

ADVERTISEMENT



5/19/22 - This RFP has been updated – Pricing on Page 7 was amended; The ACFR Document was removed from the pricing list as this document is no longer outsourced for printing. – Dixie Roberts

City of Alvin

**REQUEST FOR PROPOSAL (RFP 22-02)
CITY OF ALVIN PRINTING SERVICES**

The City of Alvin is accepting sealed competitive proposals from qualified printing companies to provide professional printing services for various documents published by the City of Alvin.

To receive a copy of this Request for Proposal (RFP) or for information concerning this RFP, including specific requirements, please visit www.alvin-tx.gov/citysecretary/biddinginformation or contact Dixie Roberts, City Secretary, at 281-388-4255 or droboterts@cityofalvin.com. Proposal instructions and specifications are included in the RFP.

Sealed proposals shall be mailed or delivered in a clearly marked envelope “RFP-22-02 PRINTING SERVICES”, addressed to the City of Alvin, Attn: Dixie Roberts, City Secretary, 216 West Sealy, Alvin, Texas 77511. Proposals will be received until Tuesday, May 31, 2022, at 2:00 p.m.

The City of Alvin reserves the right to reject or accept any proposal or to waive any irregularities in any proposal deemed to be in the best interest of the City of Alvin and reserves the rights to negotiate with any or all firms submitting proposals.

Dixie Roberts
City Secretary

INSTRUCTIONS/INFORMATION TO PROSPECTIVE CONTRACTORS

- 1. EXAMINATION OF REQUEST FOR PROPOSALS:** A copy of this Request for Proposal will be available on the City's website, www.alvin-tx.gov.
- 2. PROPOSAL SUBMISSION:** Proposals shall be completed and submitted to the City of Alvin, Attn: City Secretary, 216 West Sealy, Alvin, Texas 77511. Proposals **MUST** be in a sealed envelope clearly marked "RFP-22-02 PRINTING SERVICES" and must be received by Tuesday, May 31, 2022, at 2:00 p.m.
- 3. PREPARATION OF PROPOSALS:** All proposals for the work shall be made only on the Proposal/Specifications form attached to this Request for Proposals and shall be complete with prices quoted in the PRICING section of this RFP. All proposals must be signed by an authorized official. Proposals that contain omissions, erasures, alterations, or additions, conditional or alternate bids, or that contain irregularities of any kind may be rejected. Bidders are required to provide a minimum of two (2) references for similar types of work on a separate sheet of paper attached to their proposal. Bidders are advised to carefully review the Specifications and attach with their proposal the additional items required.
- 4. ALTERNATE / MULTIPLE PROPOSALS:** The specifications describe the printing services that the City feels are necessary to provide a high-quality printed publications to communicate information to the residents and businesses of the community. It is not the desire or intent of the City to eliminate or exclude any company from submitting a proposal because of minor deviations, or changes that may be deemed an improvement to the level of service provided.

Prospective contractors wishing to submit a proposal on items they believe are equivalent or necessary to providing satisfactory printing services, but do not comply with the specifications, are requested to submit an alternate proposal. Such alternate proposals must be clearly indicated as such, and deviations from the applicable specifications are to be clearly noted. The proposal must be accompanied by complete specifications for the items offered or deviation proposed.

The City shall be the sole and final judge, unequivocally, as to whether any substitute is of an equivalent or better quality or is necessary for providing satisfactory printing services.

- 5. BASIS OF AWARD:** The City of Alvin is seeking price quotations to provide the specified printing services. Generally, the contract award shall be made to the lowest qualified bidder based on the best combination of overall lowest rates and level of service, as determined by the City, to provide the best combination of price and value. Other factors such as quality and quantity of work will also be considered when awarding the contract.

The City of Alvin reserves the right to reject or accept any proposal, in whole or part, or to waive any irregularities in any proposal deemed to be in the best interest of the City of Alvin.

- 6. INSURANCE:** If this Proposal is accepted, Bidder proposes, and agrees, that Bidder shall provide certificates of insurance, and copies of policies if requested.

7. **INDEMNIFICATION:** If this Proposal is accepted, Contractor proposes, and agrees, that the Contractor shall indemnify, save harmless, and defend the City against all damages, liability, claims, losses, and expenses (including attorneys' fees) that may arise, or be alleged to have arisen, out of or in connection with Contractor's performance of, or failure to perform, the Work or any part thereof.
8. **COMPLIANCE WITH LAWS:** The Work, and all of its components, shall be provided, performed, and completed in compliance with, and Contractor agrees to be bound by, all applicable federal, state, and local laws, orders, rules, and regulations, as they may be modified or amended from time to time, any statutes prohibiting discrimination because of, or requiring affirmative action based on, race, creed, color, national origin, age, sex, or other prohibited classification; and any statutes regarding safety or the performance of the Work.
9. **QUALIFICATIONS OF PROPOSING CONTRACTOR:** The prospective Contractor must be satisfactory to the City from the standpoint of such matters as experience, length of time in business, reliability, and demonstrated ability to provide the services required by the specifications. A qualified Contractor must satisfy the following requirements:
 - a. Maintain a permanent place of business.
 - b. Have adequate personnel and equipment to perform the services in an expeditious and competent manner.
 - c. Provide no less than two references for services of similar size and scope.
10. **EXECUTION OF CONTRACT/CONTRACTOR STATUS:** The successful Contractor shall execute the contract in accordance with the Instructions/Information to Prospective Contractors document, and the Proposal/Specifications document as accepted by the City, furnish the necessary insurance certificates, and commence work by June 20, 2022.
11. **TERM OF THE CONTRACT:** The term of this Contract shall be two years, commencing on the award date, and ending at midnight on the two-year anniversary of the award date signed by the City. The City of Alvin will have the option to renew these services for one (1) additional two-year term upon mutual consent and agreement of both parties at least sixty (60) days prior to the expiration of the service contract.
12. **INVOICE/PAYMENT:** Invoices shall be submitted to the City of Alvin representative who contacted the Contractor regarding the specific printing services needed. (If unknown – mail to: Office of the City Secretary at 216 West Sealy, Alvin, Texas 77511, droberts@cityofalvin.com).
13. **TAX EXEMPTION:** The City of Alvin, a municipal corporation is exempt from applicable State and local taxes on the purchase and delivery of supplies directly to the City.
14. **CANCELLATION:** The City of Alvin reserves the right to terminate the services at any time during the term of the contract upon receipt of a thirty (30) day written notice to the Contractor.
15. **DEFAULT:** In the case of default of the Contractor, the City reserves the right to terminate the contract and purchase similar services in the open market, charging against the Contractor any excess costs the City incurs thereby.
16. **QUESTIONS:** All questions must be submitted in writing, via e-mail to Dixie Roberts, Assistant City Manager/City Secretary, droberts@cityofalvin.com, no less than two (2) business days prior to the scheduled due date of this response.

