



DEPARTMENT OF FINANCE
PURCHASING & RISK MANAGEMENT

**REQUEST FOR PROPOSALS
FOR
THE CITY OF STAUNTON, VIRGINIA**

May 7, 2018

GENERAL INFORMATION

The City of Staunton is seeking proposals from qualified firms to typeset and print Recreation Department Information booklets three to four times a year, as outlined herein.

All proposals must be delivered to:

Mail To:

**City of Staunton
Cameron S McCormick
Assistant Director of Finance
P.O. Box 58
Staunton, VA 24402-0058**

Overnight To:

**City of Staunton
Cameron S McCormick
Assistant Director of Finance
116 W Beverley St., 3rd Floor
Staunton, VA 24401**

(540) 332-3948

ALL PROPOSALS MUST BE RECEIVED BY 3:00 P.M. LOCAL TIME, MAY 30, 2018.

The City of Staunton is not responsible for delays in the delivery of the mail by the U.S. Postal Service, private couriers, or the inter-office mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the Supervisor of Purchasing by the designated date and hour. **Facsimile and e-mail submittals are not acceptable.**

All offerors shall abide by all applicable State and Federal laws. The City does not discriminate against small and minority businesses or faith-based organizations.

INQUIRIES CONCERNING RFP

Any questions or comments concerning this Request for Proposal should be directed to:

**Steven T Taetzsch, Recreation Specialist
City of Staunton
P. O. Box 58
Staunton, VA 24402-0058
540-332-3945 (office)
taetzchst@ci.staunton.va.us**

**SPECIFICATIONS FOR REQUEST FOR PROPOSAL
FOR
CITY OF STAUNTON, VIRGINIA
INFORMATION BOOKLETS**

I. SCOPE OF PROJECT

The Recreation and Parks Department of the City of Staunton produces seasonal information booklets for distribution to individuals in and around the Staunton area. This publication is produced and mailed on or about August, December, and April each year. Occasionally, there may be a fourth mailing. The City is currently seeking proposals from firms to print and distribute these booklets. **Proposals will be accepted for printing these booklets.**

II. SPECIFIC REQUIREMENTS

Interested firms should submit proposals for the following work (past samples will be provided on request):

- 1) **Typeset** – The Staunton Recreation and Parks Department will provide a disk or thumb drive containing all artwork for the information booklets. This disk is prepared in InDesign format.

- 2) **Printing** - Once approved, between 13,000 and 25,000 copies of the booklet shall be printed, as follows:

Number of Pages	16- or 32-page self-cover booklet, folded and saddle-stitched to provide cover and self-mailer
Page Size	8 ½ x 11"
Stock	70# Gloss Text - 4/4
Text	70# gloss – 4/4 with bleeds and aqueous
Colors	Shall be as close to sample provided as possible
Options	Partially Recycled Paper; 100% Recycled Paper; FSC certified; Perforations within booklet

- 3) **Mailing** – Sufficient copies of the final booklet shall be delivered by the printer to the mailing facility – First Class Services in Harrisonburg, VA—for mailing to Staunton City residents and selected individuals in surrounding areas. Mailing must meet U.S. Postal Service requirements for bulk mail and must include indicia. All extra copies of the booklet shall be delivered to the Recreation Department, Montgomery Hall Park.

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- 4) Proposal shall include complete pricing information for the described requirements for both 16-page and 32-page brochures. Optional pricing shall be included for providing perforations within the booklet and for using partially recycled and 100% recycled paper.
 - 5) Contractors are encouraged to propose alternative printing and mailing options to reduce overall costs. Alternate pricing for these options should be included in proposal and will be considered.
 - 6) Due to the nature of the brochures and the deadlines included for registering for activities, contractors must complete printing and have brochures delivered to the mailing facility 8 days, and in no case more than 10 days, after the blue line copy has been approved.

III. REVIEW AND AWARD

To be considered for selection, offerors must submit a complete response to this Request for Proposal. Failure to submit all information requested may result in the rejection of the incomplete proposal. The City's Recreation Department and Purchasing staff will review proposals.

An authorized representative of the offeror shall sign proposals. Three (3) copies of the proposal must be submitted to the City of Staunton. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.

The following criteria will be used in evaluating the responses to this RFP:

- a) Ability to meet timeframe as specified.
- b) The contractor's ability to meet the requirements of this RFP.
- c) Alternatives offered.
- d) Cost.

VI. TERMS

The initial contract will be for the printing and mailing for fiscal year 2019 (July 1, 2018 through June 30, 2019), with each mailing to be completed within 14 days of receipt of the blue line approval.

The City reserves the right to negotiate annual contract terms with the successful offeror(s) for future annual printing and mailing of this booklet for four (4) additional 1-year periods, through Fiscal Year 2023. The City reserves the right to re-solicit proposals from other contractors after each one (1) year period.

PROCUREMENT GUIDELINES

I. COMPETITIVE NEGOTIATION

The procurement method is competitive negotiation of other than professional services, as defined in Section 2.2-4301 of the Code of Virginia (1950) as amended. This Request for Proposal indicates, in general terms, the nature of the program and services being sought. Each offeror is to submit the proposal(s) that best suits the needs of the City.

