



REQUEST FOR PROPOSALS OFFSET PRINTING SERVICES AND DUPLICATION SERVICES

The Atlanta Regional Commission (ARC) is seeking proposals from firms with experience in providing services in offset printing and duplication 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 listed below and the scope of services in Exhibit A. Exhibit A has two sections, Section 1 deals specific with offset printing, and Section 2 deals with duplication services. Firms should also provide a detailed breakdown of the proposed budget in the format of Exhibit B and a breakdown by task in the format of Exhibit B-1. Firms can submit proposals for either sections or both. Multiple firms maybe award contracts for services.

Firms or teams of firms ("Vendors") must respond to this Request for Proposals (RFP) with an electronic version of their proposal in either Microsoft Word or PDF file format. Proposal evaluation will focus initially on the written proposals. ARC reserves the right to award this contract based on written proposals without formal interviews. ARC reserves the right to award all or part.

Questions shall be received no later than October 15, 2025, at 4:00 PM ET and should be submitted in writing to Barry Golivesky at bgolivesky@atlantaregional.com. No other direct contact related to this RFP between prospective vendor, and the ARC or proposal review team is permitted. Pertinent information, including questions and responses, from written questions will be posted on the ARC website by 4:00 PM ET on October 20, 2025.

ARC must receive Proposals **No later than November 6, 2025 at 4:00 p.m.** via email to Barry Golivesky at bgolivesky@atlantaregional.com, which contains one (1) electronic copy of the proposal in Microsoft Word or PDF format. ARC will confirm via email that the electronic proposal has been received. No responses received via email after this date and time will be considered.

Proposals are not to exceed a total of 25 pages (8.5 x 11). Résumés, covers, end sheets, budget exhibits, Disadvantaged Business Enterprise (DBE) documentation, and an introductory letter shall not count against the 25-page maximum. The front size should be at a minimum of 11 points.

Proposals must include the following information:

1. Name of lead firm and any sub-consultants.
2. Point of contact (name, title, phone number, mailing address, and email address) at lead firm.
3. Project Manager (name, title, and phone number).
4. Description of similar experience related to the Scope of Work.
5. Three references (at least one from metropolitan Atlanta) with current contact information (name, title, email address, and phone number) within the past 5 years.
6. Geographic location of the vendor's store performing the work.
7. A detailed description of the technical approach proposed for accomplishment of the work as described in Exhibit A.
8. A proposed project budget in the format at Exhibit B and B-1.
9. Any other pertinent information.



The review of the proposals will be based on the following evaluation criteria, with the relative weights in parentheses:

1. Related Vendor experience, and qualifications (40%)
2. Equipment List (30%)
3. Completion time (20%)
4. Proposed budget (10%)

It is the policy of ARC that Disadvantaged Business Enterprises (DBEs) (49 CFR Part 26) have the maximum opportunity to participate, either as contractors or as subcontractors, in the performance of ARC contracts to the extent practical and consistent with the efficient performance of the contract. ARC's current DBE goal is 16.7%. A qualified DBE must be certified by GDOT or MARTA. Information regarding ARC's DBE Program can be found at atlantaregional.org/about-arc/arc-business-opportunities/.

CONFIDENTIALITY AND CONFLICT OF INTEREST

ARC is subject to the Georgia Open Records law. All proposals submitted will become public records to provide 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: 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 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 the award to the respondent.



EXHIBIT A SCOPE OF WORK

I. General

The Contractor shall provide full-service print production of invitations, #10 envelopes, 9x12 Peel and seal envelope, business cards, Tri-fold brochures, letterhead, pocket folders, calendars, reports, booklets etc. All machinery used by the Vendor must be well-maintained and in optimal working condition. The Vendor shall provide the following print categories:

- Offset Printing
- Duplication Services

II. Offset Printing Services

The Vendor must be able to provide all of the following in Full Color Custom Offset Printing services, at the request of ARC:

1. **Four Color Business Cards**

Quantity - 250 ea. Name (4 or 8 up on a page)

Size - 3" 1/2 x 2"

Paper - Lync Opaque 100# Cover

Ink - 4/4

2. **Letterhead**

Quantity - 5,000, 10,000, 15,000 & 20,000

Size - 8" 1/2 x 11"

Paper - Lync Opaque 70# text

Ink - 2/0

3. **#10 Envelope**

Quantity - 5,000, 10,000, 15,000 & 20,000

Size - #10

Paper - Lync Opaque 24# envelop

Ink - 2/0

4. **Tri-fold Brochure**

Quantity - 500, 1000, 1500 & 2000

Size - 8 1/2" x 11"

Paper - 80lb. text, Silk

Ink - 4/4

5. **Calendar**

Quantity 100, 250 & 500

24 pages + cover

8" 1/2 x 11" finished size

Ink - 4/4



III. Duplication Services:

The following items represent a cross section of work that is produced by the Atlanta Regional Commission (ARC) 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.

