



## Request for Qualifications For Print Services November 16, 2018

Marin Clean Energy (MCE), a California Joint Powers Authority, is seeking qualifications from interested vendors for print and mailing services.

### I. ABOUT MCE

MCE is a mission-driven, collaborative, not-for-profit, locally-focused community choice aggregation energy agency, providing cleaner energy and energy efficiency programs to 33 communities in four Bay Area counties. We are proud to be the first program of its kind in California and have been operational since 2010. Members of the agency include the County of Marin and its towns and cities, the County of Napa and its towns and cities, County of Contra Costa and its towns and cities of Concord, Danville, El Cerrito, Lafayette, Martinez, Moraga, Oakley, Pinole, Pittsburg, Richmond, San Pablo, San Ramon, Walnut Creek and the City of Benicia.

### II. PROJECT BACKGROUND

MCE has an ongoing need to print and mail required notices to electricity customers within its service territory.

### III. PURPOSE OF THIS RFQ

MCE intends to create a list of qualified printers from which MCE can request services on an as needed basis. Vendors who submit the required documentation will be evaluated by MCE staff and those who are approved will be added to the list of qualified vendors. MCE may request a formal agreement with qualified vendors. Subject to the conditions prescribed by MCE and provided herein, MCE is hereby soliciting qualifications for print services.

In responding to this RFQ, all vendors are required to adhere to all of MCE requirements provided herein.

### IV. SCOPE OF SERVICES

MCE is looking for qualified printers and/or print brokers to provide high quality print and presort mailing services for both small (~2,000) and large (~400,000) quantities. MCE is also looking for qualified printers to provide high quality marketing materials for very small quantities (~250) and ship to multiple locations in our service territory.

### V. MINIMUM QUALIFICATIONS

Qualified vendors will provide a list of in-house services, produce high quality printing and mailing with the ability to rush services if needed. They will use sustainably sourced materials (e.g. soy-based ink, 30-100% post-consumer waste (PCW) paper, etc.) and have experience working with

confidential information. MCE seeks vendors who provide their clients with an assigned print representative as well as written estimates and printing proofs.

## VI. CONTENT OF RESPONSE

Interested vendors must submit the following documents to be added to MCE's list of qualified vendors:

1. **Cover Letter** with the following elements:
  - a. Reference to this RFQ: MCE RFQ 2018-07 For Print Services
  - b. Legal business name, address, telephone number, and business status (corporation, limited partnership, individual, etc.) of the vendor submitting a response.
  - c. Name of vendor's representative with respect to this RFQ and their telephone number and email address.
  - d. A brief summary of vendor's history and background.
  - e. Identification of relevant licenses and certifications.
  - f. A signature of an authorized individual.
  
2. **Vendor Questionnaire:**
  - a. Response to the Print Vendor Questionnaire, attached as Appendix A.
  
3. **References:** Contact information for three (3) references from work performed in the past year. Please include scope of work, dates of contract, contract amount, contact person, telephone number, and email address.
  
4. **Hardcopy Samples of Work:**
  - a. Five hardcopy samples of a variety of your work, sent via mail (postmark date by the final submission date). At least two of the samples must be bulk rate or self mailers. If the samples provided are not uncoated PCW paper printed with soy-based inks, please indicate the specifications for the sample.
  
5. **Estimates for one or both of the following two projects:**  
**Estimate #1**  
Postcard Mailer  
Quantity: 268,000  
Trim size: 6" x 9"  
Paper: White 80# Ingenuity Cover (100% PCW)  
Inks: 4CP ink, 4 colors back in 4CP ink, bleeds all sides  
Mailing - Presort from supplied list. Inkjet addresses and drop at USPS.  
Postage estimate  
  
**Estimate #2**  
1/2 size flyer  
Quantity: 250  
Trim size: 5.5" x 8.5"  
Paper: White 100# Ingenuity Cover (100% PCW)  
Inks: 4CP ink, 4 colors back in 4CP ink, bleeds all sides  
Delivery – Q:125 to Concord address, Q: 125 to San Rafael address.

6. **Certificates of Insurance** for the following coverages:

<u>Insurance Policy</u>	<u>Required Program Amounts</u>
Commercial General Liability – for bodily injury, property damage, and personal injury	\$1,000,000 – each occurrence \$2,000,000 – in aggregate
Business Automobile Liability – “any auto” (Company Vehicles) Personal Automobile Liability – “any auto” (Personal Vehicles)	At least \$1,000,000 At least \$500,000
Worker’s Compensation and Employer’s Liability* – injury or death, each accident	At least \$1,000,000 *Not required for Sole Proprietor

7. **Supplier Diversity Questionnaire** (Optional): MCE’s Supplier Diversity Questionnaire can be found [here](#) and at the link below. Please note, your response (or lack thereof) will have no impact on your contract status or eligibility to work with MCE in accordance with state law.

