



**REQUEST FOR PROPOSAL**  
**FOR**  
**Citywide Print Shop and Copy Services**

**Finance Department**  
**CITY OF HUNTINGTON BEACH**

**Released on 8-26-2010**

**CITYWIDE PRINT SHOP AND COPY SERVICES  
REQUEST FOR PROPOSAL (RFP)**

**1. BACKGROUND**

The City of Huntington Beach is accepting proposals for printing and related services to all city departments. The printing needs of the City are diverse and include both photocopying and printing services. Some examples of printing requests include flyers, brochures, envelopes, letterhead, forms and business cards, newsletters, etc. Requests vary in quantity from a few hundred to a few thousand. The type of paper varies as well. Some printing requirements may be produced on a diskette and require downloading from a desktop to produce a master copy. The City will require the ability to produce jobs in both PC compatible files, Word documents, PDF files, and personal computer files. On occasion, there may be times when same day or next day service is needed.

**2. SCHEDULE OF EVENTS**

This request for proposal will be governed by the following schedule:

Release of RFP	8-26-2010
Mandatory Job Walk Meeting @ City Hall Lower Level by Elevator @ 10:00 AM	9-9-2010
Deadline for Written Questions	9-13-2010
Responses to Questions Posted on Web	9-14-2010
Proposals are Due	9-22-2010
Proposal Evaluation Completed	9-28-2010
Approval of Contract	October 2010

**3. SCOPE OF WORK**

This RFP is intended to cover all labor, tools, equipment, materials, and any supervision necessary to provide complete printing and related services necessary to the City of Huntington Beach for the period of three (3) years with the option to renew on a year by year basis for a maximum of two (2) additional one year (1-year) periods. Printing services are defined as those services, which are normally a part of an in-house print shop and may include, but not be limited to the following:

- Cutting
- 3-hole punching
- Stapling
- Perforating
- Collating
- 2-sided copies
- Binding
- Numbering
- Padding
- Folding
- Saddle stitching
- Scoring

Photocopying, for the purpose of this RFP is defined as the reproduction of printed materials using a xerographic-type of machine to reproduce the image. Some of the reproduction work required by the City of Huntington Beach falls into the photocopying category. Typical reproduction work performed by the City includes single and double-sided forms, flyers, and

brochures in various sizes including, but not limited to letter, legal, and 11" x 17" sizes. Recycled paper is desirable (but not mandatory) as long as the price is competitive, the brightness is 92 or greater, and the overall quality of the printed product is acceptable.

Two types of uncoated cover stock are typically used: AstroBrite 65# and Index 110#. Coated cover stock is not normally required for the jobs quoted on this request for bid.

Binding size definitions are as follows:

- i. Small = up to 1 inch thick
- ii. Medium = 1 -1.5 inches thick
- iii. Large = greater than 1.5 inches thick

The City also has a need for offset type printing. Typical services required may include, but not limited to:

- Typesetting
- Multiple color runs
- One and two-sided printing
- Cutting
- Folding
- Padding
- Form Numbering
- Graphic Design/Artwork

Bidder shall furnish all labor, supervision, methods and processes, implements, tools, machinery, equipment, transportation and materials to provide printing services, including, but not limited to:

1. Printing of 1 to 4 colors
2. Bindery services, such as collating, folding, stitching, die cutting, perforating, and perfect bind
3. Both half-tones and duo-tones
4. Pick-up and inside delivery
5. Proofs, if required
6. Price quotations prior to start of work
7. Changes up to 48 hours prior to delivery

Placement of Orders - The selected bidders will be invited to quote on specific jobs throughout the contract term. Orders for specific jobs will be placed by Print/Copy Center staff, based upon quoted price and printer's ability and capacity to meet City's requirements.

Delivery - Unless otherwise specified, delivery shall be as follows:

City of Huntington Beach  
Shipping/Receiving  
2000 Main Street  
Huntington Beach, CA 92648-2702  
Telephone: (714) 536-5200

Job Samples – Examples of the type of services commonly required by the City are detailed in Attachment “A.” A hardcopy of each job described in Attachment “A” is available for review at the mandatory job walk scheduled for September 9, 2010. Bidder shall carefully examine Attachment A and sample documents.

