |  |  |  |
| Binding with Comb Binding with Coil |  |  |  |
| Banners |  |  |  |
| Sample Project as described in RFP Section  |  |  |  |
| Hourly Rate for Special Projects/Design Work  |  |  |  |

**Sample Project**

Finally, the City also requires that you submit a “real-world” sample. Three (3) copies of the sample should be included in your response. The City will look at the quality of your sample as well as the pricing when it reviews and scores this RFP. The sample project will be provided at the mandatory pre-proposal conference as listed below. Any questions or concerns about the sample project must be asked in person at this meeting.

**Mandatory Pre-Proposal Conference**

There will be a **mandatory** pre-proposal conference held on June 27, 2019 at 11:00 am at the Board of Public Works Board Room, 13th Floor, County City Building, Room 1316, South Bend, Indiana. This meeting will give the City the opportunity to detail the vision, needs and goals for this potential relationship as well give firms the opportunity to ask the City questions about the project. **A FAILURE TO ATTEND THIS MEETING WILL BE RESULT IN ELIMINATION FROM THE CONSIDERATION.**

Based on the responses, the City may elect to short-listed one (1) or more firms and require an in-person interview and site visit with all or some of the selection committee members. If an interview is deemed to be necessary by the City, said interview will be after the initial scoring and ranking of all proposals. Upon completion of the interview session (if necessary) the City will provide a recommendation to the Board of Public Works and ask for permission to negotiate a final contract with the selected respondent. If a final negotiated agreement cannot be reached, the City shall proceed with the next highest remaining proposal.

\*\*\*END\*\*\*

# *When the prospective Contractor is unable to certify to any of the statements below, it shall attach an explanation to this Affidavit.*

**CONTRACTOR’S** **NON-COLLUSION AND NON-DEBARMENT AFFIDAVIT, CERTIFICATION REGARDING INVESTMENT WITH IRAN, EMPLOYMENT ELIGIBILITY VERIFICATION, NON-DISCRIMINATION COMMITMENT AND CERTIFICATION OF USE OF UNITED STATES STEEL PRODUCTS OR FOUNDRY PRODUCTS**

(Must be completed for all quotes and bids. Please type or print)

STATE OF \_\_\_\_\_\_\_\_\_\_\_ )

 ) SS:

 COUNTY )

The undersigned Contractor, being duly sworn upon his/her/its oath, affirms under the penalties of perjury that:

1. Contractor has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. Contractor further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale; and
2. Contractor certifies by submission of this proposal that neither contractor nor any of its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency; and
3. Contractor has not, nor has any successor to, nor an affiliate of, Contractor, engaged in investment activities in Iran.
	1. For purposes of this Certification, “Iran” means the government of Iran and any agency or instrumentality of Iran, or as otherwise defined at Ind. Code § 5-22-16.5-5, as amended from time-to-time.
	2. As provided by Ind. Code § 5-22-16.5-8, as amended from time-to-time, a Contractor is engaged in investment activities in Iran if either:
		1. Contractor, its successor or its affiliate, provides goods or services of twenty million dollars ($20,000,000) or more in value in the energy sector of Iran; or
		2. Contractor, its successor or its affiliate, is a financial institution that extends twenty million dollars ($20,000,000) or more in credit to another person for forty-five (45) days or more, if that person will (i) use the credit to provides goods and services in the energy sector in Iran; and (ii) at the time the financial institution extends credit, is a person identified on list published by the Indiana Department of Administration.
4. Contractor does not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. Contractor agrees that he/she/it shall enroll in and verify the work eligibility status of all of Contractor’s newly hired employees through the E-Verify Program as defined by I.C. 22-5-1.7-3. Contractor’s documentation of enrollment and participation in the E-Verify Program is included and attached as part of this bid/quote; and
5. Contractor shall require his/her/its subcontractors performing work under this public contract to certify that the subcontractors do not knowingly employ or contract with an unauthorized alien, nor retain any employee or contract with a person that the subcontractor subsequently learns is an unauthorized alien, and that the subcontractor has enrolled in and is participating in the E-Verify Program. The Contractor agrees to maintain this certification throughout the term of the contract with the City of South Bend, and understands that the City may terminate the contract for default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified by the City.
6. Persons, partnerships, corporations, associations, or joint venturers awarded a contract by the City of South Bend through its agencies, boards, or commissions shall not discriminate against any employee or applicant for employment in the performance of a City contract with respect to hire, tenure, terms, conditions, or privileges of employment, or any matter directly or indirectly related to employment because of race, sex, religion, color, national origin, ancestry, age, gender expression, gender identity, sexual orientation or disability that does not affect that person's ability to perform the work.

In awarding contracts for the purchase of work, labor, services, supplies, equipment, materials, or any combination of the foregoing including, but not limited to, public works contracts awarded under public bidding laws or other contracts in which public bids are not required by law, the City, its agencies, boards, or commissions may consider the Contractor’s good faith efforts to obtain participation by those Contractors certified by the State of Indiana as a Minority Business (“MBE”) or as a Women’s Business Enterprise (“WBE”) as a factor in determining the lowest, responsible, responsive bidder.

In no event shall persons or entities seeking the award of a City contract be required to award a subcontract to an MBE/WBE; however, it may not unlawfully discriminate against said WBE/MBE. A finding of a discriminatory practice by the City’s MBE/WBE Utilization Board shall prohibit that person or entity from being awarded a City contract for a period of one (1) year from the date of such determination, and such determination may also be grounds for terminating the contact for which the discriminatory practice or noncompliance pertains.

