

BIDDERS COMPANY NAME

REQUEST FOR PROPOSAL

#6596

PRINTING
&
HIGHSPEED COPYING SERVICES

AT
VARIOUS

WASHTENAW COUNTY LOCATIONS

Prepared By:

Washtenaw County Purchasing
Administration Building
220 N. Main, B-35
Ann Arbor, MI 48107

Crystal A. Wake, C.P.M., CPPB
Senior Buyer
(734) 222-6760





WASHTENAW COUNTY

Finance Department

Purchasing Division

220 N. Main, Ann Arbor, MI 48104
Phone (734) 222-6760, Fax (734) 222-6764

REQUEST FOR PROPOSAL #6596

January 10, 2011

Washtenaw County Purchasing Division on behalf of Washtenaw County Departments is issuing a Request for Proposal (RFP) #6596 for High-Speed Copying & Printing Services for various Washtenaw County locations for a three year term.

Sealed Proposals: Vendor will deliver one (1) original and two (2) copies to the following address:

**Washtenaw County
Administration Building
Purchasing Division
220 N. Main St., Room B-35
Ann Arbor, MI. 48107**

by 4:00 p.m. on Monday, January 31, 2011

This submission shall include the entire Request For Proposal document and any amendments if issued.

Proposals received after the above cited time will be considered a late quote and are not acceptable unless waived by the Purchasing Manager.

- Please clearly mark the envelope "SEALED RFP # 6596".
- Please direct purchasing and procedural questions regarding this RFP to Crystal A. Wake at (734) 222-6761.

Thank you for your interest.

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I. PROPOSAL

- Definitions:**
- “County”** is Washtenaw County in Michigan.
 - “Bidder”** an individual or business submitting a bid to Washtenaw County.
 - “Contractor”** one who contracts to perform work or furnish materials in accordance with a contract.

Purpose of Proposal: The Washtenaw County Purchasing Department on behalf of Washtenaw County Departments is issuing an RFP #6596 for High-Speed Copying & Printing Services for various County departments.

Proposal Terms:

A. Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected it will be the most advantageous regarding price, quality of service, the contractor’s qualifications and capabilities to provide the specified service, and other factors which Washtenaw County may consider. The County does not intend to award a purchase order fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a purchase order would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County’s specifications and needs.

B. Proposals must be signed by an official authorized to bind the contractor to its provisions for at least a period of 60 days. Failure of the successful bidder to accept the obligation of the award may result in the cancellation of any award.

C. In the event it becomes necessary to revise any part of the RFP, addenda will be provided. Deadlines for submission of RFP’s may be adjusted to allow for revisions. To be considered, original proposal and two copies must be at the County Purchasing Office on or before the date and time specified.

D. Proposals should be prepared simply and economically providing a straight-forward, concise description of the contractor’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 the proposal. Vendors are required to return price quotes on two-sided copies in all possible areas.

E. The price quotations stated in the bidder’s proposal will not be subject to any price increase from the date on which the proposal is opened at the County Purchasing Office to the mutually agreed to date of award.

F. For price increases to be considered, The Purchasing Division shall be notified, in writing, by letter as well as a letter from the manufacturer 30 days prior to the increase taking effect.

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G. In the event, the County receives two or more bids from responsive, responsible bidders, one or more of whom are Washtenaw County vendors and the bids are substantially equal in price, quality and service, the County shall award the contract to the most responsive, responsible Washtenaw County vendor. For purposes of this section, Washtenaw County vendor means a company which has maintained its principle office in Washtenaw County for at least six (6) months. Maintaining a Washtenaw County P.O Box is not, in and of itself, sufficient to discretion under this section to determine if a company qualifies as a Washtenaw County vendor and if two or more bids are substantially equal.

II. CONTRACTOR INFORMATION

The proposal must include **all** of the following information (failure to include all the information could result in disqualification):

A. Bidder's qualifications: years in business; number of locations (with addresses), which may provide the services required; staff profile, including number of staff at all locations and the level of staff experience to provide the services required by Washtenaw County.