#### Bidder’s Qualifications

Successful bidders will be expected to adequately stock all printing and bindery materials commonly used by the City, and to maintain masters of commonly used City forms, in order to ensure timely delivery of jobs to be produced on demand.

The City reserves the right to visit and inspect the Bidder's facilities at a mutually agreed upon time to ascertain that the Bidder has the necessary resources to provide the required services. The City shall be the sole judge in determining if the Bidder is qualified to undertake the project pursuant to the criteria set forth herein.

Bidder shall have its own physical printing facilities from which the services described in the bid specifications will be performed within a Twenty-Five (25) mile radius of City Hall located at, 2000 Main Street, Huntington Beach, CA. Travel time of City staff, and the cost of pickup and delivery will be a consideration in evaluating the bids received. Production of actual printing jobs shall be completed at the bidder’s facilities although bindery tasks may be subcontracted. Bidders shall list subcontractors on Bid Form.

Bidder shall provide three commercial references for whom bidder performed similar services of a similar scope in the past two years. These services must have been provided for a minimum of one year.

#### SPECIFICATION AND SERVICE PERFORMANCE STANDARDS:

1. Services to be provided Monday to Friday, 8AM to 5PM, except City Holidays.
2. Turnaround time for printing or copying jobs must be 24 hours (1 business day) or less for all jobs, with some time-sensitive jobs requiring immediate turn-around. Failure to provide promised delivery times may be cause for termination of the contract.
3. Supplier should have the ability to receive, edit and enhance print jobs electronically from City employees in formats such as MS Office and Adobe applications and make minor formatting changes and/or corrections before printing.
4. Supplier should have the ability to offer pickup and delivery service to end users requiring it for free or for a fixed delivery fee (to be quoted on bid pricing sheets).
5. All copies produced must be of commercially accepted quality, for instance; properly aligned, no fading, smearing, correct contrast and color, and packaged in a manner to protect the documents from damage in transit. Supplier mistakes or copies of unacceptable quality will be corrected immediately at no cost to the City of Huntington Beach.

6. Supplier will provide individual invoices for each printing job, showing sufficient detail to verify unit costs are in accordance with contract prices. Upon mutual agreement, invoices may be consolidated into monthly departmental billings, and/or paid by credit card.
7. In the event customer requires a proof for their job, the proof is to be signed and authorized by City of Huntington Beach personnel. The requirement for a proof may be dependent upon size of job and complexity of job to be determined by city personnel. If a proof is required, city personnel will indicate name and department of person responsible for proof.
8. Successful bidder must have (or must obtain) a City of Huntington Beach business license, prior to the commencement of the contract.

#### CITY'S RESPONSIBILITIES:

1. The City staff will provide all relevant job information on the vendor's job ticket forms, and provide the graphics and text (in hardcopy or electronic format) for their reprographic jobs.
2. City of Huntington Beach personnel may e-mail, fax or hand deliver any such forms unless the job is being picked up by the vendor, in which case the job ticket form will be included with the relevant materials to be picked up.

The City may elect to utilize a third-party management of the print shop. All firms may submit a proposal either as a third party off-site vendor or as an on-site management vendor, or both. The existing equipment utilized to perform these services is listed below for the information of bidders; however, it is not meant to imply that the same equipment must be utilized by an outside vendor.

- Multigraphics 1250 printing press
- Hamada E47S-C two color printing press
- Berkey Ascor 24 28 vacuum printer plate burner
- Sandmar light table
- Ricoh Pro C900s color printer
- Canon IR105 printer/copier
- Challenge 30" 305 hydraulic paper cutter
- Challenge paper drill
- Challenge padding cart
- Bostitch wire stitcher
- Baum Ultrafold folder
- Duplo DF-920 folder
- GBC binder/punch
- Velobind machine

#### 4. PROPOSAL FORMAT GUIDELINES

Interested contractors are to provide the City of Huntington Beach with a thorough proposal using the following guidelines:

