

**OUTAGAMIE COUNTY**  
**REQUEST FOR PROPOSAL**  
**FOR**  
**OFFSET PRINTING SERVICES**

**DUE BY: January 16, 2018**

## 1.0 **Specifications**

Outagamie County's IT Department is requesting pricing for offset printing services.

In 2016, a total of 252 orders were processed with the offset press. In 2016 there were 510,000 impressions for all offset work and in 2015 there were 630,000 for all offset work. Statistics are referenced so potential vendors know the County's historic usage. There is no guarantee the volume will be the same going forward.

Information on the printing is as follows -

- Envelopes: The majority of envelopes are printed with the return address and an Outagamie County logo. In 2016 there were about 210,000 impressions and individual orders ranged in size from 50 to 12,500.
- Letterhead: The majority of orders are printed with department information at the top of the page only along with the County logo. Some orders could have additional information printed at the bottom of the page. In 2016 there were about 45,000 impressions and individual orders ranged in size from 500 to 5,000.
- NCR Forms: The majority of orders are 8 1/2 x 11 in size and range from 2 part to 6 part. Some orders are half/third sheet. All orders would need to be padded. In 2016 there were about 255,000 impressions making up approximately 160,000 multi-part forms and orders ranged in size from 50 to 10,000 forms.

Reference Attachment A for a sample of our NCR forms. The pricing form references the various sizes and weight used.

The County will supply the awarded vendor digital files. However, some typesetting or other design work may be involved. The majority of orders will be for black ink, but some will have color.

Additionally, the awarded vendor must comply with the following:

- Accept orders via email on the County's internal printing order form, which will have a uniquely assigned job number (assigned by the County). The job number must be referenced on the packing slip and invoice. Reference Attachment B for the County's internal printing order form.
- Accept orders that are a minimum quantity of 50 for envelopes, 500 for letterhead and 50 forms for NCR.
- Does not substitute the specified stock or color on the order form without prior written authorization.
- Provide a digital proof which must be approved before the job is printed, all done through email.
- Maintains confidentiality on jobs. If a job is marked confidential, the digital file must be deleted after the job is completed. If there are printed items marked confidential that are not sent back to Outagamie County, those must be shredded.
- Must provide delivery within five (5) business day of the County approving the proof, unless an earlier date is requested and agreed to by the vendor. Delivery will be to zip code 54911.
- Delivery must be done by either the printing company or through a commercial carrier which includes tracking and insurance. No delivery fee will be paid as a separate item,

- all delivery charges with insurance must be included in the price of the materials printed.
- Does not subcontract the printing without receiving prior authorization from the County.
- Provides a quote for any typeset or design work and receives approval to proceed before beginning the project.

#### Invoicing

- Invoicing will be done by job. The invoice must be emailed within two (2) business days of shipment which references the County's job number, date, department, order title, quantity and total.
- The County will pay in Net 30 Terms.
- The County will not accept any order which is judged to be of substandard quality (to include vendor errors, quality that is not equal to quality of file submitted, omissions, typos, damage, etc). The County will notify the vendor of the order in question and the vendor will determine if they want the County to dispose of the order or if they want the order returned and they will arrange freight back to their facility. The County will not pay for these orders, nor will they pay for freight back to the vendor's facility.

## 2.0 **Proposal Submittal Information**

Provide one original unbound proposal and two proposal copies. In your proposal provide information on the following –

- Completed Proposal Form.
- Completed Pricing Form.
- Provide information on the following
  - Information on your organization such as age, number of employees, number of customers, offices, specialties, etc. Describe how your company will service the County's account.
  - Information on your facility, such as where it is located, what offset printing equipment is used, how many shifts your run production work on, quality check process and customer service hours of operation.
  - Your ability to meet our deadline of five days after approval of proof and provide information on how printed materials would be delivered (UPS, FedEx, etc).
  - Your ability to meet our requirements as set forth in Section 1.0.
  - What is your customer service philosophy?
  - Do you currently hold any government contracts?
  - How do you handle template orders?
  - How do you handle resubmittals for a previously ordered job?
  - What digital file format do you require files to be in? Specifically reference if the following are acceptable (including specific software versions); Adobe Creative Suite programs such as Adobe InDesign, Microsoft Office Applications as well as .tif, .pdf and .jpg.
  - Do you accept MasterCard for payment?
  - Are orders subject to any over/under run? If so what is the percentage?
  - Do you have an online ordering process?
  - If delivery dates are not met, explain how the communication process will work.
  - Would we have the option to pick-up an order, if necessary?