(Attach as Addendum A)

B. References: List three (3) references from current corporate or government customers purchasing similar services for the past two (2) years. Include business name, contact name and phone number.

(Attach as Addendum B)

C. Bank reference with name and phone number of contact person.

(Attach as Addendum C)

D. The County must have the ability to submit orders in an electronic format. Describe your procedure for accepting such orders. Describe your ability to electronically archive repeat orders.

(Attach as Addendum D)

E. On occasion the County may require the successful Contractor to reproduce confidential or sensitive documents. Provide your standard procedure for insuring that our confidential information remains confidential throughout the order process, from pick-up through delivery.

(Attach as Addendum E)

F. Provide your standard procedure for Quality Control, and a plan for tracking the status of the various County jobs submitted for production, to ensure that jobs are completed in a timely, organized manner.

(Attach as Addendum F)

G. Describe the types of equipment used in your facility for the specified services (Make, Model and Year).

(Attach as Addendum G)

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H. The County will require the successful Contractor to pick-up orders and deliver completed orders at selected County buildings and sites – see attached Exhibit A (pg.27) for a list of County locations. Describe bidder's standard turn-around time for pick-up and delivery of orders, including ability to handle "rush" jobs. Include a sample order form.

(Attach as Addendum H)

I. The County gives preference to environmentally preferable products or services. The County may consider a vendor other than the low bidder if the low bidder is not providing an environmentally preferable product or service and the price for an environmentally preferable product or service is less than or equal to 10% more than the low bid. Provide sample papers noting the percentage of recycled content materials contained within. Provide your standards for recycling and the processes put in place to maximize recycling.

(Attach as Addendum I)

J. Review III. Standard Provisions for Contracts (pgs. 4-11) and concur that these provisions will be met.

(Attach as Addendum J)

K. Review IV. Terms and Conditions Section (pg. 12-13) and concur that these provisions will be met.

(Attach as Addendum K)

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III. STANDARD PROVISIONS FOR CONTRACTS

If a contract is awarded, the selected contractor will be required to adhere to a set of general contract provisions which will become a part of any formal agreement. These provisions are general principles which apply to all contractors of service to Washtenaw County such as the following:

ARTICLE I - SCOPE OF SERVICES

The Contractor will (***SPELL OUT SCOPE OF SERVICE***)

ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed (***SPELL OUT DOLLAR AMOUNT***).

ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to (***DEPARTMENT HEAD TITLE***) and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

ARTICLE IV - TERM

This contract begins on (***MONTH, DAY, YEAR***) and ends on (***MONTH, DAY, YEAR***).

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ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

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Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

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ARTICLE X - CONTINGENT FEES

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

ARTICLE XI – DEBARMENT AND SUSPENSION

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;
3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

ARTICLE XII – LOBBYING

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

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1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities," in accordance with its instructions;
3. This language shall be included in the award documents for all sub-awards at all tiers (including sub-grants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

ARTICLE XIII - DRUG-FREE WORKPLACE

Grantees Other Than Individuals

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
 - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about—
 - 1) The dangers of drug abuse in the workplace;
 - 2) The grantee's policy of maintaining a drug-free workplace;
 - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs;

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- 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
 - 1) Abide by the terms of the statement; and
 - 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
 - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

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ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.88 per hour with benefits or \$ 12.76 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2011 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

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ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

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IV. TERMS AND CONDITIONS

Award: Washtenaw County reserves the right to reject any and all proposals received as a result of the RFP. If a proposal is selected it will be the most advantageous regarding price (See: "Low Bidder" following), quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other factors which the County may consider. The County does not intend to award a contract fully on the basis of any response made to the proposal; the County reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet the County's specifications and needs. The County reserves the right to award both Sections to one Contractor or award each Section to different Contractors which ever is most advantageous to Washtenaw County.

Low Bidder: The low bidder will be determined according to the outline detailed above in Award. As detailed, there are several methods that may be used to determine Low Bidder.

Term of Contract: The County intends to award the contract for a three (3) year term. The contract could be extended for a year four (4) and a year five (5) with the same terms and conditions, if the County and the Contractor agree.