Proposal should be typed and should contain no more than 20 typed pages using a 12-point font size, including transmittal letter and resumes of key people, but excluding Index/Table of Contents, tables, charts, and graphic exhibits. Each proposal will adhere to the following order and content of sections. Proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Proposals, which appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity and risk of this contract, may be rejected. The following proposal sections are to be included in the bidder's response:

##### A. Vendor Application Form and Cover Letter

Complete Appendix A, "Request for Proposal-Vendor Application Form" and attach this form to the cover letter. A cover letter, not to exceed three pages in length, should summarize key elements of the proposal. An individual authorized to bind the consultant must sign the letter. The letter must stipulate that the proposal price will be valid for a period of at least 180 days. Indicate the address and telephone number of the contractor's office located nearest to Huntington Beach, California and the office from which the project will be managed.

##### B. Background and Project Summary Section

The Background and Project Summary Section should describe your understanding of the City, the work to be done, and the objectives to be accomplished. Refer to Scope of Work of this RFP.

##### C. Methodology Section

Provide a detailed description of the approach and methodology to be used to accomplish the Scope of Work of this RFP. The Methodology Section should include:

- 1) An implementation plan that describes in detail (i) the methods, including controls by which your firm manages projects of the type sought by this RFP; (ii) methodology for soliciting and documenting views of internal and external stakeholders; (iii) and any other project management or implementation strategies or techniques that the respondent intends to employ in carrying out the work.
- 2) Detailed description of efforts your firm will undertake to achieve client satisfaction and to satisfy the requirements of the "Scope of Work" section.
- 3) Detailed project schedule, identifying all tasks and deliverables to be performed, durations for each task, and overall time of completion.
- 4) Detailed description of specific tasks you will require from City staff. Explain what the respective roles of City staff and your staff would be to complete the tasks specified in the Scope of Work.

##### D. Staffing

Provide a list of individual(s) who will be working on this project and indicate the functions that each will perform. Include a resume for each designated individual.

Upon award and during the contract period, if the contractor chooses to assign different personnel to the project, the Contractor must submit their names and qualifications including information listed above to the City for approval before they begin work.

E. Qualifications

The information requested in this section should describe the qualifications of the firm, key staff and sub-contractors performing projects within the past five years that are similar in size and scope to demonstrate competence to perform these services. Information shall include:

- 1) Names of key staff that participated on named projects and their specific responsibilities with respect to this scope of work.
- 2) A summary of the your firm's demonstrated capability, including length of time that your firm has provided the services being requested in this Request for Proposal.
- 3) Provide at least five local references that received similar services from your firm. The City of Huntington Beach reserves the right to contact any of the organizations or individuals listed. Information provided shall include:
  - ◆ Client Name
  - ◆ Project Description
  - ◆ Project start and end dates
  - ◆ Client project manager name, telephone number, and e-mail address

F. Fee Proposal

1. All prices quoted are to include all forms, supplies, proofs, packaging, software, consumables, overhead, and any other related cost not specifically mentioned herein. All per copy prices must include the cost of standard, 20 lb. bond, bright white paper, and all labor and equipment necessary to produce the copies required. Upcharges for colored paper, heavier stock, and finishing such as binding are to be itemized separately on the Bid Price Sheet.
2. The per copy price quoted is to be based on next day (within 24 hours) delivery, with additional charges (if any) shown for 4 hour turnaround and while-you-wait delivery.
3. Bidders should quote a per-trip pickup and delivery charge (both one-way and round-trip) for City Hall and other City facilities where indicated on the Pricing Sheet.
4. Pricing shall be firm for the initial year of the contract. Adjustments may be proposed after the initial year, but no more than once annually, and, such increases may not exceed the change in the previous 12 month period of the Consumer Price Index for the Orange County area, except in the event of extraordinary increases in the cost of paper. In the event of paper manufacturer's price increases exceeding 10%, an equitable price adjustment or alternative will be negotiated, based on the pass-through of the increased raw material cost. All price increase requests must be supported by relevant documentation, such as letters of price increases from paper manufacturers.

## 5. PROCESS FOR SUBMITTING PROPOSALS

### ◆ Content of Proposal

The proposal must be submitted using the format as indicated in the proposal format guidelines.

