

**San Diego Community College District  
Facilities Management  
3375 Camino Del Rio South, Suite 310  
San Diego, California 92108**

**October 12, 2009**

**REQUEST FOR PROPOSALS**

**REPROGRAPHIC SERVICES**

The San Diego Community College District invites proposals from qualified firms, partnerships, corporations, associations, or professional organizations to provide Reprographic Services to the District for the overall reprographic needs associated with the Architectural Services Department and Construction/Facilities Division of the San Diego Community College District.

Interested parties are invited to submit their proposals as described below with six (6) copies of requested materials to:

**Attn: Cindy Lasley, Contract Specialist  
San Diego Community College District  
Facilities Management  
3375 Camino Del Rio South, Suite 310  
San Diego, CA 92108  
clasley@sdccd.edu**

**Instructions for Submitting Proposals can be found on the District's Prop S & N website:  
<http://www.sdccdprops-n.com/default.aspx>**

Questions regarding this RFP must be emailed or faxed in writing to Cindy Lasley at (619) 388-6546 or clasley@sdccd.edu.

**ALL RFP RESPONSES ARE DUE NO LATER THAN 2 P.M. ON FRIDAY, OCTOBER 30, 2009.**

This is not a formal request for bids nor is it an offer by the District to contract with any party responding to this request. The District reserves the right to reject any and all proposals. All materials submitted to the District in response to this Request for Proposals shall remain property of the District.

Sincerely,

Cindy Lasley  
Contract Specialist

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**INSTRUCTIONS FOR SUBMITTING PROPOSALS**

**1. GENERAL**

The San Diego Community College District is requesting bids for bond, blue printing, black and white, color copying services, digital bidding services, digital services, and overall reprographic needs as outlined in the pricing sheet included in this bid package.

The District intends to select one or more firms that best meet the District's needs to perform Reprographic Services from this Request for Proposals. In general, the Reprographics Firm will work cooperatively with the District Staff and Agents of the District to facilitate the timely, accurate, thorough completion of the reprographic projects.

The District reserves the right to accept or reject any and all bids or any portion or combination thereof or award on the basis of total bid.

The firms selected as a result of this process (Reprographics Firm) shall be responsible for the following general categories of work as applicable to the project identified in Section 2 and listed on the cost sheet of this Request for Proposals.

Small and Disadvantaged Firms are encouraged to respond and participate in this RFP.

**2. RESPONSIBILITIES OF REPROGRAPHICS FIRM**

**2.1** The reprographic needs of the San Diego Community College District are diverse and time sensitive. Document jobs will vary in quantity from a few copies to possibly a few thousand copies. Some requirements may be submitted electronically while others will be available in hardcopy and need to be scanned.

**2.2** It is anticipated that bidders will offer pricing based on production of copies at their own facility. Therefore, this request for bid shall include delivery services to various San Diego Community College District locations. Standard turn around time is to be 24 hours or less. On occasion there may be shorter turn around times required.

**2.3** All prices quoted are to include all forms, cards, supplies, proofs, packaging, software, consumables, overhead and any other related cost not specifically mentioned herein.

**2.4** The successful bidder will be required to provide all labor, equipment and materials necessary to copy and collate District documents on an as-needed basis. In addition to copying the original documents the following services may be required for these jobs:

Cutting, Stapling, collating, tabs, shrink wrapping, laminating, 1,2 & 3 hole punching, folding, saddle stitching, padding, binding, mounting, and drilling.

**2.5** All copies produced must be of commercially accepted quality, for instance; properly aligned, no fading, smearing, correct contract or color and packaged in a manner to protect

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the documents from damage in transit. Supplier mistakes or copies of unacceptable quality will be corrected immediately at no cost to the District.

**2.6** Supplier will provide individual invoices for each copying job, showing sufficient detail to verify unit costs are in accordance with contract price.

**2.7** Supplier must be able to provide electrostatic oversize copying of bond, vellum and Mylar materials as well as reprographic services.