Estimated Volume:

Section 1 - The County's High-speed Copying jobs have produced a high volume of jobs representing varying degrees of complexity and finish work, with an average total production of over 4,770,968 black & white copies and 474,072 color copies over the past five (5) years.

Section 2 - The County's Printing jobs have been with letterhead, envelopes, forms and business cards with an average total production of over 813,603 impressions over the past five (5) years.

Payment: The successful Contractor will be expected to provide multiple invoicing for each County account and annotations on each delivery ticket/invoice indicating: 1) the unique account purchase order number; 2) the individual placing the order; 3) the delivery date; 4) description of order; 5) the unit price of each unit submitted; 6) the total price billed on the order.

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Reports: The successful Contractor will be expected to provide customized quarterly reports to the Manager, Purchasing Division, showing all purchases made under the contractual agreement.

Consultation Services: The successful Contractor will be expected to coordinate with each individual department, if requested, to offer assistance in job preparation (primarily large complicated jobs). The vendor shall be prepared to visit the using department's site if necessary to show samples, answer questions and make cost saving recommendations.

Training: The successful Contractor will be expected to present initial training workshops and necessary retraining sessions to the County Users, educating them on proposed contract services offered, and the best way to interface with your company to promote smooth implementation of the contractual arrangement

Site Visit: Vendor site visits may be required of the bidder(s) who qualify for award of this bid. Site visits, if required, will be scheduled approximately one (1) - two (2) weeks following the due date of this bid.

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V. GENERAL SPECIFICATIONS

1. All paper for letterhead shall be Fox River Bond 20# or equivalent, with or without having the Washtenaw County seal watermark, depending on the department ordering the letterhead. Letterhead shall be packaged 500 sheets per package.
2. In general, imprinted standard and window envelopes shall be #10, #6 ¾; 15 x 10" and 13 x 10" self sealing manila envelopes; and other miscellaneous sizes. All Envelope stock shall be recycled stock, unless recycled stock is generally unavailable in certain envelope sizes. Number 10 envelopes shall be boxed 500 per box.
3. Pick-up and delivery locations are listed in Attachment A.
4. The bidder shall have temperature/humidity controlled warehouse space to provide, if necessary, storage for large runs of letterhead/envelopes to be delivered in smaller drop shipments.
5. All paper shall be recycled when available. Bids for any non-recycled paper are to be specified.
6. There will be 10% over/under run that will be accepted by the County on printing jobs.
7. Most of the jobs will have camera-ready artwork included. Submit bid prices as if you have received camera-ready artwork from the County.
8. Any artwork done by the vendor is the property of the County, but can be retained by the vendor for future work.
9. Delivered jobs must be packaged weighing less than 40lbs. each.
10. Vendor must be able to provide such miscellaneous services as binding (spiral, comb & snap-out) and laminating, to be quoted on a per job basis.

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VI. SECTION 1 - BID SPECIFICATIONS HIGH-SPEED COPYING

DESCRIPTION CODE			
<u>Paper choices:</u>	White	Colored	Specialty
<u>Printing choices:</u>	1-C = One color (black toner)		COL = Full Color Copy
	1-S = One side printed		2-S = Two sides printed

CATEGORY I – ECONOMY HIGHSPEED COPY

1. **20# Xerographic Bond Paper, 1-C**
 - 1.1 White, 8-1/2 x 11" 1-S: \$ _____ /sht.
White, 8-1/2 x 11" 2-S: \$ _____ /sht.
 - 1.2 White, 8-1/2 x 14" 1-S: \$ _____ /sht.
White, 8-1/2 x 14" 2-S: \$ _____ /sht.
 - 1.3 White, 11 x 17" 1-S: \$ _____ /sht.
White, 11 x 17" 2-S: \$ _____ /sht.
 - 1.4 3-Hole, 8-1/2 x 11" 1-S: \$ _____ /sht.
3-Hole, 8-1/2 x 11" 2-S: \$ _____ /sht.