### ◆ Preparation of Proposal

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

### ◆ Number of Proposals

Submit five (5) copies plus one disk copy of your proposal in sufficient detail to allow for thorough evaluation and comparative analysis.

### ◆ Submission of Proposals

*Complete written proposals must be submitted in sealed envelopes and received no later than 4:00 p.m. (P.S.T) on SEPTEMBER 22, 2010 to the address below. Proposals will not be accepted after this deadline. Faxed or e-mailed proposals will not be accepted.*

Carrie Gonzales, Administrative Assistant  
City of Huntington Beach  
Finance Department – 1<sup>st</sup> Floor  
2000 Main Street

Huntington Beach, CA 92648-2702

RE: **CITYWIDE PRINT SHOP AND COPY SERVICES**

### ◆ Inquiries

*Questions about this RFP must be directed in writing, via e-mail to:*

Jim Slobojan, Fiscal Services Manager  
jslobojan@surfcity-hb.org

From the date that this RFP is issued until a firm is selected and the selection is announced, firms are not allowed to communicate for any reason with any City employee other than the contracting officer listed above regarding this RFP, except during the pre-proposal conference. Refer to the Schedule of Events of this RFP or the City webpage to determine if a pre-proposal conference has been scheduled. The City reserves the right to reject any proposal for violation of this provision. No questions other than written will be accepted, and no response other than written will be binding upon the City.

### ◆ Conditions for Proposal Acceptance

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety. All proposals will become the property of the City of Huntington Beach, USA. If any proprietary information is contained in the proposal, it should be clearly identified.

## 6. EVALUATION CRITERIA

The City's consultant evaluation and selection process is based upon Qualifications Based Selection (QBS) for professional services. The City of Huntington Beach may use some or all of the following criteria in its evaluation and comparison of proposals submitted. The criteria listed are not necessarily an all-inclusive list. The order in which they appear is not intended to indicate their relative importance:

- A. Compliance with RFP requirements
- B. Understanding of the project
- C. Recent experience in conducting similar scope, complexity, and magnitude for other public agencies
- D. Educational background, work experience, and directly related consulting experiences
- E. Price
- F. References

The City may also contact and evaluate the bidder's and subcontractor's references; contact any bidder to clarify any response; contact any current users of a bidder's services; solicit information from any available source concerning any aspect of a proposal; and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City.

After written proposals have been reviewed, discussions with prospective firms may or may not be required. If scheduled, the oral interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal. The individual from your firm that will be directly responsible for carrying out the contract, if awarded, should be present at the oral interview.

A Notification of Intent to Award may be sent to the vendor selected. Award is contingent upon the successful negotiation of final contract terms. Negotiations shall be confidential and not subject to disclosure to competing vendors unless an agreement is reached. If contract negotiations cannot be concluded successfully, the City may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

## **7. STANDARD TERMS AND CONDITIONS**

### ◆ Amendments

The City reserves the right to amend this RFP prior to the proposal due date. All amendments and additional information will be posted to the Huntington Beach Procurement Registry, [Huntington Beach - Official City Web Site - Business - Bids & RFP's](#); bidders should check this web page daily for new information.

### ◆ Cost for Preparing Proposal

The cost for developing the proposal is the sole responsibility of the bidder. All proposals submitted become the property of the City.

### ◆ Contract Discussions

Prior to award, the apparent successful firm may be required to enter into discussions with the City to resolve any contractual differences. These discussions are to be finalized and all exceptions resolved within one (1) week from notification. If no

resolution is reached, the proposal may be rejected and discussions will be initiated with the second highest scoring firm.

◆ Confidentiality Requirements

The staff members assigned to this project may be required to sign a departmental non-disclosure statement. Proposals are subject to the Freedom of Information Act. The City cannot protect proprietary data submitted in proposals.

◆ Financial Information

The City is concerned about bidders' financial capability to perform, therefore, may ask you to provide sufficient data to allow for an evaluation of your firm's financial capabilities.

