East Texas Council of Governments

REQUEST FOR PROPOSAL

Printing Services

May 15, 2009

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SECTION I. GENERAL INFORMATION

PURPOSE OF REQUEST FOR PROPOSALS (RFP)

The East Texas Council of Governments (ETCOG) is accepting proposals from experienced organizations to provide printing services for a variety of projects, which may include, but is not limited to: stationary, envelopes, annual reports, brochures. newsletters, mailing labels, and business cards.

The proposal packet may be obtained by submitting a request to Deborah Butts by **fax 903-983-1440** or by **email** at **deborah.butts@etcog.org**. Proposal **packets are available in an electronic format upon request** and may be obtained by going to www.etcog.org.

ETCOG requests a formal proposal from printing businesses who are interested in providing printing services for ETCOG.

SCOPE OF SERVICES

ETCOG is seeking an organization to enter into a contract that will create consistency and efficiency with our printing projects and needs. This will be accomplished through a one-year printing contract, with the option for two one-year extension. The extensions will be reviewed annually and be based upon satisfactory performance as detailed in the contract to be negotiated.

Specific responsibilities include, but are not limited to:

ITEM	DESCRIPTION
Stationary	Company stationary with organization logo on natural white paper, 24 weight.
Envelopes	Company envelopes to match stationary, white paper with company logo.
Envelopes	Envelopes with clear window on bottom left corner, company address printed in black at top left corner.
Annual Reports	Annual report front and back cover printed in full color on cover weight gloss paper, internal pages printed black and white on gloss text weight paper. Page size will be 8.5" x 11". Estimated length will be 20 to 24 pages.
Newsletters	Four quarterly issues to be printed annually 6-8 pages in length. Currently is printed with a two page insert to total 6 pages. Page size will be 8.5" x 11" in full color on matte paper.
Business Cards	White stock paper with one or two logos in color.
Mailing Labels	Mailing labels 5" x 3", white with green color of logo and address.
Mailing Services	Bulk Mailing services for items that are printed and mailed
Additional Printing Items	Over the course of the contract period other items may be added

ETCOG INFORMATION

The East Texas Council of Governments (ETCOG) is a voluntary association of counties, cities, school districts and special districts within the fourteen-county East Texas region. ETCOG assists local governments in planning for common needs, cooperating for mutual benefit and coordinating for sound regional development. Established in 1970, ETCOG, either directly, or through its contractors, provides programs and services for East Texas seniors, employers, and job seekers. ETCOG and its contractors also facilitates and manages the 9-1-1 emergency call delivery system, provide peace officer training, homeland security planning services; deliver rural transportation services, business finance programs, and environmental grant funding for the region.

Questions and Timeframe

Questions concerning this RFP should be e-mailed to ETCOG at deborah.butts@etcog.org or by fax at 903.983.1440, attention Deborah Butts. A copy of all questions and responses will be available on the ETCOG website (www.etcog.org). To allow adequate time for ETCOG to research and respond all questions must be submitted no later than Tuesday, May 26, 2009 at 5:00pm (CST).

Oral interpretations or clarifications will be without legal effect. Only questions answered by formal written amendment will be binding. Correspondence should clearly indicate Request for Proposal – Printing Services both on the correspondence and on the envelope **or** email subject line. Request from interested proposers for additional information or interpretation of the information included in the RFP should be directed, by May 26, 2009 in writing to:

DEBORAH BUTTS
FAX (903) 983-1440
E-MAIL: deborah.butts@etcog.org

The East Texas Council of Governments takes no responsibility for informing recipients of changes to the original RFP document.

All documents relating to this RFP including but not limited to, the RFP document, questions, and responses to questions, addenda and special notices will be posted on the ETCOG web site (www.etcog.org). It is the proposers' sole responsibility to review this site for questions and answers and retrieve all related documents prior to the RFP due date.

If you experience any problems obtaining this information, please call (903) 984-8641 ext. 249.

Submission Requirements
Submit one (1) original and five (5) hard copies of the written proposal and supporting materials must be received by ETCOG at the following location no later than **12:00 p.m. Noon (CST) on June 1, 2009.** Proposals must be sent to:

Deborah Butts, Director of Innovation and Efficiency
East Texas Council of Governments
3800 Stone Road
Kilgore, Texas 75662

All proposals must be clearly marked with the RFP - Printing Services, the name of the company submitting the proposal. The original proposal must be clearly marked **"ORIGINAL"** and contain all original signatures.