CATEGORY II – COLORED PAPER

2. **24# Pastels 1-C**
 - 2.1 Colored, 8-1/2 x 11" 1-S: \$ _____ /sht.
Colored, 8-1/2 x 11" 2-S: \$ _____ /sht.
 - 2.2 Colored, 8-1/2 x 14" 1-S: \$ _____ /sht.
Colored, 8-1/2 x 14" 2-S: \$ _____ /sht.
 - 2.3 Colored, 11 x 17" 1-S: \$ _____ /sht.
Colored, 11 x 17" 2-S: \$ _____ /sht.

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CATEGORY III – SPECIALTY PAPERS

3.	70# Text White, 1-C		
3.1	White 8-1/2 x 11" 1-S	\$ _____	/sht.
	White 8-1/2 x 11" 2-S	\$ _____	/sht.
3.2	White 8-1/2 x 14" 1-S	\$ _____	/sht.
	White 8-1/2 x 14" 2-S	\$ _____	/sht.
3.3	White 11 x 17" 1-S	\$ _____	/sht.
	White 11 x 17" 2-S	\$ _____	/sht.

CATEGORY IV – SPECIALTY PAPERS

4.	Resume Grade Text Stock (Fiber or Parchment), 1-C		
4.1	White 8-1/2 x 11" 1-S	\$ _____	/sht.
	White 8-1/2 x 11" 2-S	\$ _____	/sht.
4.2	White 11 x 17" 1-S	\$ _____	/sht.
	White 11 x 17" 2-S	\$ _____	/sht.
4.3	Colored 8-1/2 x 11" 1-S	\$ _____	/sht.
	Colored 8-1/2 x 11" 2-S	\$ _____	/sht.
4.4	Colored 11 x 17" 1-S	\$ _____	/sht.
	Colored 11 x 17" 2-S	\$ _____	/sht.

CATEGORY V – SPECIALTY PAPERS

5.	Executive Grade Text Stock (Linens or 100% Cotton), 1-C		
5.1	White 8-1/2 x 11" 1-S	\$ _____	/sht.
	White 8-1/2 x 11" 2-S	\$ _____	/sht.
5.2	White 11 x 17" 1-S	\$ _____	/sht.
	White 11 x 17" 2-S	\$ _____	/sht.
5.3	Colored 8-1/2 x 11" 1-S	\$ _____	/sht.
	Colored 8-1/2 x 11" 2-S	\$ _____	/sht.

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5.4	Colored 11 x 17" 1-S	\$ _____ /sht.
	Colored 11 x 17" 2-S	\$ _____ /sht.

CATEGORY VI – CARDSTOCK

6. Cardstock (White or Colored), 1-C

6.1	90# 8-1/2 x 11" 1-S	\$ _____ /sht.
	90# 8-1/2 x 11" 2-S	\$ _____ /sht.
6.2	90# 11 x 17" 1-S	\$ _____ /sht.
	90# 11 x 17" 2-S	\$ _____ /sht.
6.3	110# 8-1/2 x 11" 1-S	\$ _____ /sht.
	110# 8-1/2 x 11" 2-S	\$ _____ /sht.
6.4	110# 11 x 17" 1-S	\$ _____ /sht.
	110# 11 x 17" 2-S	\$ _____ /sht.

CATEGORY VII – CARDSTOCK

7. Cardstock (Resume or Executive), 1-C

7.1	110# 8-1/2 x 11" 1-S	\$ _____ /sht.
	110# 8-1/2 x 11" 2-S	\$ _____ /sht.
7.2	110# 11 x 17" 1-S	\$ _____ /sht.
	110# 11 x 17" 2-S	\$ _____ /sht.

CATEGORY VIII – COLOR COPIES

8. 28# Laser Paper, COL

8.1	White 8-1/2 x 11" 1-S	\$ _____ /sht.
	White 8-1/2 x 11" 2-S	\$ _____ /sht.
8.2	White 8-1/2 x 14" 1-S	\$ _____ /sht.
	White 8-1/2 x 14" 2-S	\$ _____ /sht.
8.3	White 11 x 17" 1-S	\$ _____ /sht.
	White 11 x 17" 2-S	\$ _____ /sht.