◆ Insurance Requirements

City Resolution 2008-63 requires that licensees, lessees, and vendors have an **approved** Certificate of Insurance (not a declaration or policy) on file with the City for the issuance of a permit or contract. Within ten (10) consecutive calendar days of award of contract, successful bidder must furnish the City with the Certificates of Insurance proving coverage as specified in Appendix C. Failure to furnish the required certificates within the time allowed will result in forfeiture of the Proposal Security.

***Please carefully review the Sample Agreement and Insurance Requirements before responding to the Request for Proposal enclosed herein. The terms of the agreement, including insurance requirements have been mandated by City Council and can be modified only if extraordinary circumstances exist. Your response to the Request for Proposal must indicate if you are unwilling or unable to execute the agreement as drafted as well as providing the insurance requirements. The City will consider this in determining responsiveness to the Request for Proposal.***

**City of Huntington Beach  
Sample Job Specifications**

**Attachment A**

**BIDDER SHALL SUBMIT SAMPLES OF PRINTING JOBS SIMILAR TO THOSE LISTED BELOW ON THIS ATTACHMENT:**

**Job #1: Police blowup Map Books**

306 originals

50 copies

2 sided

Full color

Front and back covers 80# cover white smooth finish with printed front cover.

Text 28# text smooth finish

Black plastic spiral binding

**Job #2: Popular Annual Finance Report**

8 two page spreads

2 sided

500 copies

Full color

Two sided full bleed 12 X 18 trimmed to 11 X 17 saddle stitched.

**Job #3: Bright Outlook Newsletter**

Six 2 page spreads

3800 copies

2 sided

11 X 17 20# white

2 color Black with one PMS color on front cover only

Folded with two, two sided 8 1/2 X 11 20# color paper inserts.

**Job #4: City Letter Head**

1 original

20,000 copies

8 1/2 X 11

Four color process

24# Neenah bond

**Job #5: Annual Budget**

420 originals

100 copies

2 sided 8 1/2 X 11

Full color

Cover 80# smooth text 28# smooth finish

20 printed tab inserts

Job #6: Council Agenda Packet

800 originals

2 sided

8 ½ X 11

20# white

Three-hole punched

Job #7: Utility Bill Insert

2 originals

2 sided

Quantity 55,000

8 ½ X 3 5/8

70# offset

Job #8: Police form

2 originals

2 sided

10,000 copies

11 X 17 cut to 8 ½ X 11

Padded

20# white paper

Job #9: NCR forms

1 original

2000 forms (6000 copies)

8 ½ X 11

3 part NCR

Padded

**Attachment B**

**BID FORM FOR PRINTING SERVICES (RETURN THIS PORTION, 1 ORIGINAL AND 1 COPY)**

COMPANY NAME: \_\_\_\_\_

The undersigned bidder hereby offers to perform the required services in strict compliance with the specifications, terms and conditions set forth in this bid invitation.

Item

<u>No.</u>	<u>Description</u>	<u>Bid Price*</u>	<u>Bid Price*</u>
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JOB #1

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #2

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #3

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #4

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #5

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #6

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #7

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #8

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

JOB #9

Standard Lead Time: \_\_\_\_\_ days      \$ \_\_\_\_\_      Rush Lead Time: \_\_\_\_\_ days \$ \_\_\_\_\_

TOTALS: \$ \_\_\_\_\_      \$ \_\_\_\_\_

**\*Do not include sales tax**

**Attachment C**  
Pricing Proposal and itemized Cost Sheets

Name of Company Bidding: \_\_\_\_\_

There is no guarantee of number of jobs or copies. All copying prices quoted below are to be all inclusive, covering all set-up, preparation, materials, equipment utilization, labor, packaging