ETCOG considers the proposal submitted in response to this RFP to be the property of ETCOG. ETCOG is not obligated to return proposal responses, binders or exhibits to proposers. All transactions are subject to the final approval of ETCOG. ETCOG reserves the right to reject any or all proposals without cause for liability. **Proposer should not include proprietary information or trade secrets. Information submitted may be subject to disclosure under the Texas Open Records Act, it will be the responsibility of the proposer to seek an exemption from disclosure and file any necessary documents with the Attorney General.**

TIMELINE	**COMPLETION DATE**
Deadline for questions	May 26, 2009 at 5:00 o'clock (CST)
Proposal submittal deadline	.June 1, 2009 at 12:00p.m noon (CST)
It is the responsibility of the proposer to ensure their proposal is received.	
Complete analysis of proposals	**No Later than** June 10, 2009
Approval by Executive Committee	June 11, 2009
Anticipated Effective date of contract	July 1, 2009

Proposal Information
To assist in the evaluation of potential proposers, please provide the following information:

1. A description of the proposer's organization and other pertinent information. Describe proposer's organizational structure, including number of years printing services have been offered, and provide an overall history description of corporate philosophy, management and culture.
2. List the name, title, mailing address, telephone number, fax number, and e-mail address of the contact person for this proposal.
3. Describe the equipment the proposer will utilize.
4. Describe the proposer's overall philosophy for servicing an account and its commitment to customer service, quality assurance, references and ability to meet deadlines.
5. Provide a list of three (3) companies for whom the proposer is currently providing similar services. Include company name, contact, telephone number and email address of contact person. These companies may be called upon for a reference.
6. We are open to additional specifications, designs, and concepts for the provision of these services.

SECTION II. FORMAT FOR PROPOSAL SUBMITTAL

Please use the following guideline to format your proposal. :

An original and five (5) copies of your proposal must be received no later than 12:00pm, Noon (CST) on **June 1, 2009**. Your proposal must include all the items detailed below.

Responding parties must clearly mark the sealed envelopes as follows:
RFP – Printing Services

Deliver proposals to the attention of:

Deborah Butts, Director of Innovation and Efficiency
East Texas Council of Governments
3800 Stone Road
Kilgore, Texas 75662

Length and Font Size:
Please use fonts no smaller than 10 point. Maximum proposal length including title page, cover letter, proposal, qualifications and budget should not exceed seven (7) pages.

Title Page and Cover Letter:
ETCOG, Printing Services Proposal, company name, address, web site address, telephone number, fax number, e-mail address and primary contact person. It is also to be signed by the person or persons authorized to sign on behalf of the company. (1-2 pages).

Proposal:
Complete the Proposer Information and discuss your proposed services, including the features, benefits and uniqueness of your services.

Samples must be furnished with the proposal. The ETCOG assumes no responsibility for the handling of samples in any manner.

Budget and Fees:
Attachment A: Provide pricing for order quantities as listed for various printing projects.
Attachment B: Provide pricing for indicated quantities for bulk mailing services.

Certification:
Attachment C: Certification must be completed, signed and submitted with proposal.

SECTION III. EVALUATION CRITERIA and SELECTION PROCESS

Proposals will be subject to a technical review for responsiveness. Responsiveness will be based on the inclusion of the elements required in *SECTION II. FORMAT FOR PROPOSAL SUBMITTAL.* Only responsive Proposals will be considered further.

Proposals considered responsive, as stated above, will be evaluated for a total of 100 points for the following criteria with points allotted for each criterion as follows.

Criteria	Possible Points
Cost Reasonableness	30
Quality of Products and Services	45
Demonstrated Ability	15
Proposal Presentation	10
TOTAL	**100**

1. Reasonableness of Cost - the cost of proposed services compared with other proposers and to current market rates.

2. Quality of Products and Services – refers to the samples provided, the quality of the proposed product and the services proposed to meet the needs of East Texas as defined in this RFP.

3. Demonstrated Ability- refers to the ability to provide the services and products requested and the proposer's ability to meet specified deadlines.

4. Proposal Presentation - the information presented in a clear, logical manner and is well organized.

Contracting opportunities for historically underutilized businesses (HUBs as defined in Texas Government Code 481-1010) shall be considered in the procurement process. (A HUB proposer will be chosen in the case of a tie.) All other things being equal, preference will be given to **a** HUB. Proposer must submit verification of its HUB status with its response to the RFP.

