



ADDENDUM #1

REQUEST FOR PROPOSAL

FOR

CITYWIDE PRINT AND COPY SERVICES

Finance Department
CITY OF HUNTINGTON BEACH

RFP Released on AUGUST 26, 2010
Addendum Released on SEPTEMBER 14, 2010

**CITYWIDE PRINT AND COPY SERVICES
REQUEST FOR PROPOSAL (“RFP”)
ADDENDUM #1**

Questions and Answers

Can you provide the current cost of supplies as listed in attachment C?

No. The cost of these supplies should be considered part of your proposal to the City of Huntington Beach.

Do you want the awarded vendor to consider using the current supplies vendor as a source for supplies (if center is kept onsite)?

The selected vendor may purchase their supplies from their own preferred vendor.

What is the frequency of ordering forms from departments?

Daily

Will you provide the current cost of supplies, maintenance and leases on equipment in the copy?

The city will provide the physical space at city hall and access to any piece of equipment currently owned by the city. All other equipment necessary to perform the print services function will be the responsibility of the selected vendor. The city leases a color copier. The lease will terminate once a contract is in place. The selected vendor may chose to keep that lease in place or negotiate a new lease using their own preferred equipment.

All supplies will be the responsibility of the selected vendor, including but not limited to paper, card stock, staples, clips, toner, etc.

How does city submit orders – via email, or brought to print shop?

Primarily hard copy with work sample attached. Occasional e-mail orders.

Will you charge back to the department? If so, when?

Yes, depending on type of invoicing available from vendor.

Will the selected firm manage convenience copiers?

No

Are there samples of digital works?

Samples were provided at job walk.

What software is available to the print shop?

Full Microsoft Office 2007 Suite. Adobe Photoshop.

Is recycled paper preferred?

Preferred but ultimately depends on cost and quality. Paper must not jam in printers or copiers.

Will departments deal directly with contractor?

Yes, each department will have a designated point of contact with some departments requiring more than other.

Are there floor plans for print shop?

No, not at this time.

Does the City take care of computer upgrades?

Yes, Information Systems for our equipment

Will the PC & MAC stay in print shop?

PC: yes; MAC: not decided

What is the budget for outsourcing – binding?

This information is not currently available.

How many jobs offset – padded, one color/two color.

Presses: two/single color –

Info not readily available - Number of offset jobs in house and outsourced per year would have to be researched.

Can you help us better understand the evaluation process and how the decision will be made in terms of vendor selection? Will there be an opportunity to come in and present our program to the City of Huntington Beach?

An evaluation team will review and score each proposal with Purchasing conducting reference checks. The top candidates will be invited for follow up discussions, at which time a presentation may be requested.

How will you evaluate an “in-house” solution vs. a 3rd party solution?

Though cost will be a factor, we will also evaluate customer service based on current and previous client reviews.

At the end of this process what do you envision in terms of the number of organizations you choose to work with? Is your expectation to make a single award or do you believe a multi award is more probable outcome? If multi award, can you help us understand how that process would work? How would a dept know which vendor to use and/or select which vendor to use?

It is possible that more than one vendor may be necessary. A department would have specific rules that would dictate which vendor to use under a multi award scenario.

Can you please provide us as much detail as possible in terms of overall print spend? How much has the City been billed for in 2010 thus far? What has the City budgeted for in 2010? Any guidance would be helpful.

This information is not available at this time.

When the police blowup map books are requested to be ordered is an electronic copy given for what needs to be printed? Or is it a book all ready bounded that needs to be copied and printed?

Yes, an electronic file on disc is presented to the print shop.

Historically speaking, what percentage of the jobs has a delivery expectation of 24 hours? 4 hours? 1 hour?

We do not keep these types of figures; depending on the urgency any one of the above could be achieved. Typically there could be 2 24 hour print jobs each month.

Generally speaking can you provide a ballpark of the number of jobs produced a day or week in your print shop, identified separately for offset and copy work if possible? Please feel free to estimate on a low and high side as we know that some jobs are seasonal. Any guidance is here is greatly appreciated.

Volume of work from October 2009 through July 2010

Black & White – 1,272,515

Color: 323,170

Press: 970,250

Approx how many deliveries are made to the departments a day, weekly average is fine as we know it's seasonal.

We do not deliver to the departments; they come down and pick up all print jobs.

Can you please explain your billing requirements?

Monthly invoices with job details broken out by department. Details should identify job type and pricing in accordance with contract terms. It is expected that job detail will identify each department. A summary by department will also be available.

Does the City utilize procurement cards today or convenience cards with Staples through their office supply program?

All departments have Staples convenience cards and yes we have a procurement card, however they are not linked with our discount.

Is there a need for online web submissions per department?

Yes, online job submissions would be welcome.