



**REQUEST FOR PROPOSAL
FOR
REPROGRAPHICS SERVICES**



**OFFICE OF THE CEO
CITY OF COSTA MESA**

Released on December 22, 2011

The referenced document has been modified as per the attached Amendment No. 2

Please sign this Amendment where designated and return the executed copy with submission of your proposal. This amendment is hereby made part of the referenced proposal as through fully set forth therein. Any questions regarding this amendment should be addressed to Richard Amadril, email ramadril@ci.costa-mesa.ca.us.

ON PAGE 6 OF THE RFP – DISREGARD THE STRIKEOUT AREA

The following table shows the number of impressions printed on offset presses in the print shop, for the previous four calendar years. Approximately 70% of the impressions are printed using black ink with the rest being single and multiple color inks:

2007	2008	2009	2010
2,210.000	1,942.000	1,590.000	1,236.000

Print shop annually produces approximately:

- 25,000 : 4-color process City Letterhead
- 40,000 : Single color envelopes
- 25,000 : 2- color envelopes
- 20,000 : 4 color process Business Cards

Master 4-color shells are produced first, then specific dept information is added, on an as-needed basis. A large portion of the impressions are printed in black ink using carbonless forms. There is no guaranteed or implied commitment that this volume of work will remain consistent, rather it is an example of the current workload. Recycled paper is desirable but not mandatory as long as the price is competitive, the brightness is 92 or greater, and the overall quality of the printed product is acceptable. Successful bidders will be expected to adequately stock all printing and bindery materials commonly used by the City in order to ensure timely delivery of jobs to be produced on demand. ~~Please refer to the sample job bid sheet on Attachment G and provide pricing information for the print projects listed.~~

~~See Appendix 1 for a spreadsheet of 2009 and 2010 Print Shop Requests. The print request logs provided are intended to provide frequency and volume of work performed by the print and graphics division staff. They are not intended to provide technical specifications for each individual project. They are provided to give an insight into the variety of services provided and volume of work produced.~~

~~See Appendix 2 for volume charts which indicate number of color copies produced from 2004-2010, Black & White copies produced from 2001-2010, Print shop impressions from 2001-2010 and a volume chart that combines all three, Black & white, Color and Print shop impressions in total.~~

Please note that while the volume charts show a steady decline in volume for copies and impressions produced, those declines have not resulted in a significant decline in the number of requests for service. Instead, the changing numbers are a result of improved technology and different applications with regard to the movement of information throughout the City and when communicating with the public. Scanning, online forms, web based applications, plotter printing and mounting, social media networking are some

examples of the changes we have experienced to our menu of services which has offset the decline in number of actual copies or prints produced.

ON PAGE 11 OF THE RFP – DISREGARD STRIKEOUT AREA

For private Proposers, provide at least three references that received similar services from your firm. The City of Costa Mesa reserves the right to contact any of the organizations or individuals listed. Information provided shall include:

- Client Name
- Project Description
- Project start and end dates
- Client project manager name, telephone number, and e-mail address.

Any public entity which submits a proposal should describe in detail how it currently performs services like those identified in the scope of work within its or other jurisdictions, including photographs, written policies and/or video of services provided. If you have performed these services under contract for another public entity, please provide references for those entities as set forth above for private Proposers.

~~Attached in Attachment 1 are sample job specifications for typical print shop/copy services. All proposers are required to provide hard copies of samples of each of the same type of print job as are included in Attachment 1.~~

All other provisions of the invitation of this proposal shall remain in their entirety.

Vendors hereby acknowledge receipt and understanding of the above Amendment

Signature Date

Company Name