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CATEGORY IX – COLOR COVER COPIES

9. **Glossy Cover Stock, COLOR**

- 9.1 White 8-1/2 x 11" 1-S \$ _____ /sht.
- 9.2 White 8-1/2 x 14" 1-S \$ _____ /sht.
- 9.3 White 11 x 17" 1-S \$ _____ /sht.

CATEGORY X – ANCILLARY CHARGES

SPECIFY

10. **Added charge to base price for the following:**

- 10.1 Collating – automatic machine \$ _____
- 10.2 Collating – manual assembly \$ _____
- 10.3 Stapling – automatic machine/staple \$ _____
- 10.4 Stapling – manual assembly/staple \$ _____
- 10.5 Folding – automatic machine/sht. \$ _____
- 10.6 Folding – manual assembly/sht. \$ _____
- 10.7 Padding (price per pad) \$ _____
- 10.8 Drilling (per sheet) \$ _____
- 10.9 Cutting (per cut/200 shts.) \$ _____
- 10.10 Laminating \$ _____
- 10.11 Emergency or RUSH charges \$ _____
- 10.12 Shrink Wrapping \$ _____

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CATEGORY XI - BINDING CHARGES

SPECIFY

11. **Added charge to base price for the following:**

- | | | |
|-------|-----------------------------|--------------------------------------|
| 11.1 | Plastic comb binding | \$ _____ |
| 11.2 | Plastic continuous coil | \$ _____ |
| 11.3 | Inline Xerox tape bind | \$ _____ |
| 11.4 | Tape bind – manual assembly | \$ _____ |
| 11.5 | Velo bind | \$ _____ |
| 11.6 | Bookletizing | \$ _____ |
| 11.7 | Bookletize and trim | \$ _____ |
| 11.8 | Covers – cardstock | \$ _____ |
| 11.9 | Slip Sheets | \$ _____ |
| 11.10 | Tabs | \$ _____ |
| 11.11 | Covers – clear plastic | \$ _____ |
| 11.12 | Covers – vinyl | \$ _____ |
| 11.13 | Clear-view binders | ½" \$ _____ 1" \$ _____ 1½" \$ _____ |
| | | 2" \$ _____ 2½" \$ _____ 3" \$ _____ |

CATEGORY XII – ADDITIONAL PROJECTS AND SERVICES

This proposal response schedule is not designed to be an all-inclusive composite of the highspeed copying needs for the County. We are asking for a cost plus commitment from interested vendors who wish to produce work outside the proposal response schedule set forth herein.

- 12.1 To produce work not listed in the proposal schedule, I/WE extend the County the following discount on all other services we provide that are not listed previously:
Discount on all additional services _____%
 COMMENTS: _____

- 12.2 **NAME OF VENDOR LIASON assigned to the County:**
-

RFP #6596 PRINTING & HIGH-SPEED COPYING SERVICES

VII. SECTION 2 - BID SPECIFICATIONS PRINTING

CATEGORY I – Printed Letterhead (Recycled Paper):

1. Fox River, 20#, with Washtenaw County Seal Watermark:

500	Sheets	\$ _____	/Lot
1,000	Sheets	\$ _____	/Lot
2,500	Sheets	\$ _____	/Lot
5,000	Sheets	\$ _____	/Lot

2. Fox River, 20#, without Washtenaw County Seal Watermark:

500	Sheets	\$ _____	/Lot
1,000	Sheets	\$ _____	/Lot
2,500	Sheets	\$ _____	/Lot
5,000	Sheets	\$ _____	/Lot

CATEGORY II – Printed Text Stock 20#

8.5 x 11”

1. Printing <u>One Side</u>:		<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet
2. Printing <u>Two Sides</u>:		<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

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8.5 x 14"

1.	Printing <u>One Side</u>:	<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet
2.	Printing <u>Two Sides</u>:	<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

CATEGORY III – Text Stock 60#

8.5 x 11"

1.	Printing <u>One Side</u>:	<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet
2.	Printing <u>Two Sides</u>:	<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

8.5 x 14"