The specific requirements for the contents of the proposals are contained in the RFP. Offerors are encouraged to provide additional information not specifically identified as a requirement if that additional information enables the proposal to better suit the needs of the City. In order to procure the program that best suits the needs of the City, the competitive negotiation process and evaluation criteria consider factors in addition to cost.

II. AWARDING THE CONTRACT

The award of a contract shall be determined in the sole discretion of the City based upon evaluation of all information as the City may request. The City reserves the right to waive any informality in proposals submitted in response to this RFP when such waiver is in the best interest of the City.

The evaluation process shall be based upon the criteria set forth in Section III of this request for proposals. Price will be considered but will not be the sole determining factor. Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal. Negotiations shall then be conducted with each of the offerors so selected. After negotiations have been conducted with each offeror so selected, the City shall select the offeror which, in its opinion, has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should the City determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror.

The City of Staunton shall endeavor to award the contract within sixty (60) days from receipt of proposals. Notice of award will be posted on the City Web Site. (<http://www.staunton.va.us/solicitation-results>)

III. PUBLIC INSPECTION OF PROCUREMENT RECORDS

Proposals submitted shall be subject to public inspection only in accordance with Section 2.2-4342 of the Code of Virginia, which reads, in essence, as follows:

Except as provided in this section, all proceedings, records, contracts, and other public records relating to procurement transactions shall be open to the inspection of any citizen, or any interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act.

Cost estimates relating to a proposed procurement transaction prepared by or for a public body shall not be open to public inspection.

Any competitive negotiation offeror, upon request, shall be afforded the opportunity to inspect proposal records within a reasonable time after the evaluation and negotiations of proposals are completed but prior to award, except in the event that the City decides not to accept any of the proposals and to reopen the contract. Otherwise, proposal records shall be open to public inspection only after award of the contract.

Any inspection of procurement transaction records under this section shall be subject to reasonable restrictions to ensure the security and integrity of the records.

Trade secrets or proprietary information submitted by a bidder, offeror or contractor in connection with a procurement transaction shall not be subject to the Virginia Freedom of Information Act; however, the bidder, offeror or contractor shall (i) invoke the protections of this section prior to or upon submission of the data or other materials, (ii) identify the data or other materials to be protected, and (iii) state the reasons why protection is necessary. Bidder may not invoke this protection on the entire proposal – only on those sections or data which are considered trade secrets or proprietary.

IV. ETHICS IN PUBLIC CONTRACTING

By submitting their proposal, all offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or sub-contractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

V. ANTI-DISCRIMINATION

By submitting their proposal, offerors certify to the City of Staunton that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, the Virginia Fair Employment Act of 1975, as amended, where applicable and Section 2.2-4311 of the Virginia Public Procurement Act.

1. During the performance of this contract, the offeror agrees as follows:
 - a. The offeror will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a

bona fide occupational qualification reasonably necessary to the normal operation of the offeror. The offeror agrees to post in conspicuous places, available to employees and the applicants for employment, notices setting forth the provisions of this nondiscrimination clause.

- b. The offeror, in all solicitations or advertisements for employees placed by or on behalf of the offeror will state that such offeror is an equal opportunity employer.
 - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting the requirements of this section.
2. The offeror will include the provisions of the foregoing paragraphs a, b and c in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

VI. DRUG-FREE WORKPLACE

By submitting their proposal, offerors certify to the City of Staunton that they will conform to the provisions of Section 2.2-4312 of the Virginia Public Procurement Act. offerors agree to (i) provide a drug-free workplace for the offeror's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale, distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in the offeror's workplace and specifying the actions that will be taken against employees for violations of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the offeror that the offeror maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor.

VII. IMMIGRATION REFORM

By submitting a proposal, offerors certify that, they will not, and shall not knowingly employ an unauthorized alien as defined in the federal Immigration Reform and Control Act of 1986.

VIII. PROMPT PAYMENT ACT

Any contract awarded as a result of this Request for Proposal shall incorporate the terms and conditions of Article 4 of the Virginia Public Procurement Act with respect to Prompt Payment.

IX. REJECTION OF PROPOSALS

The City reserves the right, at any time prior to award of the contract, to reject any and all proposals, or any part thereof, to make no award, and/or to issue a new Request for Proposal, or make modifications, corrections of additions to the information contained herein.

Offerors are cautioned this is a Request for Proposal, NOT a request to contract.

X. COSTS FOR PROPOSAL PREPARATION

Any costs incurred by offerors in preparing or submitting proposals are the offeror's sole responsibility; the City will not reimburse any offeror for any costs incurred as a result of the preparation of this Request for Proposal.

XI. APPROPRIATIONS

The obligations of the City of Staunton are subject to and contingent upon annual appropriation by City Council of sufficient funds for the purposes of this contract. In the absence of such annual appropriation, either the City of Staunton or offeror may terminate the contract by giving not less than ten (10) days prior notice to the other, specifying this reason for the termination, and upon effective termination pursuant to this provision, any compensation due shall be equitably adjusted by mutual agreement.

XII. STATE CORPORATION COMMISSION IDENTIFICATION NUMBER

Pursuant to Code of Virginia, §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Link to the Virginia State Corporation Commission site: <http://www.scc.virginia.gov/>.

XIII. FORUM SELECTION

Any action, proceeding, or claim in any way related to this agreement or the relationship between the parties shall be filed and maintained solely in the General District Court or the Circuit Court of the City of Staunton, Virginia.