

## REQUEST FOR PROPOSALS

### 2022 Specifications for Offset Printing Services

The Atlanta Regional Commission (ARC) is seeking proposals from firms with experience in providing offset printing services. The Scope of Service for the work is attached as Exhibit A and provides specific requirements as well as additional services that may be requested throughout the year.

Interested firms should submit a proposal that addresses the types of services outlined in the scope of services in Exhibit A.

Firms must respond to this Request for Proposal (RFP) sent via email as a Microsoft Word compatible word processing format or a PDF file. ARC reserves the right to award this contract based on initial proposals received without formal interviews and to award all or part of this project to one or more firms.

Based on responses to this RFP, ARC may identify a short list of firms from the submissions received. Should it be determined that interviews are required, the shortlisted firms may be invited to participate in an interview process with the evaluation committee. ARC reserves the right to award this contract based on proposals received without interviews.

ARC intends to award a contract by January 2023, and the successful contractor should be prepared to begin work immediately.

#### SELECTION CRITERIA AND PROCESS:

The contract will be awarded to the consultant determined to be the most qualified to perform the work based on the following evaluation criteria:

1. Experience of the vendor related to the Scope of Services and Requirements and individuals in the firm directly assigned to the project. (45%)
2. Vendor's rates from Exhibit A. (25%)
3. Required Services (25%)
4. Three references including a contact person and information from similar previous projects. (10%)

The contract awarded will consist of the base period of January 1, 2023, to December 31, 2023, with the potential of two (2) additional one-year renewals. Based upon satisfactory performance, availability of funds, and other factors, ARC may issue an optional amendment to extend the contract.

**ARC must receive proposals no later than 5:00 p.m. on Monday, November 29, 2022.**

Proposals shall not exceed a total of 20 pages including references, firm experience and Exhibit A. Font size should be a minimum of 11 point. Please send questions and proposals to Barry Golivesky at [bgolivesky@atlantaregional.com](mailto:bgolivesky@atlantaregional.com). Questions should be submitted via

email no later than November 21, 2022.

## **TERMS AND CONDITIONS:**

- a) ARC reserves the right to select for contract or for negotiations a proposal other than that with the lowest cost, reject all proposals, or to make no award, and to waive minor irregularities in any proposal. ARC reserves the right to request clarification of information submitted and to request additional information from any proposer, and to negotiate any aspect of the proposal with any proposer and negotiate with more than one proposer at the same time.
- b) ARC reserves the right to award any contract to the next most qualified contractor if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal. The contract resulting from acceptance of a proposal by ARC shall be in a form supplied or approved by ARC and shall reflect the specifications in this RFP.
- c) ARC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the client's legal counsel.
- d) ARC will reserve the right to terminate the event upon the occurrence of any circumstance beyond the control of either party, such as acts of God, war, acts of terrorism, government regulations, disaster, strikes, work stoppages, accidents, mandatory quarantines, pandemics, curfews, or other restrictions of movements, or civil disorder, to the extent that such circumstances make it illegal or impossible to continue the event.
- e) ARC shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.

## **CONFLICT OF INTEREST AND CONFIDENTIALITY**

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to be provided upon request. Any information containing trade secrets or proprietary information, as defined by state law, must be marked as confidential to prevent disclosure. Confidential markings must be limited to the protected information. Entire proposals marked confidential will not be honored. Additionally, conflicts of interest are governed by the ARC Standards of Ethical Conduct available here: [ARC Standards of Ethical Conduct](#). Respondents must disclose any potential conflicts of interest that may arise from the provision of services described herein. Such disclosure should include the name of the individual(s) with whom there is a conflict, any relevant facts to the potential conflict, and a description of the internal controls proposed to mitigate any such conflict. ARC's Staff Legal Counsel will determine whether such disclosure presents a potential organizational conflict of interest that should preclude award to the respondent.



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## **EXHIBIT A**

### **Work Scope – Offset Printing Services**

**Please complete the following questionnaire:**

- 1) How long has your firm been in business? \_\_\_\_\_ (years)
- 2) How many employees are currently on your payroll? \_\_\_\_\_
- 3) Who will be the primary contact for ARC's account? \_\_\_\_\_
- 4) What are the primary contact person's qualifications, experience, and training for this position?

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- 5) Who will supervise the work to be performed under this contract and what is this person's experience (years of experience, training, and qualifications, etc.)