1. Single-Sided Color Copy Text Weight (28-32 lb.)

Size – 8" 1/2 x 11"

Size – 11" x 17"

Size – 12" x 18"

2. Double-Sided Color Copy Text Weight (28-32 lb.)

Size – 8" 1/2 x 11"

Size – 11" x 17"

Size – 12" x 18"

3. Single-Sided Color Copy Cover Weight (100 lb.)

Size – 8" 1/2 x 11"

Size – 11" x 17"

Size – 12" x 18"

4. Double-Sided Color Copy Cover Weight (100 lb.)

Size – 8" 1/2 x 11"

Size – 11" x 17"

Size – 12" x 18"

5. Fold Piece Booklet

Size – 11" x 17" folds to 8" 1/2 x 11"

Quantities – 50, 100, 250

Paper – 80lb. text Silk

6. Meeting Binder

The length of this document varies from meeting to meeting, and turn time is often a couple of days.

Size – 8" 1/2 x 11" (4/4), Number of pages range: 100-650 pages (depending on agenda items)

Some pages are 11x17 and trifold

Three-hole punched

Tabs: 6-20 (depending on agenda items)

Binder size (1inch – 3 inch, depending on agenda items)

50 binders ordered per meeting.



IV. Representation:

Upon award of a contract, the Contractor must have an assigned customer service representative available to ARC. The assigned representative must have a thorough understanding of the printing industry and provide assistance to ARC in all aspects of Print and Duplication Services. The representative should be available to ARC Monday - Friday, 8:30 a.m. – 4:30 p.m. The representative will also be required to arrange for delivery of copy proofs, samples and any other material required to complete orders under this contract.

IV. Proofs:

A minimum of one high-resolution inkjet proof to review color will be required for all jobs. The Contractor is responsible for providing proofs to the using department and the designated individuals. The Contractor must obtain written approval of the proofs by the designated individual before printing.

IV. Damaged and Inferior Material:

Any merchandise received and deemed damaged, incomplete, or of inferior quality by the ARC's designated individual is subject to rejection. ARC reserves the right to reject such materials and may request either replacement or credit for any materials paid for or furnished by ARC. ARC shall not incur any additional charges for the pickup or delivery of the aforementioned items.


IV. Turnaround Timelines:

Most jobs will have a one-week (5 business days) turnaround from the date of final proof approval through to the delivery. These are 5 business days from the time the job is emailed to picked up. All pre-flightting, negative production, printing, and finishing should be completed so that the job can be delivered within one week.



EXHIBIT B
BUDGET ESTIMATE

Offset Printing Services	Cost
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	\$
<u>TOTAL</u>	



Duplication Services	Cost
Single-Sided Color Copy Text Weight (28-32 lb.)	\$
Double-Sided Color Copy Text Weight (28-32 lb.)	\$
Single-Sided Color Copy Cover Weight (100 lb.)	\$
Double-Sided Color Copy Cover Weight (100 lb)	\$
Meeting Binder	\$
<u>TOTAL</u>	



ATTACHMENT A
SECTION1: 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) 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.)

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

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

- A. _____
- B. _____
- C. _____
- D. _____

- 7) What kind of green certifications does your company have such as FSC?



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

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.

A. Pre-Press:

Please describe your capabilities and any cost that might be incurred in the prepress stage:

B. 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, etc.

Please describe your capabilities and any cost that might be incurred with storage:

C. 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 and any cost that might be incurred with delivery:

D. 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 and any rush charges that might be incurred for a rush job:

E. 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 oversized maps/posters.

Please indicate your ability to accommodate these needs including any outsourcing 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:



ATTACHMENT B
SECTION 2: Duplication 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?

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

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

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



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

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Size - 11" x17" _____

Size - 12" x18" _____

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Size - 11" x17" folds to 8" 1/2 x11"

Quantities - 50 ____, 100 ____, 250 ____

Paper - 80lb. text Silk



Meeting Binder

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