*Please base all costs quoted on the paper price in effect as of August 2010.*

Item	Quantity	Price Per Copy 1-Sided	Price per Copy 2-Sided
Black & White 8.5" x 11", 20 lb white			
Black & White 8.5" x 14", 20 lb white			
Black & White 11" x 17", 20 lb white			
Black & White 8.5" x 11", 110 lb white			
Black & White 8.5" x 14", 110 lb white			
Black & White 11" x 17", 110 lb white			
8.5" x 11", 20 lb Color			
8.5" x 14", 20 lb Color			
11" x 17", 20 lb Color			
11" x 17", 20 lb Color (2 up – 75%)			
8.5" x 11", 110 lb Color			
8.5" x 14", 110 lb Color			
11" x 17", 110 lb Color			
11" x 17", 110 lb Color (2 up – 75%)			
Upcharge for colored paper 8.5" x 11"	Per Sheet		
Upcharge for colored paper 8.5" x 14"	Per Sheet		
Upcharge for colored paper 11" x 17"	Per Sheet		
Upcharge for 24 lb white 8.5" x 11"	Per Sheet		
Upcharge for 24 lb white 8.5" x 14"	Per Sheet		
Upcharge for 24 lb white 11" x 17"	Per Sheet		
Upcharge for uncoated cover stock 8.5" x 11"	Per Sheet		
Upcharge for uncoated cover stock 8.5" x 14"	Per Sheet		
Upcharge for uncoated cover stock 11" x 17"	Per Sheet		
Upcharge for coated cover stock 8.5" x 11"	Per Sheet		
Upcharge for coated cover stock 8.5" x 14"	Per Sheet		
Upcharge for coated cover stock 11" x 17"	Per Sheet		
NCR, 2-Part, Single-sided	Per Set		
NCR, 2-Part, Double-sided	Per Set		
NCR, 3-Part, Single-sided	Per Set		
NCR, 3-Part, Double-sided	Per Set		
NCR, 4-Part, Single-sided	Per Set		
NCR, 4-Part, Double-sided	Per Set		
NCR, 5-Part, Single-sided	Per Set		
NCR, 5-Part, Double-sided	Per Set		

<b>Finishing Services</b>	<b>Unit of Measure</b>	<b>Price per Unit</b>
Three-hole punch	Per Sheet	
Stapling	Per Document	
Perforation	Per Sheet	
Tabs Black & White one sided	Per Tab	
Tabs Black & White two sided	Per Tab	
Tabs color one sided	Per Tab	
Tabs color two sided	Per Tab	
Side stitch	Per Document	
Saddle stitch 5.5" x 8.5"	Per Document	
Saddle stitch 8.5" x 11"	Per Document	
Comb binding small	Per Document	
Comb binding medium	Per Document	
Comb binding large	Per Document	
Spiral/Coil binding small	Per Document	
Spiral/Coil binding medium	Per Document	
Spiral/Coil binding large	Per Document	
Tape/Thermal small	Per Document	
Tape/Thermal medium	Per Document	
Tape/Thermal large	Per Document	
Perfect bind	Per Document	

Name of Company Bidding: \_\_\_\_\_

Item – Labor Rates	Unit of Measure	Cost per Unit
Cost to run scheduled delivery to/from Huntington Beach City Hall once per work day	Daily charge (if any)	
Cost to run scheduled delivery to/from Huntington Beach City Hall twice per work day	Daily charge (if any)	
Pick up or delivery to Huntington Beach City Hall on demand	One way trip/job	
Pickup and delivery to Huntington Beach City Hall on demand	Round trip cost/job	
Pick up or delivery to delivery to other city facilities (within HB city limits)	One way trip	
Expediting charge for 4 hour delivery, if any	Per job	
Expediting charge for 1 hour (or while you wait delivery), if any	Per job	
Overtime costs to run jobs after regular hours (to be billed in 15 minute increments)	Per hour	
Please attach additional pricelist for other services you may offer, such as wide format printing and plotting, blueprint reproductions, banners and posters, etc.		
Sample of Job ticket form – please attach		

# APPENDIX A

**REQUEST FOR PROPOSAL**  
**CITYWIDE PRINT SHOP AND COPY SERVICES**  
**VENDOR APPLICATION FORM**

TYPE OF APPLICANT:                     NEW             CURRENT VENDOR

Legal Contractual Name of Corporation: \_\_\_\_\_

Contact Person for Agreement: \_\_\_\_\_

Corporate Mailing Address: \_\_\_\_\_

City, State and Zip Code: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Contact Person for Proposals: \_\_\_\_\_

