

Thurston County Auditor
RFP #10-01

Envelope Design, Layout, and Printing

Thurston County Auditor's Office

Request for Proposal RFP #10-01 2010



Envelope Design, Layout, and Printing

Proposals for the project named above should be mailed or delivered to:

Thurston County Auditor's Office
Attn: Tony Wickie
2000 Lakeridge Drive SW
Olympia WA 98502-6090

All proposals must be received on or before:
4:00 p.m. (PST) February 11, 2010

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Attachment B – Mandatory Vendor Requirements

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Attachment D – Statement of Certification

Attachment E – Sample Professional Services Contract

Attachment F – Proposed Cost Sheets

Attachment G – Envelope Sample Packet

I. Introduction

A. Purpose

This Request for Proposal (hereinafter referred to as RFP) announces the intent of the Thurston County Auditor's Office (hereinafter referred to as county) to enter into a contract with qualified envelope printers (hereinafter referred to as vendors) to provide design and printing of envelopes for the county.

It is the intent of the county to contract with a single vendor who will provide the products and services as outlined in this RFP.

B. Period of Contract

The term of the contract is for two years starting April 1, 2010 and continuing until March 31, 2012, with an optional contract extension for one year duration. The county may exercise this option by written notice to the vendor at any time prior to the expiration of the initial contract term or at a later date with the agreement of the vendor.

C. Mandatory Vendor Requirements

All vendors must possess the ability, resources, and expertise to:

1. Design and print a variety of standard and custom sized envelopes, as indicated in Section IV-B of this RFP.
2. Provide two references from other agencies or businesses, demonstrating experiences and ability in preparing large quantities of envelopes. Provide agency, contact name/address, phone number, and dates services were provided. This information must be included on Attachment C – References.
3. Meet other presentation and participation requirements listed in this RFP.
4. Submit proposal in the manner as stated in Section VI of this RFP.

D. Questions

Questions related to the RFP must be submitted to the designated County RFP representative Tony Wickie. Questions must be submitted by e-mail (wickiet@co.thurston.wa.us), or via fax (360) 705-3518. Contact via phone is prohibited. The deadline for submitting questions is Thursday, January 28, 2010, 4:00 p.m. (PST).

All questions must include:

1. Your company name
2. Your RFP contact person's name, e-mail address, telephone, and fax number
3. Reference to the specific section and reference number of the issue in question
4. Clearly and concisely worded questions

All questions will be answered via e-mail as quickly as possible. In addition, all questions and responses will be provided to all vendors.

E. Correspondence

All correspondence, including proposals, shall be submitted to:

Mail: Thurston County Auditor's Office
Attn: Tony Wickie, Election Technician
2000 Lakeridge Drive SW
Olympia WA 98502

Contact: E-mail: wickiet@co.thurston.wa.us
Fax number: (360) 705-3518

F. Notice to Vendors

Once this RFP has been issued, vendors are specifically directed not to contact county personnel for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the vendor. All questions regarding this RFP should be presented in writing as indicated in Section I, paragraph D.

G. The Request for Proposal

These RFP instructions are intended to provide vendors with a common, uniform set of instructions to guide them through the development of their proposal. Terms used and conditions imposed in this RFP are not intended to imply or denote a particular vendor nor are they to be construed as restrictive in any way. In responding to this RFP, vendors must follow the prescribed format as shown in Section VI and use included forms or reasonable facsimiles thereof. The degree of compliance with the requirements of this RFP will be a significant factor in the subsequent evaluation of the proposal.

H. Proposal Submission Deadline

All proposals must be received at the address listed in Section I, paragraph E, no later than Thursday, February 11, 2010, 4:00 p.m. (PST). Facsimile or electronically transmitted proposals will not be accepted in lieu of actual receipt. Late proposals will not be opened or considered.

I. Letter of Intent

All vendors interested in responding to this RFP are required to submit a letter of intent to the county by Tuesday, January 19, 2010, 4:00 p.m. (PST). The letter should identify the following information:

1. Your company name
2. Your proposal contact person's name, e-mail address, telephone, and fax number

II. Proposal Timeline

The schedule that follows has been developed in order to provide adequate information for vendors to prepare definitive proposals and to permit the county to fully consider various factors that may affect its decision. This schedule is subject to change at the county's discretion.