1.	Printing <u>One Side</u>:	<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet
2.	Printing <u>Two Sides</u>:	<u>White</u>	<u>Various Colors</u>
	500 – 1,000 Sheets	\$ _____	\$ _____ per sheet
	1,500 – 2,500 Sheets	\$ _____	\$ _____ per sheet
	2,500 – 5,000 Sheets	\$ _____	\$ _____ per sheet

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CATEGORY IV – PRINTED (One Ink Color) ENVELOPES (Recycled Paper)

1. #10 White Envelopes

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

2. #10 White Window Envelopes (Glassine Patch)

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

3. #6 ¾ (6 ½ x 3 5/8”) White Envelopes

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

4. #6 ¾ (6 ½ x 3 5/8”) White Window Envelopes (Glassine Patch)

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

5. #6 Baronial (6 ½ x 4 ¾ “) White Envelopes

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

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6. Die Cut White Envelopes, Dri-Gummed flap, printed both sides

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

7. 9 x 12" Gummed White Booklet Envelopes

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

8. 9 x 12" Gummed White Catalog Envelopes

500	Envelopes	\$ _____	Per Lot
1,000	Envelopes	\$ _____	Per Lot
2,500	Envelopes	\$ _____	Per Lot
5,000	Envelopes	\$ _____	Per Lot

CATEGORY V – BUSINESS CARDS, Thermograph (raised printing)

1. Price for multiples of 500, one color (reflex blue) thermograph

1-4	Different Names	\$ _____	per name
5-24	Different Names	\$ _____	per name
25-50	Different Names	\$ _____	per name

2. Price for multiples of 500, two color (reflex blue & gold ink) thermograph

1-4	Different Names	\$ _____	per name
5-24	Different Names	\$ _____	per name
25-50	Different Names	\$ _____	per name

3. Price for multiples of 500, two color (reflex blue & gold foil) thermograph

1-4	Different Names	\$ _____	per name
5-24	Different Names	\$ _____	per name
25-50	Different Names	\$ _____	per name

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CATEGORY VI – CARBONLESS FORMS (Recycled Paper), 8.5 x 11”

1. Printed one side (pre-collated & fan-apart)

	Two-Part	Three Part	Four Part
1-249	\$ _____ per set	\$ _____ per set	\$ _____ per set
250-499	\$ _____ per set	\$ _____ per set	\$ _____ per set
500-999	\$ _____ per set	\$ _____ per set	\$ _____ per set
1,000-5,000	\$ _____ per set	\$ _____ per set	\$ _____ per set

2. Printed two sides (pre-collated & fan-apart)

	Two-Part	Three Part	Four Part
1-249	\$ _____ per set	\$ _____ per set	\$ _____ per set
250-499	\$ _____ per set	\$ _____ per set	\$ _____ per set
500-999	\$ _____ per set	\$ _____ per set	\$ _____ per set
1,000-5,000	\$ _____ per set	\$ _____ per set	\$ _____ per set

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CATEGORY VII – MISCELLANEOUS SERVICES

1. Reflex blue regular ink \$ _____ per color
2. Reflex blue laser compatible ink \$ _____ per color
3. Black regular ink \$ _____ per color
4. Black laser compatible ink \$ _____ per color
5. PMS colors, regular ink \$ _____ per color
6. PMS colors, laser compatible ink \$ _____ per color
7. Red ink for numbering per job \$ _____ per job
8. Numbering per 1,000 finished sheets/sets \$ _____ per M
9. Drilling per 1,000 finished sheets/sets \$ _____ per M
10. Stapling per 1,000 finished sheets/sets \$ _____ per M
11. Folding per 1,000 finished sheets/sets \$ _____ per M
12. Perforating per 1,000 finished sheets/sets \$ _____ per M
13. Micro-perforating per 1,000 finished sheets/sets \$ _____ per M
14. Scoring per 1,000 finished sheets/sets \$ _____ per M
15. Cutting per 1,000 finished sheets/sets \$ _____ per M
16. Rounding corners per 1,000 sheets/sets \$ _____ per M
17. Typesetting Charge \$ _____ per hour

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- 18. Screens \$ _____ per screen
- 19. Standard padding w/chip board \$ _____ per pad
- 20. Rush charges (% of total job cost) \$ _____ 1 day
- 21. Rush charges (% of total job cost) \$ _____ 3 day
- 23. Rush charges (% of total job cost) \$ _____ 5 day

CATEGORY VIII – ADDITIONAL PROJECTS AND SERVICES

This proposal response schedule is not designed to be an all-inclusive composite of the Printing needs for the County. We are asking for a cost plus commitment from interested vendors who wish to produce work outside the proposal response schedule set forth herein.