Title: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Business Telephone: \_\_\_\_\_

Business Fax: \_\_\_\_\_

Is your business: (check one)

NON PROFIT CORPORATION

FOR PROFIT CORPORATION

Is your business: (check one)

CORPORATION

LIMITED LIABILITY PARTNERSHIP

INDIVIDUAL

SOLE PROPRIETORSHIP

PARTNERSHIP

UNINCORPORATED ASSOCIATION

**Names & Titles of Corporate Board Members**  
(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Federal Tax Identification Number: \_\_\_\_\_

City of Huntington Beach Business License Number: \_\_\_\_\_  
(If none, you must obtain a Huntington Beach Business License upon award of contract.)

City of Huntington Beach Business License Expiration Date: \_\_\_\_\_

# APPENDIX C

## CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p><b>Contractors:</b> Any persons or entities who contract with the City and/or provide services to the City which are readily available and efficiently procured by competitive bidding.</p>	<p>Minimum of \$1,000,000 per occurrence for bodily injury, personal injury and property damages. Allows up to \$1,000 deductible. (See Note 1 below.)</p>	<p>Combined single limit bodily injury and property damage. Minimum of \$1,000,000 per occurrence. Allows up to \$5,000 deductible. (Additional Insured Endorsement is always required with General Liability Ins.)</p>			<p>State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. (See Note 2 below.)</p>	<p>Include the policy number and Additional Insured Endorsement Requirement statement below. (See Note 3 below.)</p>
<p><b>Permittees:</b> Any persons or entities who make application to the City for any use of or encroachment upon any public street, waterway, pier, or City property.</p>						
<p><b>Vendors:</b> Any persons or entities who transfers property or goods to the City which may or may not involve delivery and/or installation.</p>						
<p>Note 1 - Automobile Liability: The City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers must be named as certificate holder and as additional insured by separate attached endorsement. Permittees who do not use vehicles or equipment in connection with the permit shall not be required to provide auto insurance. To be exempt from this requirement, permittees must execute a declaration such as Exhibit 1 attached.</p>						
<p>Note 2 - Workers' Compensation Exemption: If entity has no employees, a signed Declaration of Non-Employee Status form is required.</p>						
<p>Note 3 - Additional Insured Endorsement Requirements: The City, its officers, elected or appointed officials, employees agents, and volunteers are to be covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City.</p>						

## CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p><b>Design Professionals:</b> Professional service contractors who contract with the City and/or provide architectural and/or engineering services to the City.</p>			<p>Minimum of \$1,000,000 per occurrence and in the aggregate. Allows up to \$10,000 deductible.</p>			
<p><b>Professional Services:</b> Services that involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to HB Muni Code 3.02. Services includes but is not limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.</p>						
<p>Claims made policies are acceptable if the policy further provides that :</p> <ol style="list-style-type: none"> <li>1) The policy retroactive date coincides with or precedes the professional services contractor's start of work (including subsequent policies purchased as renewals or replacements).</li> <li>2) The professional services contractor will make every effort to maintain similar insurance during the required extended period of coverage following project completion, including the requirement of adding all additional insureds.</li> <li>3) If insurance is terminated for any reason, professional services contractor agrees to purchase an extended reporting provision of at least two (2) years to report claims arising from work performed in connection with this agreement or permit.</li> <li>4) The reporting of circumstances or incidents that might give rise to future claims.</li> </ol>						