MCE Supplier Diversity Questionnaire: <https://goo.gl/forms/wHd3ii0ui7wGwWs92>

**VII. KEY DATES, DEADLINES AND SUBMISSION REQUIREMENTS**

1. *Submission Requirements:* All materials from Section VI, **excluding** five sample works, must be submitted via email, in either pdf or docx (Word) file format to:

MCE Contracts Manager  
[contracts@mcecleanenergy.org](mailto:contracts@mcecleanenergy.org)

Sample works must be submitted via mail to:

MCE Contracts Manager  
MCE  
1125 Tamalpais Ave  
San Rafael, CA 94901

2. *Submission Deadline:* Subject to the General Terms and Conditions below, MCE is accepting submissions from the date this RFQ is issued until December 7th, 2018.

**VIII. EVALUATION CRITERIA**

- A. Completeness of Submission
- B. Quality of Vendor Product (review of the samples provided)
- C. Minimum Qualifications met (see Section V.)

## IX. GENERAL TERMS AND CONDITIONS

1. MCE's Reserved Rights: MCE may, at its sole discretion: withdraw this Request for Qualifications at any time, and/or reject any or all materials submitted. Respondents are solely responsible for any costs or expenses incurred in connection with the preparation and submittal of the materials for this RFQ.
2. Public Records: All documents submitted in response to this Request will become the property of MCE upon submittal and will be subject to the provisions of the California Public Records Act and any other applicable disclosure laws.
3. No Guarantee of Contract: MCE makes no guarantee that a contractor and/ or firm added to the Qualified Print Vendor List will result in a contract.
4. Response is Genuine: By submitting a response pursuant to this RFQ, Respondent certifies that this submission is genuine, and not sham or collusive, nor made in the interest or on behalf of any person not named therein; the submitting firm has not directly or indirectly induced or solicited any other submitting firm to put in a sham bid, or any other person, firm or corporation to refrain from submitting a submission, and the submitting firm has not in any manner sought by collusion to secure for themselves an advantage over any other submitting firm.

## Appendix A Print Vendor Questionnaire

Please provide answers to the questions below and add comments as necessary so we can get to know you better.

Business name:

### General Business Operations

1. Are you a print broker?  
Yes                      No
  - a. If yes, what cities/county are the printers you work with located?
  - b. If no, what city/county is your facility located?
  
2. Are you a union facility?  
Yes                      No
  
3. Provide list of in-house services.
  
4. List services using subcontractors or outsourcing and where those facilities are located.
  
5. Do you have in-house mailing services that include USPS address validation before mailing?  
Yes                      No  
  
Please describe.
  
6. Have you worked with confidential mailing lists?  
Yes                      No

Please describe how you manage this sensitive data.

7. Do you have official workforce diversity commitments and/or certifications?  
Yes No

Please describe.

8. Which USPS facility do you use to drop presort mail?

9. Do you work with any government agencies or utilities?  
Yes No

Please describe types of work.

10. Do you provide estimates in writing?  
Yes No

Please provide approximate lead times for requesting estimates.

11. What is your standard invoicing process?

### General Print Services

1. Do you assign a print representative to each client or use a customer service portal?  
Yes No

Please describe.

2. Do you provide print proofs?  
Yes No

Please describe.

3. Do you provide press checks?  
Yes No

4. What is your standard turnaround time from receiving native art files to proof approval?

5. What is your standard turnaround time from proof approval to presort mail drop at USPS?

6. What is your standard turnaround time from proof approval to delivery of finished product?

7. Can you provide rush print services?  
Yes No

Please describe.

8. Can you print high quality materials for quantities in the 250 range?  
Yes No

9. Can you print high quality materials for quantities in the 2,000-400,000 range?  
Yes No

### Environmental/Workforce Practices

1. Does your facility print with only soy-based inks?  
Yes No

2. Do you have access to purchase recycled content, uncoated white papers with 30% post-consumer waste (PCW)?

Yes                      No

a. If yes, which paper(s) is that?

b. Is there an additional cost for this paper? If so, what is the additional cost?

3. Do you have access to purchase recycled content, uncoated white papers with 100% PCW?

Yes                      No

a. If so, which paper(s) is that?

b. Is there an additional cost for this paper? If so, what is the additional cost?

4. Are the paper(s) identified above elemental chlorine-free (ECF)?

Yes                      No

5. Are you Forest Stewardship Council (FSC) certified?

Yes                      No

6. Do you have official environmental commitments/certifications?

Yes                      No

Please describe.