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PROPOSAL/SPECIFICATIONS

Name of Contractor _____ (“Contractor”)

Principal Business Address _____

Contact Person _____ Phone Number _____

Date _____ Email Address _____

The undersigned is authorized to execute this Proposal to the City of Alvin and to bind the Contractor to its terms and conditions.

Signature of Officer, Partner, or Sole Proprietor _____

Print Name and Title _____

To: City of Alvin
216 West Sealy
Alvin, Texas 77511

Attn: Dixie Roberts, Assistant City Manager / City Secretary

This Proposal/Specifications document, inclusive, of the Instructions/Information to Prospective Contractors, when accepted and signed by an authorized signatory of the City of Alvin, shall become a contract binding upon the City and the Contractor.

INTRODUCTION: The services required under this agreement shall be for quality printing services for various City of Alvin publications as stated in the specifications listed below, for a term of two (2) years. Once the City issues the final authorization to move forward with a specific printing job submitted, the final product must be made available within the specified timeframe to ensure that the documents are delivered to meet the deadlines of time sensitive information in said publications.

The City of Alvin is requesting proposals for printing services for the following publications/documents:

Annual Budget (1x year)

- Graphic design and creation of cover for annual budget
- 40 printed copies of a 340-page, 8.5x11 document provided in Microsoft Publisher or PDF format from the City, printed on 8.5x11 Soporset 70#paper, double sided, no-bleed color
- 40 laminated covers, 8.5x11, full bleed color, single-sided, 80# Hammermill cardstock, 10 mil laminations, trimmed
- 40 backings, 8.5x11, no-bleed color, single-sided, 80# Hammermill cardstock, 10 mil lamination, trimmed
- 40 sets of (11 tabs per set) mylar coated tabs with black text on one side
- Assembled – black coil binding

Convention and Visitors Bureau (CVB) Visitor Guides – as needed

- Booklet: 8.5” X 5.5” Cover = 4, Inside = 8, full color, 80LB Gloss Book

- 3,000 total printed copies:
 - ♦ 1,500 printed copies delivered to City Hall
 - ♦ 1,500 printed copies distributed around town to various attraction racks, hotels, visitor centers, and other cities
- Electronic file for electronic disbursement

City Business cards – as needed

- 3.5 x 2 rectangular business card, 16 pt cardstock, uncoated, printed black lettering with some color
- Boxes of 250 each

As needed Printing:

- 8 ½ x 11 single sided black and white
- 8 ½ x 11 double sided black and white
- 8 ½ x 11 single sided full color
- 8 ½ x 11 double sided full color

The contract is for a period of two (2) years following the award RFP-22-02 by the City. The City of Alvin will have the option to renew these services with the selected Contractor for one (1) additional two (2) year term, upon mutual consent and agreement of both parties, with any adjustment in quantities that may be required, at least sixty (60) days prior to the expiration of the service contract.

OVERALL REQUIREMENTS:

Each printing service shall comply with the requirements and specifications as listed above.

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PRICING

Annual Budget – 1x year

Notes:

Price shall encompass all specs listed

Printing Total for **Budget**:

Total: \$ _____

Notes:

CVB Visitor Guides – As Needed

Notes:

Price shall encompass all specs listed

Printing Total for **CVB Visitors Guides**:

Total: \$ _____

Notes:

Business Cards – As Needed

Notes:

Price shall encompass all specs listed

Printing Total for **Business Cards**:

Total: \$ _____

Notes:

As Needed Printing – As Needed

8 ½ x 11 single sided black and white

\$ _____ per copy for 1-100 copies

\$ _____ per copy for 200-500 copies

\$ _____ per copy for 500-1000 copies

8 ½ x 11 double sided black and white

\$ _____ per copy for 1-100 copies

\$ _____ per copy for 200-500 copies

\$ _____ per copy for 500-1000 copies

8 ½ x 11 single sided full color

\$ _____ per copy for 1-100 copies

\$ _____ per copy for 200-500 copies

\$ _____ per copy for 500-1000 copies

8 ½ x 11 double sided full color

\$ _____ per copy for 1-100 copies

\$ _____ per copy for 200-500 copies

\$ _____ per copy for 500-1000 copies

SIGNATURES

Authorized Contractor Representative (printed): _____

Signature of Authorized Contractor: _____

Date: _____

Authorized City Representative (printed): _____

Signature of Authorized City Representative: _____

Contract Approval (Award) Date: _____