Release of RFP	Tuesday, January 12, 2010
Deadline for Submission of Letter of Intent	4:00 p.m. (PST) on Tuesday, January 19, 2010
Deadline for Submission of Questions	4:00 p.m. (PST) on Thursday, January 28, 2010
Deadline for Proposals	4:00 p.m. (PST) on Thursday, February 11, 2010
Proposal Withdrawal Deadline	4:00 p.m. (PST) on Friday, February 12, 2010
Tentative Date for Awarding Contract	Friday, February 19, 2010

III. Proposal Conditions

A. Contingencies

This RFP does not commit the county to award a contract. The county reserves the right to accept or reject any or all proposals if the county determines it is in the best interest of the county to do so. The county will notify all vendors in writing if the county rejects all proposals.

B. Modifications

The county reserves the right to issue addenda or amendments to this RFP.

C. Incurred Costs

This RFP does not commit the county to pay any costs incurred by vendors in the preparation of a proposal in response to this request, and vendors agree that all costs incurred by vendors in developing this proposal are the vendor's responsibility.

D. Negotiations

The county shall require the selected vendor to participate in negotiations and to submit price, technical, or any other revision(s) of their proposals as may result from negotiations.

E. Acceptance or Rejection of Proposal

Proposals shall remain open, valid and subject to acceptance any time within one hundred eighty (180) days after the proposal opening.

The county realizes that factors other than price are important and will award contract(s) based on the proposal that best meets the needs of the county. While cost may not be the primary factor in the evaluation process, it is an important factor.

F. Alternate Proposals

The county will consider any and all proposals. A list of suggestions or procedures that could be followed or methods of enhanced communication can be attached to the response. The county does, however, reserve the right to reject any or all proposals.

G. Formal Contract

Vendor will be required to enter into a formal contract with the county. This RFP sets forth some of the general provisions which will be included in the final contract. In submitting a response to this RFP, the vendor will be deemed to have agreed to each clause unless the proposal identifies an objection, and the county agrees to a change of language in writing.

Failure to raise any objections to the contract language at the time of submittal of a response to this RFP will result in a waiver of objection to any of the contract language.

H. Final Authority

The final authority to award a contract rests solely with the Thurston County Auditor.

IV. Scope of Work

A. Background

Thurston County is located in the southwestern part of the State of Washington and has a population of 245,181, of which approximately **150,000** are registered voters. The county conducts up to five elections per year in February, April, May, August and November, with August and November elections generally being countywide.

Thurston County conducts all their elections by mail. Envelope design, layout, and printing are essential to the successful administration of the process.

B. Service Desired

The purpose of the specifications in this RFP is to allow for the comparison and selection of a vendor based upon a common set of criteria. Nothing in this RFP shall prohibit the county from changing the specifications of a product once a selection is made.

Vendors may quote on design only, layout/production only, printing only or a combination.

Please prepare a separate quote for each of the following:

- Production and delivery cost for 9 x 12 inch, white wove 28lb, catalog envelope with one color return address and county logo. (Attachment G)
- Production and delivery cost for No.10, white wove 24lb, business envelope with one color return address and county logo. (Attachment G)
- Production and delivery cost for No.10, white wove 24lb, windowed business envelope with return address and county logo. (Attachment G)
- Design, layout/production and delivery cost for 9 x 5 inch elections security envelope with single sided, one color printing and dye cut (Attachment G)
- Design, layout/production and delivery cost for 9 3/8 x 5 1/4 inch elections return envelope with single sided, two color printing and dye cut (Attachment G)
- Design, layout/production and delivery cost for 10 x 5 3/4 inch elections windowed envelope with single sided, two color printing and dye cut (Attachment G)
- Production and delivery cost for 9 x 12 inch brown kraft 28lb, catalog envelope with election mail logo, return address, handling instructions, two colors single sided. (Attachment G)

C. Technical Requirements – Envelope Design, Layout, and Printing

1. The selected vendor will provide design recommendations for Elections Security and Return Envelopes. There are certain specifications which the county will address with the selected vendor.
2. For certain envelopes, the county timelines and delivery dates will be agreed upon at the beginning of the year or prior to an election. The vendor will designate a project manager to be the single point of contact with the county.
3. The selected vendor will provide the county with a final printed proof of the job order for signed validation prior to production. The vendor will have quality control measures in place to ensure that the specifications of certain envelopes were tested prior to acceptance of stock. Representatives of the county may be present during the printing and gluing of the envelope process to ensure that the measures are in place and are being followed. Travel and lodging expenses for the Auditor's Office or other county employees will be the responsibility of the county.

D. Delivery

1. Ground transportation should be considered the normal method of delivery for the purpose of calculating bid pricing. If the vendor chooses to ship via air transportation either as a matter of choice or in order to meet delivery deadlines, it shall be at no additional cost to the county.

Envelope materials will be delivered during normal business hours via motor freight or by the vendor to the Thurston County Auditor's Elections Ballot Processing Center, 2905 29th Ave SW, Suite E, Tumwater Washington 98512; phone number (360) 709-3004.