SECTION IV. GENERAL PROVISIONS

Provisions of this RFP and the contents of the successful responses are considered available for inclusion in final contractual obligations.

A response to this request does not commit ETCOG to award a contract or pay any costs incurred in the preparation of a response nor to pay for any other costs incurred prior to the execution of a formal contract.

ETCOG reserves the right to make any changes to this RFP, as it deems necessary. ETCOG will provide notification of such changes in the RFP section of its web site.

ETCOG and it's governing boards reserve the right to accept, reject or negotiate proposals received as well as to vary or waive any provisions set forth in this request for proposals in the best interests of the East Texas region.

Joint proposals or Co-proposals are allowable. A description of the relationship and the joint proposers must be included.

All contracts negotiated as a result of this request for proposals will be cost reimbursement. A cost reimbursement contract is a contract format wherein all allowable costs detailed in the budget attached to the executed contract are reimbursed. Contractors are required to maintain documentation, which substantiates the expenditures in order for their invoice to be paid. The proposer shall have the fiscal capability to wait for their reimbursement of funds. Reimbursements are generally processed within 30 days of receipt.

Proposer must agree to comply with East Texas Council of Governments fiscal policies. ETCOG will consider comparable policies if the policies meet grant requirements and are approved as a part of the contract negotiation.

Funding is provided through Federal and State grants, which are subject to the provisions contained provided in the contracts between the East Texas Council of Governments (ETCOG) and its Federal and State funding sources. Excerpts from these contracts identifying these provisions are available upon request.

This request for proposals does not commit or obligate the ETCOG to pay for any costs incurred in the preparation of a response or in advance of the execution of a contract.

Proposers may not hire ETCOG management, support staff, or policy board members that were involved in the evaluation and/or selection process under this Request for Proposals in order to provide services through the proposal.

A proposal may be withdrawn at any time prior to the selection announcement date, by writing the primary contact person. Proposals may be amended at any time after submission but prior to the due date by writing to the authorized contact person.

ETCOG reserves the right to contact any individual, agency, or employer listed in a proposal or to contact others who may have experience or knowledge of the proposer's relevant performance or qualifications. ETCOG also reserves the right to negotiate the final terms of any agreement or contract with the proposer.

Appeal Process

Proposals not selected for funding may be appealed only with respect to any fault or violation of law, regulation, or the RFP regarding the review process. Appeals must be filed within ten (10) calendar days of the final action by the ETCOG Executive Committee, to David Cleveland, Executive Director, 3800 Stone Rd., Kilgore, Texas 75662.

ATTACHMENT A
Please provide the rate per order for printing as detailed below.

Letterhead, White linen 24# paper with two (2) color logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Letterhead, White linen 24# paper with three (3) color logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Envelopes, regular white #10, two (2) color logo and return address:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Envelopes, regular white #10, three (3) color logo and return address:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Envelopes, with clear window on bottom left, back & white logo, and return address:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Regular self addressed envelopes, two (2) color lettering, regular white #9, two (2) color logo and return address:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Annual report front and back cover printed in full color on cover weight gloss paper, internal pages printed black and white on gloss text weight paper. Page size will be 8.5" x 11". Estimated length will be 20 to 24 pages.:

750	per order	$ _____	/order
1000	per order	$ _____	/order

Newsletter - Four quarterly issues to be printed annually 6-8 pages in length. Currently is printed with a two page insert to total 6 pages. Page size will be 8.5" x 11" in full color on matte paper:

1000	per order	$ _____	/order
500	per order	$ _____	/order

Business Cards, white stock paper, standard size with two (2) color logo and text:

500	per order	$ _____	/order
1000	per order	$ _____	/order

Business Cards, white stock paper, standard size with three (3) color logo and text:

500	per order	$ _____	/order
1000	per order	$ _____	/order

Mailing label, crack and peel, 5" X 2 ¾ " two (2) color logo and text:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Mailing label, crack and peel, 5" X 2 ¾ " three (3) color logo and text:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Postcard, standard stock, 10' X 14' perforated in center & folding to 5" X 7", black and white text and logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Postcards, 80# linen, 4” by 3 ¼” two (2) colors with logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Postcards, 80# linen, 4” by 3 ¼” three (3) colors with logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Stickers, white crack and peel, 4 ¼” by 3 ¼” two (2) color logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

Stickers, white crack and peel, 4 ¼” by 3 ¼” three (3) color logo:

1000	per order	$ _____	/order
5000	per order	$ _____	/order

ATTACHMENT B
Please answer the following questions and return them with this proposal.