## CITY OF HUNTINGTON BEACH INSURANCE REQUIREMENTS

Vendor Type	Minimum Insurance Requirements					
	Automobile Liability	General Liability	Professional Liability	Property Insurance	Workers' Comp	Additional Insured Endorsements
<p><i>Huntington Beach City Council Resolution No. 2008-63 requires submittal of certificates of insurance evidencing the following minimum limits with a California admitted carrier with a current A.M. Best's Rating of no less than A:VII. See Exhibits A1 - 4 for sample forms.</i></p>						
<p><i>Any deductible other than those allowed in this matrix, self-insured retentions or similar forms of coverage limitations or modifications must be approved by the Risk Manager and City Attorney of the City of Huntington Beach. NOTE: Waivers and / or modifications are discouraged and will be considered only under extraordinary circumstances.</i></p>						
<p><b>Licensees/Lessees:</b> Any persons or entities who contract with the City for the use of public property.</p>		<p>Combined single limit bodily injury and property damage. Minimum of \$1,000,000 per occurrence. Allows up to \$5,000 deductible. <i>(Additional Insurance Endorsement is always required with General Liability Ins.)</i></p>		<p>Full replacement cost with no coinsurance penalty provision.</p>	<p>State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. <i>(See Note 1 below.)</i></p>	<p>Include the policy number and Additional Insured Endorsement Requirement statement below.<i>(See Note 2.)</i></p>
<p>Note 1 - Workers' Compensation Exemption: If entity has no employees, a signed Declaration of Non-Employee Status form is required.</p>						
<p>Note 2 - Additional Insured Endorsement Requirements: The City, its officers, elected or appointed officials, employees agents, and volunteers are to be covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City.</p>						

<b>ACORD™ CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YYYY)
PRODUCER	THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.	
INSURED	INSURERS AFFORDING COVERAGE	
	INSURER A:	NAIC #
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

**COVERAGES**

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR (ADD'L LTR)	INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
		<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/PROP AGG \$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EA ACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE  DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		OTHER				

SPECIMEN COPY

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <u>30</u> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES. AUTHORIZED REPRESENTATIVE
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**IMPORTANT**

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

**DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

POLICY NUMBER:

COMMERCIAL GENERAL LIABILITY

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

**ADDITIONAL INSURED-OWNERS, LESSEES OR  
CONTRACTORS (Form B)**

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY

SCHEDULE

Name of Person or Organization: **THE CITY OF HUNTINGTON BEACH**  
2000 Main Street  
Huntington Beach, CA 92648

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

WHO IS AN INSURED (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you

RE: ALL OPERATIONS OF THE NAMED INSURED FOR THE CERTIFICATE HOLDER.

City of Huntington Beach, its elected or appointed officials, agents, officers, employees and volunteers

**STATE  
COMPENSATION  
INSURANCE  
FUND**

P.O. BOX 420807, SAN FRANCISCO, CA 94142-0807

**CERTIFICATE OF WORKERS' COMPENSATION INSURANCE**

POLICY NUMBER:  
CERTIFICATE EXPIRES:

CITY OF HUNTINGTON BEACH  
RISK MANAGEMENT  
2000 MAIN STREET  
HUNTINGTON BEACH, CA 92648

This is to certify that we have issued a valid Workers' Compensation insurance policy in a form approved by the California Insurance Commissioner to the employer named below for the policy period indicated.

This policy is not subject to cancellation by the Fund except upon <sup>30</sup>ten days' advance written notice to the employer.

We will also give you <sup>30</sup>ten days' advance notice should this policy be cancelled prior to its normal expiration.

This certificate of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term, or condition of any contract or other document with respect to which this certificate of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of such policies.

*Tom Hansen*  
AUTHORIZED REPRESENTATIVE

*Kc Bollier*  
PRESIDENT

EMPLOYER'S LIABILITY LIMIT INCLUDING DEFENSE COSTS: \$1,000,000 PER OCCURRENCE.

ENDORSEMENT #2065 ENTITLED CERTIFICATE HOLDERS' NOTICE EFFECTIVE 07/01/00 IS ATTACHED TO AND FORMS A PART OF THIS POLICY.

EMPLOYER

EXHIBIT A-4 of 4



CITY OF HUNTINGTON BEACH  
2000 Main Street  
Huntington Beach, CA 92648

DECLARATION OF PERMITTEE

I certify that no vehicle(s) will be used or operated in the performance of the task(s) or event(s) for which this permit is granted.

I authorize the City of Huntington Beach to immediately and retroactively revoke the license or permit issued in connection with or in the performance of said task(s) or event(s) if any vehicle(s) is used.

Signature of Permittee \_\_\_\_\_

Print name \_\_\_\_\_

Company name (if applicable) \_\_\_\_\_

Date signed \_\_\_\_\_