

**LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS
PRINTING AND MAIL PROCESSING OF UP TO TWO (2) TRIFOLD NEWSLETTERS**

Issued: February 27, 2016

RFP ID#: 058-16-606

1. INTRODUCTION:

NOTICE IS HEREBY GIVEN that pursuant to a fair and open process, sealed proposals will be received and reviewed by the County of Lackawanna ("COUNTY") for Printing and Mail Processing of up to two (2) Trifold County Newsletters.

Submission Deadline:

Respondents must submit their Sealed Proposals by **2:00 p.m.** prevailing time on:

March 31, 2016

Contact Person: Joseph D'Arienzo

Email: Darientoj@LackawannaCounty.org

The Board reserves the opportunity to modify this Request for Proposals at its own discretion and without prior notice and to waive any immaterial defect or informality in any proposal as may be permitted by law.

2. PURPOSE:

The purpose of this Request is to solicit Proposals from qualified providers who can supply Lackawanna County printing and mailing services that meets the specifications outline in Attachment "A". The selected firm will provide the best option for the County, in terms of pricing, capability, reputation and ability to provide the newsletters within the specified period of time.

3. PROCEDURES FOR RESPONDING TO REQUEST FOR PROPOSALS:

Interested firms must attend the **Mandatory Pre-Proposal Conference** held in the Commissioners Conference Room held at 9am Wednesday March 16, 2016. Firms must bring samples of previous jobs as well as their proposed paper stock.

Proposal documents and specifications will be available on the County's Website:

www.lackawannacounty.org

Submission: Four (4) copies of the proposal must be provided. Proposals must be submitted to the:

Lackawanna County Board of Commissioners
200 Adams Avenue
Scranton Pennsylvania 18503
RFP ID#

Proposals must be submitted in a sealed envelope with the Name of the firm submitting the proposal clearly marked on the outside of the envelope along with the Project Name and Proposal ID#. The County assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the submission to be received after the below-referenced due date and time. **Submissions by fax, telephone, or email are not permitted.**

4. QUESTIONS:

Questions can be submitted via email to:

DArienzoJ@LackawannaCounty.org

- * Questions will be answered by the appropriate individuals within three (3) business days via posting on the County website.
- * **ALL QUESTIONS AND ANSWERS WILL BE SHARED WITH ALL BIDDERS.**

Final questions pertaining to this RFP must be submitted on or before:

5. SPECIFICATIONS:

See Attachment "A"

6. CRITERIA FOR EVALUATION OF PROPOSAL:

The Board will independently evaluate each submission and selection will be made upon the following criteria:

- * Experience and reputation with respect to representation of governmental entities.
- * Knowledge of the subject matter of the services to be provided to the County.
- * Ability to meet timelines and schedules for completion on an expedited basis as set forth by the Board; and availability to accommodate any required meetings of the Board.
- * Other factors determined to be in the best interest of the County based on the sole discretion of the Board.
- * The vendor shall submit samples of three (3) like projects.

7. PROPOSAL:

Each proposal must be in sufficient detail to permit evaluation, at a minimum, with respect to the following issues. Proposals must include the information that is specifically requested herein as well as such additional information as a respondent deems relevant to the process. Each respondent agrees that the proposal submitted constitutes a firm offer to the County that cannot be withdrawn for ninety (90) days from the proposal's due date.

1. Scope of Services/Prior Experience - All submittals must detail the services proposed to be provided and the firm's experience in providing such services.
2. Personnel – All proposals submitted to the County must include the following:
 - * Name, address, and brief description of your firm;
 - * The names, experience, and qualifications of the individual(s) who would be primarily responsible for performing services on behalf of the County;
 - * A statement of assurance that your firm is not currently in violation of any regulatory rules and regulations that may have any impact on your firm's operations; and
 - * **A statement that your firm or principals are not involved in any current or pending litigation involving Lackawanna County, or any of its Departments or Authorities.**
 - * The vendor's demonstrated experience and expertise in printing and mailing brochures/newsletters. Experience shall include current and past services provided of similar scope and size, as well as experience of support staff and management.

8. CONFLICT OF INTEREST:

All submittals must state that there are no conflicts of interest to which the firm would be subject if it were to provide the requested services on behalf of the County.

9. COMMUNICATION WITH ELECTED OR APPOINTED OFFICIALS:

All communications during this process should be directed to the appropriate contact listed in this RFP. Any firm that makes any effort to communicate with any other official of Lackawanna County, either directly or indirectly, during this process will be **EXCLUDED** from consideration.

10. RESPONSIBILITIES:

The successful firm shall have primary responsibility for the following:

- * Printing and the mailing of Lackawanna County's two (2) Newsletters.
- * Prepare and provide hard copy Printer Proof (not an emailed soft proof) and allow for Press Proof for final approval.
- * Duplicate mailing list.
- * Ink jet address on each newsletter.
- * Provide a Clear Wafer Seal Closure, if necessary.
- * Bundle, tray and transport newsletters to the Post Office.
- * Mail the newsletters under their own indicia.
- * Vendor is required to print in-house. **Please provide a sample timeline of the entire process; especially the release once the hard copy proof is approved.**

PROPOSERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE PROPOSAL SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTORS(S) -- NO EXCEPTIONS.

11. CONFIDENTIALITY:

This Request for Proposal, and all proposals received in response, will remain confidential (with the exception of information that was previously public information), and will not be used for any purpose other than the evaluation of the proposals received by the Board. Each respondent, by responding to this Request, acknowledges the terms expressed above and agrees to safeguard the details of this process and the contents of this document. If your organization does not agree to these conditions concerning confidentiality, or if you elect not to respond to this Request for Proposal, please return this Request to the Board and retain no copies thereof.

ATTACHMENT "A"
LACKAWANNA COUNTY BOARD OF COMMISSIONERS
REQUEST FOR PROPOSALS

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Attachment "A"

Specifications for Printing of Newsletters

Spring 2016 Newsletter

Fall 2016 Newsletter

FLAT SIZE: 25.5"w x 11"h

FINAL MAILING FOLDS
TO: 8.5"w x 5.5"h

STOCK: 80# Text Rolland Enviro Print OR Comparable Stock

IMPRINT: 4/4

BLEED: Yes

FSC SYMBOL: Yes

QUANTITY: 60k each run

ARTWORK: Will be Supplied

PROOFS: Hard Copy & Press Proofs Required