2. In the event of an emergency supplemental envelope order, or if it is determined that the county is responsible for a delay which would cause the vendor to be unable to meet delivery deadlines by normal ground transportation, the county or an authorized representative may authorize another form of transportation. Charges to the county for such would reflect the difference. Such authorization will be by phone and confirmed in writing within seven (7) days.
3. A comprehensive envelope inventory should be included with each delivery.

E. Inspection and Acceptance

All items are subject to final inspection and acceptance by the county. Final inspection and acceptance shall be made within a reasonable time after delivery. The vendor must provide a delivery or packing slip detailing the specific quantities shipped, including the quantity and type of envelopes, number of packing cartons, and number of pallets. All quantities rejected by the county must be replaced by the vendor at no cost to the county.

V. Contract Requirements

1. Representative of the County

In the performance of the contract, the vendor, its agents and employees, shall act in an independent capacity and not as officers, employees, or agents of Thurston County.

2. Vendor Primary Contact

The vendor will designate an individual to serve as the primary point of contact for the contract. The vendor or designee must respond to the county inquiries within two (2) business days. The vendor shall not change the primary contact without written notification to the county.

3. Subcontracting

The vendor agrees not to enter into any subcontracting contracts for work contemplated under the Contract without first obtaining written approval from the county. Any subcontracting shall be subject to the same terms and conditions as the vendor. The vendor shall be fully responsible for the performance and payment of any subcontractor's contract.

4. Contract Assignability

Without the prior written consent of the county, the contract is not assignable by the vendor either in whole or in part.

5. Contract Amendments

The vendor agrees that any alterations, variations, modifications, or waivers of the provisions of the contract shall be valid only when submitted in writing, executed and attached to the original contract and approved by the required person(s).

6. Termination of Convenience

The county, for its convenience, may terminate the contract in whole or in part upon thirty (30) calendar days' written notice. If such termination is effected, an equitable adjustment in the price provided for in this contract shall be made. Such adjustment shall provide for payment to the vendor for services rendered and expenses incurred prior to the effective date of termination. Upon receipt of termination notice, the vendor shall promptly discontinue services unless the notice directs otherwise. The vendor shall deliver promptly to the county and transfer title to (if necessary) all completed work, and work in progress. This including drafts, documents, plans, forms, data, products, graphics, computer programs, reports and paper stock.

7. Licenses and Permits

The vendor shall ensure that it has all necessary licenses and permits required by federal, state, county, and municipal laws, ordinances, rules, and regulations. The vendor shall maintain these licenses and permits in effect for the duration of this contract. Vendor will notify county immediately of loss or suspension of any such licenses and permits. Failure to maintain a required license or permit may result in immediate termination of this contract.

8. Notification Regarding Performance

In the event of a problem or potential problem that could impact the quality or quantity of work, and/or services, or the level of performance under this contract, the vendor shall notify the county within one (1) working day in writing and by telephone.

9. Inaccuracies or Misrepresentations

If in the course of the RFP process, or in the administration of a resulting contract, the county determines that the vendor has made a material misstatement or misrepresentation or that materially inaccurate information has been provided to the county, the vendor may be terminated from the RFP process, or in the event a contract has been awarded, the contract may be immediately terminated.

In the event of a termination under this provision, the county is entitled to pursue any available legal remedies.

10. Payment

The vendor shall be paid for product and services under this contract upon inspection and 100% (one hundred percent) completion of delivery unless otherwise agreed upon. The county will not pay for product delivery or handling of any items that do not meet the specifications of this proposal. Terms of less than 30 days will not be considered.

11. Delivery

Failure to deliver on time may result in termination of the contract. Acceptance by the county of a late delivery shall not waive the right to claim damage for such breach of contract nor constitute a waiver of the requirements for the timely performance of any obligation remaining to be performed by the vendor. The county reserves the right to procure the products and services from another source and may bill the vendor or deduct unpaid balances due the vendor for excess costs so paid, and the prices paid by the county.

12. Authorized Delays

Under unusual circumstances such as, (but not limited to), a court injunction, it may become necessary for the county to request the vendor to delay or stop printing certain materials. Such request will be made by telephone by an authorized representative of the county and confirmed in writing as soon as possible. In the event of an authorized delay, the county shall notify the vendor of a revised schedule concerning materials.

13. Release of Information

No news releases, advertisements, public announcements or photographs arising out of this contract or out of the vendor's relationship with the county may be made or used without prior written approval of the county.

