

RFP for Reprographics

Questions and Answers

1.) Will vendors have the opportunity to tour the current facility and view samples of the current work prior to submitting bid responses?

There is no tour scheduled at this time, samples of current work can be found in the Graphic design RFP (link to sample jobs) section

2.) Is the City opposed to their work being run at another City's facility? Do you perceive this as an area for conflict of interest?

Not sure at this time

3.) Are there any departments that will require special handling of secure material (for example Board Agendas or Police Department). What level of security is required?

No Special handling

4.) Can you clarify that the volumes provided in your tables are stating total annual volumes or average monthly volumes per year.

Annual volumes

5.) Who carries the budget for reprographics today? Is it the general city budget or departments? If the City is subsidizing departments to use Copy center, will this subsidy be reduced in future years?

Information can be found in the City's annual budget document on our website <http://www.ci.costa-mesa.ca.us/budget/FY11-12-Adopted-Budget.pdf>

6.) What type of workflow if any is used in the print center? Ex. Oce Prisma, Micropress Fiery Central

Fiery processor on the color copier but no workflow software used at this point

7.) Is there a Web to Print solution being used to submit jobs now?

Yes, we have created an in-house online eprint request system

8.) Offset Presses: Does city file annual licenses/permits for Volatile Organic Compounds VOC's emissions now?

Yes

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9.) Does the City currently vend any other work out? for example: Foil Stamping of certificates?

Yes, for numbering, perforating and foil stamping the jobs are sent to an outside vendor

10.) NCR, Do all parts print the same, and are they standard color paper. White, Canary, Pink, Goldenrod

Approx. 90 % of all NCR requests run on standard precollated colors but we do have a number of requests that require NCR Tag and mixed colors that require manual assembly.

11.) Card Stock. Do the jobs have a bleed?

The majority of cardstock jobs don't require bleeds if they do we try to create them to fit within a standard sheet and create the bleed during trimming

12.) Color Copies. Do the copies have a bleed, and is the 80# a text weight or cover

The majority of color copy requests don't require bleeds, 80# is referring to the Standard Cover stock weight, we only use 70, 80 or 100 # text on 2/sided projects with heavy coverage.

13.) Binding. How many pages per book?

It varies anywhere between 25 and 200 pages, the majority of the documents that require binding are between 25- 50 pages.

14.) Envelopes. Is the personalized address your return address or individually addressed to your customer.

Yes, this refers to return address information printed for each specific department, some require blue ink, some black and a few of them print with both blue and black ink return information.
Individual address information is usually mail merged onto labels separately.

15.) Folding. Is the sheet size 8.5x11 and is the 80# text or cover weight

The majority of folding is for standard 8.5x11 20# paper but there also a need for Folding 11x17 while the majority of folding is for standard weight paper, the ability to fold 80# cover stock is also necessary, it might be helpful to list pricing for folding both standard and cover stock.

16.) Inserting in Envelopes. What would we be inserting, and how many pieces

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Typically single sheet letters printed on 20# standard paper, tri folded into standard #10 Envelopes
Majority of requests vary from 200-- 1500 pieces

17.) Mail Prep. Are we individually addressing, or inserting into window envelope, CASS certifying, NCOA, and taking to the Post Office

Mail prep portion of the pricing sheet refers to presorting of Citywide bulk mailings into carrier routes and processing through bulk mail office.
The Inserting charges are listed as a separate item. We don't have any CASS certifying and bar-coding capabilities at this time.

18.) Door Hangers. Do they bleed

Door Hangers are usually printed two up on 110# index or 67# Vellum Bristol cardstock with standard door hangers punched at the top, finished size is usually 4.24 x11 and usually printed one or two sided but no bleeds.

19.) When submitting the costs on the pricing form are you looking for a TOTAL cost for each of the quantities? or are you wanting a cost per FORM/PIECE for those quantities?

Total cost for each quantity

20.) On Items 90 – 95 on the pricing form. Please define “Personalized Address”. Is this variable data?

Printed return address only not referring to individual variable data addressing

21.) Please provide details on your mailers item 105-107. How many pages and what size?

Anywhere from 1000 to 40,000 piece city wide mailing, we need to get an idea of the hourly rates for sorting and delivering a bulk mailing to the processing center

22.) Is there a return envelope? If so is it pre printed?

No pre printed return envelopes involved with the majority of mail pieces

23.) How is the variable data for the mailers supplied?

Variable data, if used is usually supplied in an excel spreadsheet then converted into a word template.

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24.) Do you have a postage permit? and which Post Office is it for?

Yes, we have a postage permit our bulk mail business entry unit is located at the Susan street branch and the cities PO box for receiving is located at the Baker street branch, both in Costa Mesa

25.) Can the bidder utilize the existing City equipment in attachment 1 and perform both the Reprographics and Graphic Services on site utilizing the current City premises. How much space is currently available to utilize for this function. Is there a cost to use this space?

Yes, please refer to Methodology Section 7

26.) Will the contractor have the option to offer employment to the existing staff?

Please refer to Methodology Section 6

27.) How many current Reprographic employees are there? How many current Graphic design employees are there?

2 Reprographics employees and 2 graphic Design employees

28.) What are the hours of operation?

8:00 am 5:00pm Monday Friday

29.) What is the age and condition of the equipment in attachment 1? Is the equipment owned or under a current lease? If leased, what are the terms and pricing of the current lease? Are these under any existing service agreement which must be maintained through an existing contract?

All equipment is owned by the City apart from the color copier which is on a month to month rental, maintenance contracts are maintained for most pieces of equipment

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30.) What is the total monthly volume of black/white impressions and what is the monthly total volume of color impressions. What percentage of this volume is currently produced on the offset equipment and what percentage is produced on the OCE equipment?

Monthly volume averages 250,000 impressions, the split between offset printing and copying is about 50/50. We average 15,000 color copies per month.

31.) What are the monthly volumes of finishing produced in the center?

With oversize plotting, laminating, mounting, book binding, folding, inserting, trimming and other types of finishing it's very difficult to quantify, 75 – 150 requests per month?