Does vendor provide Bulk Rate Mailing Services? Y or N

Do your mailing services include?

Import Customer Supplied Mailing List	Y or N
Class Certified Address Validation	Y or N
National Change of Address Processing	Y or N
Use of Mail Permit	Y or N
Automated Presorting for Maximum Postal Discounts	Y or N
Validation Reports Electronically Provided to Customer	Y or N
Apply postage with postage meter or utilize pre-printed permit	Y or N
Is Postage included in the price	Y or N
Seal envelope, tray, sleeve, strap and deliver to the Post Office	Y or N

500 Postcards: addressing:

$_____ set up per job and .$_____ per card Other costs $_____

500 Non-Personalized Letters:

Includes folding and inserting generic letter into #10 envelope, Inserting 1 additional pre-folded item or return envelope, and Inkjet address envelope

$_____ set up per job and $_____ per envelope. Other costs $_____

Personalized Letters:

Merge addresses with letters, laser print personalized letters with addresses, fold and insert letter into #10 window envelopes, and insert 1 additional pre-folded item or return envelope

$_____ set up per job and $_____ per envelope. Other costs $_____

ATTACHMENT C
PROPOSERS CERTIFICATIONS

In signing this proposal, the undersigned certifies as follows:

1. **Validity Certification:** The undersigned offers and agrees, if this offer is accepted within one year from the proposal date, to furnish any or all items/services upon which prices are offered at the designated point and within the time specified.
2. **Non-Collusion Certification:** The undersigned proposer hereby certifies that this proposal was submitted independently, without consultation, communication, or contract for the purpose of restricting competition as to any matter relating to this proposal, with any other proposer or other competitor.
3. **Non-Debarment Certification:** The undersigned proposer hereby certifies that he/she is not included on the U. S. Comptroller General's Consolidated List of persons or firms currently debarred for violations of various contracts incorporating labor standards provisions.
4. **Non-Conflict Certification:** The undersigned proposer hereby represents and warrants that no ETCOG employee, ETCOG official, or Board member of the ETCOG is or will be benefited, directly or indirectly, in this award.
5. **Non-Inducement Certification:** The undersigned proposer hereby certifies that neither he/she nor any employee, representative, or agent of the firm has offered or given gratuities (in the form of entertainment, gifts, or otherwise) to any Board member, official, or employee of the East Texas Council of Governments with a view toward securing favorable treatment in the awarding, amending, or making of any determination with respect to the performance of this contract.
6. **Drug-Free Workplace Act:** The undersigned proposer hereby certifies that he/she will provide a drug-free workplace as a precondition of receiving a federally funded contract exceeding $25,000.00
7. **Historically Underutilized Business:** The undersigned proposer claiming Historically Underutilized Business hereby certifies that he/she is a registered Historically Underutilized Business (HUB), certified by the Texas Facilities Commission. (Documentation must be attached)
8. The Proposer shall obey and abide by all the laws of the State of Texas, and County of Gregg, relating to the employment of labor and public work, and all ordinances and requirements.
9. The Proposer shall perform its obligations in compliance with any and all applicable federal, state, and local laws, rules, and regulations, including applicable licensing requirements, in accordance with all sound and safe practices, and in compliance with any and all reasonable rules of ETCOG. The Proposer shall be responsible for obtaining all government permits, consents, and authorizations as may be required to perform its obligations.
10. Before signing a contract, the proposer must familiarize itself with the Scope of Work, laws, regulations, and other factors affecting performance of work. The proposer shall carefully correlate its observations with requirements of the Request for Proposal, the contract and other wise satisfy itself as to the expense and difficulties attending the performance of the work. The signing of a contract will constitute a representation of compliance by the proposer. There will be no subsequent financial adjustment, other than that provided by the contract for lack of such familiarization.

Proposer's Identifying Information: Information must be legible (in ink or typewritten).

Full Legal Name of Proposer: _____

Mailing Address of Proposer: _____

Street Address of Proposer (if different from above): _____

Name, Title, Telephone Number, FAX Number and E-mail Address of the Representative Authorized to Sign Engagement Contract for Proposer:

_____ _____
Print or Type Name Title

_____ _____ _____
Telephone Number FAX Number E-Mail Address