To produce work not listed in the proposal schedule, I/WE extend the County the following discount on all other services we provide that are not listed previously:
Discount on all additional services _____ %

COMMENTS: _____

NAME OF VENDOR LIASON assigned to the County:

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EXHIBIT A

COUNTY BUILDING LOCATION LIST

COUNTY BUILDING/PROPERTY NAME	ADDRESS	CITY
14-A District Court #2	415 W Michigan Ave.	Ypsilanti
14-A District Court #3	122 S. Main St.	Chelsea
14-A District Court #1/Admin	4133 Washtenaw Ave.	Ann Arbor
14-A District Court #4	1000 N Maple	Saline
Administration Building	220 N. Main St.	Ann Arbor
CSTS - Rehabilitation	2140 E. Ellsworth Rd.	Ann Arbor
Children's Youth Center	4125 Washtenaw Ave.	Ann Arbor
Clerks/Treasurer/Prosecuting Atty.	200 N. Main Street	Ann Arbor
Community Corrections	4101 Washtenaw Ave.	Ann Arbor
County Annex Building	110 N. Fourth Ave.	Ann Arbor
County Courthouse	101 E. Huron St.	Ann Arbor
ETCS	301 W MI Ave, Ste. 400	Ypsilanti
Eastern County Government Center	415 W. Michigan Ave.	Ypsilanti
Environmental Services Building	705 N. Zeeb Road	Ann Arbor
Harriet St. Commerce Center-Job Training	302 Harriet St.	Ypsilanti
Head Start School	1661 LeForge	Ypsilanti
Human Services Center Bldg. #1	555 Towner St.	Ypsilanti
Human Services Center Bldg. #2	555 Towner St.	Ypsilanti
Huron Valley Child Guidance Clinic	2940 Ellsworth Rd.	Ypsilanti
Learning Resource Center	4135 Washtenaw Ave.	Ann Arbor
Parks & Recreation Admin. Bldg.	2230 Platt Road	Ann Arbor
Parks & Recreation Rec. Center	2960 Washtenaw Ave.	Ann Arbor
Office of the Sheriff	2201 Hogback Rd.	Ann Arbor
Sheriff's Substation #2	7200 S. Huron River Dr.	Ypsilanti
Sheriff's Substation #3	8140 Main St.	Dexter
Sheriff's Substation #4	912 City St.	Manchester
Sheriff's Substation #5	11560 Stony Creek Rd.	Milan
Sheriff's Substation #6	3040 N. Prospect Rd.	Ypsilanti
Sheriff's Substation #7	1055 N. Zeeb Rd.	Ann Arbor
Sheriff's Substation #8	1405 Holmes Rd.	Ypsilanti
Sheriff's Substation #9	3792 Pontiac Trail	Ann Arbor
Veteran Services	2101 Hogback Road	Ann Arbor
Warehouse/Mail Room	2155 Hogback Road	Ann Arbor

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SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City St. Zip
_____ Telephone #	_____ Fax #
_____ Federal Tax ID #	_____ Purchase Order Email Address

The above individual is authorized to sign on behalf of company submitting proposal.

Proposals must be signed by an official authorized to bind the provider to its provisions for at least a period of 90 days.

By checking this box we hereby certify that we are a Washtenaw County company as defined in Section I., G. above. If proven otherwise you may be subject to Disbarment and/or Suspension of doing business with Washtenaw County.

SUBMITTAL CHECK LIST
Check below if you have enclosed the below listed information with your response:
_____ 3 copies of entire proposal document
_____ Addenda A – K
_____ Sample order form
_____ Paper samples