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- 6) Please describe the equipment that will be used to complete the following jobs.

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229 Peachtree St, NE | Suite 100  
Atlanta, Georgia 30303



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7) Please provide the names and phone numbers of three client references.

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8) What kind of Green certifications does your company have such as FSC?

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9) Do you offer mailing services? If so, please give some basic set up pricing.

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The following items represent a cross section of work that is produced by the Atlanta Regional Commission each year. On a separate sheet of paper, please indicate the capabilities you have for completing each job as well as the cost and production time associated with each job.

**Four Color Business Cards**

Quantity - 4 up on a page or 8 up on a page,  
250 ea. name  
Size – 3” 1/2 x 2”  
Paper – Lync Opaque 100# Cover  
Ink – 4/4

**Letterhead**

Quantity – 5,000, 10,000, 15,000 & 20,000  
Size – 8” 1/2 x 11”  
Paper – Lync Opaque 70# text  
Ink – 2/0

**#10 Envelope**

Quantity – 5,000, 10,000, 15,000 & 20,000  
Size – #10  
Paper – Lync Opaque 24# envelop  
Ink – 2/0

**Tri-fold Brochure**

Quantity – 500, 1000, 1500 & 2000  
Size – 8 1/2” x 11”  
Paper – 80lb. text, Silk,  
Ink – 4/4

**Calendar**

Quantity 100, 250 & 500  
24 pages + cover  
8” 1/2 x 11” finished size  
Ink – 4/4  
Paper – 100# white Silk cover & text  
Saddle stitch & drilled

**Fold Piece**

Quantities – 50, 100, 250  
Size – 11” x 17” folds to 8” 1/2 x 11”  
Paper – 80lb. text Silk,  
Ink – 4/4

**Report**

Quantity 50, 100, 250 & 500  
8 pages + cover  
8” 1/2 x 11” finished size  
Paper – 100# white Silk cover & text  
Ink – 4/4  
Saddle stitch

**9x12 Peel and Seal Envelope**

Quantity – 1,000, 1,500, 2,000 & 2,500  
Size – 9” x 12”  
Paper – 28# white wove  
Ink – 2/0

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Please indicate if you can provide any of the following services and to what degree. Please also indicate if there is any additional charge for the following items.

- **Internet Access:**

- Receive large email files of work that is to be printed. This would include both compressed and uncompressed files from applications such as Adobe In Design, Illustrator, and Photoshop. A website where we could ftp files would be preferable due to the size of some of our files.
- Provide job quotes via email.

*Please describe your capabilities (use additional sheet if necessary):*

*Additional Costs:*

- **PrePress:**

- Provide all pre-press functions including:
  - making minor text changes to emailed or stored files when necessary
  - scanning prints and slides
  - pre-flighting all files including trapping - all files will be Mac formatted
  - blue lines and color match proofs when necessary
  - film output

*Please describe your capabilities (use additional sheet if necessary):*

*Additional Costs:*

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- **Storage:**
  - Storage of electronic files and or negatives for reprints of existing work
  - Storage of certain items that are printed in bulk such as stationery, envelopes, and annual reports

*Please describe your capabilities (use additional sheet if necessary):*

*Additional Costs:*

- **Delivery:**
  - Pick-up, from our location at 229 Peachtree Street NE, Suite 100, of job-related materials that cannot be emailed (and return with completed job)
  - Delivery of jobs to our location, duplication vendor, mail house, clients or other recipient as specified

*Please describe your capabilities (use additional sheet if necessary):*

*Additional Costs:*

- **Turnaround:**

- Most jobs will have a one-week (5 business days) turnaround. This is 5 days from the time the job is emailed or picked up. All pre-flighting, negative production, printing, and finishing should be completed so that the job can be delivered within one week.

*Please describe your capabilities (use additional sheet if necessary):*

*Additional Costs:*

- **Other Services:**

- Some ARC jobs require such services as:
  - Creation of custom dies and embossing
  - Production of pocket folders
  - Binding such as wire-o, perfect and saddle stitch
  - Custom/non-standard folds
  - Printing of oversized maps/posters.

Please indicate your ability to accommodate these needs including any out-sourcing that will be necessary, relationships with other vendors that might facilitate these services, your ability to coordinate these services, etc. (use additional sheet if necessary):

*Additional Costs:*