**2.8** Supplier must verify that the index matches the pages included in the set of plans before reproduction and notify the District of any variances before printing.

**2.9** All plans/specifications will be stapled and bound individually to provide the District the ability to distribute without having to piece together packages.

**2.9.1 Plans** will be rolled individually and bound and stapled as required.

**2.9.2** Burn a CD for each set of plans produced at no cost to the District unless the District request not to have the CD produced.

**2.9.3** Specification books to have hard covers - color front and back cover and bound. Single sided or double sided at the choice of the District.

### **3. REQUIRED INFORMATION IN PROPOSAL**

#### **3.1 GENERAL**

The proposal shall not exceed 30 pages in length. These 30 pages do not include the cost proposal described in Section 3.5.

#### **3.2 FIRM INFORMATION**

Provide a brief history of your firm, and, if a joint venture, of each participating firm. Identify legal form, ownership, and senior officials of the company(ies). Describe number of years in business and types of business conducted.

#### **3.4 PROPOSED METHODOLOGY AND CAPABILITIES**

Describe the firm's technical capabilities for production rates, quality and attention to detail.

**The District has a desire to do electronic bidding processes for all bids where it is feasible. Please present your firms program and pricing for online bidding capability including all facets of tracking plan holders, addendums cost etc.**

#### **3.5 COST AND PRICE SUMMARY**

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The enclosed cost summary must be filled out in total.

The excel file can be obtained by emailing [clasley@sccd.edu](mailto:clasley@sccd.edu).

**3.6 CONTRACTOR OUTREACH**

Proposer must demonstrate its commitment to comply with the Districts Community Outreach Program by discussing its approach to procuring and retaining services through the use of Disadvantaged and Minority Owned Businesses in the execution of the work for the projects.

**4. DISTRICT'S EVALUATION PROCESS**

**4.1 DISTRICT INVESTIGATIONS**

The District may perform investigations of proposing parties that extend beyond contacting the references identified in the proposals.

**4.2 SELECTION OF FINALISTS**

Based on its evaluation of responses to this Request for Proposals, the District's selection committee will select finalists for further evaluation and possible interview. The criteria for selecting finalists may include, without limitation:

1. Ability to successfully complete the projects on time.
2. References from clients contacted by the District.
3. The functions of the electronic bid process and ease and accuracy for your firms program.
4. Price for services.

The District expects to select the finalists within three weeks of the closing date for this Request for Proposals. Finalists will be notified promptly.

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**4.3 SELECTION PROCESS**

A District selection committee will make recommendations regarding the candidates and awarding the contract. The criteria for these recommendations will include those identified above, as well as cost considerations.

The proposed schedule is as follows;

October 13, 2009	Issue RFP
October 22, 2009	Deadlines for Request for Information
October 30, 2009	RFP due by 2:00 pm
November , 2009	Optional Interviews at Districts Discretion
December 10, 2009	Board Award of Contract

**4.4 FINAL DETERMINATION AND AWARD**

The District reserves the right to contract with any entity responding to this Request for Proposals, to reject any proposal as non-responsive, and not to contract with any firm for the services described herein. The District makes no representation that participation in the Request for Proposal process will lead to an award of contract or any consideration whatsoever. The District reserves the right to seek proposals from or to contract with any firm not participating in this process. The District shall in no event be responsible for the cost of preparing any proposal in response to this Request for Proposals.

The awarding of contracts is at the sole discretion of the District. The District expects to award one or more contracts for the services identified in this Request for Proposals within eight weeks of the end of the response period for this Request for Proposals.

The District may, at its option, determine to award only portions of the scope of work. In such case, the successful proposing firm will be given the option not to agree to enter into a contract and the District will retain the right to negotiate with any other proposing firm selected as a finalist. If no finalist is willing to enter into a contract for the reduced scope of work, the District will retain the right to enter into negotiations with any other firm responding to this Request for Proposals.

A copy of the current RFP and Specifications are available at The District Office at San Diego Community College District website: <http://www.sdccdprops-n.com/default.aspx>.