7. The undersigned contractor agrees that the following nondiscrimination commitment shall be made a part of any contract which it may henceforth enter into with the City of South Bend, Indiana or any of its agencies, boards or commissions.

Contractor agrees not to discriminate against or intimidate any employee or applicant for employment in the performance of this contract with privileges of employment, or any matter directly or indirectly related to employment, because of race, religion, color, sex, gender expression, gender identity, sexual orientation, handicap, national origin or ancestry. Breach of this provision may be regarded as material breach of contract.

I, the undersigned bidder or agent as contractor on a public works project, understand my statutory obligations to the use of steel products or foundry products made in the United States (I.C. 5-16-8-1). I hereby certify that I and all subcontractors employed by me for this project will use steel products or foundry products made in the United States on this project if awarded. I understand I have an affirmative duty to notify the City in my bid that my proposal does not include the use of steel products or foundry products made in the United States. I understand it is my sole obligation and responsibility to provide a justification to the City, subject to review and approval, why the cost of United States made steel or foundry products is unreasonable. Prior to award and upon submission of bid which does not use steel products or foundry products made in the United States, the City, through its director of public works, shall make a determination if the price of United States made steel or foundry is unreasonable. I understand that violations hereunder may result in forfeiture of contractual payments.

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I hereby affirm under the penalties of perjury that the facts and information contained in the foregoing bid for public works are true and correct.

Dated this day of , 20\_\_

 Contractor/Bidder (Firm)

 Signature of Contractor/Bidder or Its Agent

 Printed Name and Title

 Subscribed and sworn to before me this day of , 20

My Commission Expires

 Notary Public

 County of Residence

List of City Buildings and Corresponding Addresses

|  |  |
| --- | --- |
| **Location Name** | **Address** |
| Central Services | 1045 West Sample Street, South Bend, 46619 |
| VPA - Experience Lodge | 301 South St. Louis Blvd., South Bend, 46617 |
| Century Center | 120 Martin Luther King Jr. Blvd., South Bend, 46601 |
| Human Rights Commission  | 319 North Niles Avenue, South Bend, 46617 |
| Water Works - Colfax | 125 West Colfax Avenue, South Bend, 46601 |
| Palais Royale | 105 West Colfax Avenue, South Bend, 46601 |
| Morris Performing Arts Center | 211 North Michigan Street, South Bend, 46601 |
| Water Works - Main Street | 209 North Main Street, Suite 207, South Bend, 46626 |
| Water Works - North Station | 830 North Michigan Street, South Bend, 46617 |
| Organic Resources | 4340 Trade Drive, South Bend, 46628 |
| Elbel Golf Course | 26595 Auten Road, South Bend, 46628 |
| Studebaker Golf Course | 718 East Calvert, South Bend, 46613 |
| Erskine Golf Course | 4200 Miami Street, South Bend, 46614 |
| Martin Luther King Center | 1522 Linden Avenue, South Bend, 46628 |
| Solid Waste | 3113 Riverside Drive, South Bend, 46628 |
| Animal Control Center | 521 Eclipse Place, South Bend, 46628 |
| Charles Black Center | 3419 West Washington Street, South Bend, 46619 |
| Water Works - Olive Street | 915 S. Olive Street, South Bend, 46619 |
| Rum Village Nature Center | 2626 South Gertrude Street, South Bend, 46614 |
| VPA - Park Maintenance Facility | 1020 High Street, South Bend, 46601 |
| Building Department | 125 South Lafayette Blvd. Suite 100, South Bend, 46601 |
| VPA - O'Brien Recreation Center | 321 East Walter Street, South Bend, 46614 |
| Fire Department  | 1222 South Michigan, South Bend, 46601 |
| Police Department | 701 West Sample Street, South Bend, 46601 |
| Street Department | 731 South Lafayette Blvd., South Bend, 46601 |
| Safety & Risk Department | 731 South Lafayette Blvd., South Bend, 46601 |
| City Clerk's Office | 227 West Jefferson Blvd. 4th Floor, South Bend, 46601 |
| Controller's Office | 227 West Jefferson Blvd. 12th Floor N, South Bend, 46601 |
| City Engineer Office | 227 West Jefferson Blvd. 13th Floor N, South Bend, 46601 |
| Department of Community Investment | 227 West Jefferson Blvd. 14th Floor S, South Bend, 46601 |
| Legal Department  | 227 West Jefferson Blvd. 12th Floor S, South Bend, 46601 |
| Code Enforcement | 227 West Jefferson Blvd. 13th Floor S, South Bend, 46601 |
| Neat Group | 227 West Jefferson Blvd. 13th Floor S, South Bend, 46601 |
| Radio Shop | 1045 West Sample Street, South Bend, 46619 |
| 311 Call Center | 125 S. Lafayette Street, South Bend, 46601 |
| IT Department | 227 West Jefferson Blvd. 12th Floor N, South Bend, 46601 |
| Mayor's Office | 227 West Jefferson Blvd. 14th Floor N, South Bend, 46601 |
| Diversity and Inclusion Office | 228 West Jefferson Blvd. 14th Floor N, South Bend, 46601 |
| Traffic and Lighting | 731 South Lafayette Blvd., South Bend, 46601 |
| Sewer Department | 731 South Lafayette Blvd., South Bend, 46601 |
| Waste Water | 3113 Riverside Drive, South Bend, 46628 |
| Office of Sustainability  | 227 West Jefferson Blvd. 13th Floor N, South Bend, 46601 |