- What are other services your company offers? Please list service and itemized pricing.
- References. Provide a minimum of three and maximum of five similar references. Provide the company name and location, contact name and the type of printing you have done and for how long.
- Include 3 samples each of envelope, letterhead and NCR work you have done.

Failure to provide all requested information may result in the rejection of your proposal.

### **3.0 Contract Term**

We are seeking an initial one-year term with the option of four one-year renewals with mutually agreed upon terms. Due to County ordinance, this contract will not be exclusive.

### **4.0 Insurance and Indemnification**

Reference Attachment C for the insurance and indemnification requirements by the provider. Complete and return Attachment C with your proposal, however the Certificate of Insurance is only required by the awarded provider.

### **5.0 Contact Information**

#### **Printing Information**

Melissa Buman

920-832-5040

[Melissa.Buman@outagamie.org](mailto:Melissa.Buman@outagamie.org)

#### **Purchasing Policy & Procedure Information**

Nicole Schoultz

Procurement Coordinator

(920) 832-6083

[Nicole.schoultz@outagamie.org](mailto:Nicole.schoultz@outagamie.org)

### **6.0 Clarification and/or Revisions to the Specifications and Requirements**

Proposer must examine the RFP documents carefully and before submitting a Proposal may request from the County's contact person(s). A Proposer's failure to request additional information or clarification shall preclude the Proposer from subsequently claiming any ambiguity, inconsistency, or error.

The County will issue responses to inquiries and any other corrections or amendments it deems necessary in written addendum prior to the Proposal due date. Proposers should rely only on the representations, statements or explanations that are contained in this RFP and the written addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum issued, the last addendum issued will prevail.

It is the Proposer's responsibility to assure receipt of all addenda, which will be posted online at [www.outagamie.org](http://www.outagamie.org) under RFPs & Bids. Upon posting, such addenda shall become part of the RFP and binding on Proposer(s).

## 7.0 **County Reservation**

- a. This proposal request does not commit Outagamie County to make an award or to pay any costs incurred in the preparation of a proposal in response to this request.
- b. The proposals will become part of Outagamie County's files without any obligation on Outagamie County's part.
- c. The proposer shall not offer any gratuities, favors, or anything of monetary value to any official or employee of Outagamie County for any purpose
- d. Outagamie County has the sole discretion and reserves the right to cancel this proposal and to reject any and all proposals received prior to award, to waive any or all informalities and or irregularities, or to re-advertise with either an identical or revised specification.
- e. Outagamie County reserves the right to request clarifications for any proposal.
- f. Outagamie County reserves the right to conduct interviews of the service provider(s).
- g. Outagamie County reserves the right to select elements from different individual proposals and combine and consolidate them in any way deemed to be in the best interest of Outagamie County.

## 8.0 **Closing Date**

Proposal will be received up to 2:00 p.m. CT January 16, 2018.

## 9.0 **Proposal Submittal**

Send or deliver the proposals with all information as requested in Section 2.0 to

Outagamie County Purchasing (attn: Nicole Schoultz)  
410 S Walnut St  
Appleton, WI 54911

Neither fax nor email proposals will be accepted.

## 10.0 **Taxes**

Outagamie County is exempt from Federal Excise Tax (39-6005724), Wisconsin Sales Tax (ES 41005), but if there is a tax, such as local or county, it must be shown in the proposal.

## 11.0 **Method of Procurement**

The method for this procurement is competitive proposal, pursuant to Chapter 22 of the Outagamie County Code of Ordinances.

## 12.0 **Venue**

This agreement will be governed and construed according to the laws of the State of Wisconsin. This agreement is performable in Outagamie County.

## 13.0 **Status of Proposal**

Upon award, proposals will be considered public record and details will be posted online. Information on status could be obtained from Outagamie County's web site [www.outagamie.org](http://www.outagamie.org) > Status of Bids/Proposals.

**OUTAGAMIE COUNTY PROPOSAL FORM**  
**Offset Printing Services**

**Proposals Due:** January 16, 2018 -- 2:00 p.m. CT

**Send/Deliver Proposals To:** Outagamie County Purchasing  
Attn: Nicole Schoultz  
410 S Walnut St (4<sup>th</sup> Floor)  
Appleton, WI 54911

**Provide information as requested in Section 2.0**

Firm Name: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name / Title: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_