VI. Proposal Submission

A. General

1. All interested vendors are invited to submit a proposal for consideration. Submission of a proposal indicates that the vendor has read and understands the entire RFP, including all appendices, attachments, exhibits, schedules, and addendums (as applicable) and that all concerns regarding the RFP have been satisfied.

2. Proposals must be submitted in the format described in Section VI, paragraph C herein. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP.
3. Expensive bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
4. Proposals must be completed in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.

B. All proposals and materials submitted become property of the county Proposal Presentation

1. All proposals must be submitted on “8½ x 11” recycled paper, neatly typed, double-sided, with 1-inch margins and single-spaced. Typeface must be no more than 12 characters per inch. Each page, including attachments, must be clearly and consecutively numbered at the bottom center of each page.
2. One (1) original and four (4) copies, (a total of five 5), of the complete proposal must be received by the deadline for receipt of proposal specified in Section II - Proposal Timeline. The original and all copies must be enclosed in a sealed envelope or container and identified on the outside as follows: vendor name, address, telephone number, RFP title and number, and proposal due date.
3. Hand carried proposals may be delivered to the address found in Section I, paragraph E, between the hours of 8 a.m. and 4 p.m., Monday through Friday, excluding holidays observed by the county. Vendors are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the address information appears on the outer envelope used by such service.

C. Proposal Format

Vendors must provide the following information in the following format:

1. Cover Page

Attachment A – Cover page is to be used as the front page for the proposal. This form must be fully completed and signed by an authorized officer of the vendor.

2. Table of Contents

All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the Table of Contents.

3. Statement of Experience

Include the following in this section of the proposal:

- a. Business name of the prospective vendor and legal entity such as corporation, partnership, etc.
- b. Number of years the prospective vendor has been in business under the present business name as well as related prior business names.
- c. A statement that the prospective vendor has a demonstrated capacity to perform the required services.

4. Mandatory Vendor Requirements

Complete, initial, sign, and include in the submitted proposal, Attachment B - Mandatory Vendor Requirements.

5. References

Provide two (2) references from other agencies or businesses. The references should be from customers that you have established a contract with for this type of service. Provide agency or business, contact name/address, phone number, and dates services were provided **as well as a letter of reference from each agency or business**. This information must be included/attached on Attachment C - References.

6. Statement of Certification

Complete, initial, sign, and include in the submitted proposal, Attachment D - Statement of Certification.

7. Proposal Description

Provide a brief description of the proposal.

- a. Brief synopsis of the vendor's understanding of the county's needs and how the vendor plans to meet those needs. This should provide a broad understanding of the vendor's entire proposal.
 - b. Brief narrative description that demonstrates the vendor's ability to provide the products and services as indicated in the technical requirements detailed in Section IV, Scope of Work.
8. Cost Sheets

Complete proposed cost details on Attachment F - Proposed Cost Sheets.

VII. Evaluation Process

A. General

All proposals will be subject to a standard review process developed by the county's Evaluation Committee. The committee will be comprised of appropriate county personnel with the appropriate experience and/or knowledge to ensure that the committee is balanced. Scoring proposals will be based on a ranking system.

B. Evaluation Criteria

1. Initial Review
 - a. All proposals will be initially evaluated to determine if they meet the mandatory requirements.
 - b. The proposal must be complete, in the required format, and in compliance with all the material requirements of this RFP.
 - c. Prospective vendor must meet the requirements as stated in the Mandatory Vendor Requirements outlined in Attachment B - Mandatory Vendor Requirements.
 - d. Prospective vendor must provide two (2) references from other agencies to which they have provided the same or similar service as being requested in this RFP, Attachment C - References.

2. Final Review

Proposals meeting the above requirements will be evaluated on the basis of the following criteria (not necessarily in order of priority):

- a. Cost will be used as a determining factor between equally qualified vendor proposals, Attachment F - Proposed Cost Sheets.
- b. Quality control and project management proposals.
- c. Experience and references from other jurisdictions using the same range of services provided.
- d. References from other customers.

C. Contract Award

1. A contract will be awarded based on a competitive selection from the proposals received. A recommendation will be made by the Evaluation Committee to the Thurston County Auditor. The Auditor makes the ultimate determination regarding the award of contract.
2. The contents of the proposal of the successful vendor will become contractual obligations, and failure to accept the obligations in this contract may result in cancellation of the award.
3. The county anticipates awarding a single contract (see sample contract, Attachment E, which contains required contractual language). The county does, however, reserve the option to make the award it deems to be in the best interest of the county.
4. The cost of service is an important factor in the evaluation process, but the county is not obligated to accept the lowest cost proposal. The ability to provide products and services in a timely manner at a low or reasonable cost in accordance with the RFP requirements is critical to a successful proposal.