

Print Services Bid

Background

The County outsources all of its professional print services work to a pool of vendors selected through a competitive bid process. All vendors must be certified by the County's [Small, Local and Emerging Business \(SLEB\) program](#). We also encourage them to become certified by the [California Green Business Program](#) as a Green Printer. We set a minimum standard of 30% post-consumer recycled content for certain paper types where it is available at competitive prices.

Bid Details

Bid Type: Request for Quotation (RFQ)

Master Contract Number: 901925

Contract Start Date: November 16, 2020

Contract Length: Three years with the option for two one-year renewals

Services Awarded: Print services

Vendors: AdMail Express, Bay Bridge Copy Partners dba Copymat Hayward, Bay Central Printing, Butterfly Direct Marketing & Communication, CEC Print Solutions, Crane Business Solutions, Dakota Press, East Bay Blue Print, Felts Printing, First Impressions Printing, Folger Graphics, In and Out Printing Service, KORE Print Solutions, Litho Process Company, Pacific Coast Concepts, Pacific Print Resources, Printing and Marketing, Inc., Red Tie Printing, Vision Isle

Pricing: Available upon request. Please contact the GSA Procurement Department at (510) 208-9623.

More Information: For more information, or to request a copy of the bid, contract or award summary, call the Alameda County General Services Agency Procurement Department at (510) 208-9623.

Disclaimer

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It may not include all of the product or service specifications, e.g., those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents as they require.

Environmental Specifications Excerpt: RFQ No. 901925

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms and conditions to describe the outsourcing of printing services required by the County, its departments and agencies. The intent is to solicit and qualify multiple contractors to provide printing services throughout the County. The choice of qualified vendor(s) to provide printing services will be at the discretion of the individual County Departments, based on the distributed price lists.

The County intends to award a three-year contract (with option to renew) to the bidders selected as the lowest responsible bidders whose responses meet the County's requirements. It is the County's intent to increase participation of certified small, local and emerging businesses (SLEB). In order to participate in this RFQ, a business **must be certified by the County as a small local or emerging local business at the time of bid submittal.**

It is the intent of these specifications, terms and conditions to procure the most environmentally preferable products with equivalent or higher performance and at equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program that are related to this Bid are included in the appropriate Bid sections.

E. SPECIFIC REQUIREMENTS

1. Contractor Responsibilities:

- a. Contractor shall be able to provide high volume duplicating and/or offset printing. The participating contractors shall have the capability to provide the following:
 - (1) Black and white photocopying (various sizes, weights, media, image types, duplexing and finishes).
 - (2) Printing and/or spot-color copying (various sizes, weights, media, image types, duplexing and finishes).
 - (3) Full-color digital printing and/or photocopying (various sizes, weights, media, image types, duplexing and finishes).
 - (4) Reproduction of engineering drawings (sizes up to 42 inches, various media types and weights, 600 dpi minimum, postscript compatible and various image types).
 - (5) The ability to print from electronic files via digital interface.
 - (6) Binding and finishing, including specialized finishing (foam core mounting, laminating)

2. Contractor Requirements:

- a. Contractor shall provide all labor, supplies and materials to perform all print-related services.
 - b. Contractor shall manufacture, deliver and invoice materials per orders placed by the County departments and agencies.
 - c. Contractor shall be able to provide overtime and fill weekend and holiday printing requests, on an as-needed basis, for County rush printing and binding orders.
 - d. Contractor shall produce exact copies of quality equal to original camera-ready copy in the most cost-effective manner acceptable.
 - e. Contractor shall provide proofs of all new printed or copied revised forms within a time frame that is agreed upon in writing by County customers. Prior to printing, it is the responsibility of the Contractor(s) to obtain proof approvals from the County customers by email or County preferred method.
 - f. All artwork, camera-ready copies (CRC), negatives, dies, photos, printing plates, digital files, inventoried forms, and similar materials used to produce a printing job shall become the exclusive property of the County.
 - g. Any furnished materials shall remain the property of the County.
 - h. At the request of the department, all such items and materials shall be delivered to the ordering County customer in usable condition after completion of the work and prior to submission of an invoice for payment.
3. Green Business Certification:
- a. The County is vitally interested in promoting sustainable business practices of our vendor community. Vendors under contract who obtain and maintain current certification by the Alameda County Green Business Program shall be promoted as such to County departments and agencies, who will be encouraged to contract with certified Green Businesses whenever feasible.
 - b. Certification criteria for becoming a certified Alameda County Green Business can be found online at <https://greenbusinessca.org>.

4. Printing Requirements:

The following requirements apply to all County print and copy jobs executed under this contract:

- a. Contractor shall use paper that is whitened without the use of elemental chlorine.
- b. Contractor shall recycle, at a minimum, waste paper from their operations.
- c. Contractor shall use waste minimization practices in providing services to the County such as double-siding print and copy jobs, reducing and reusing packing and packaging supplies, and sizing print jobs to reduce overage. Other measures such as those outlined in the Green Business Program for Printers shall be used as appropriate.
- d. Contractor shall stock and utilize frequently used paper grades that contain the minimum recycled content for each paper category as outlined in the United States Environmental Protection Agency (EPA) Comprehensive Procurement Guidelines (CPG) for printing and writing papers (<https://www.epa.gov/smm/comprehensive-procurement-guidelines-paper-and-paper-products>). These guidelines specify minimum post-consumer and recovered fiber content and are summarized in the table below. Printer is responsible for ensuring that print and copy jobs are in compliance with the current CPG standard.

Post- Consumer and Recovered Fiber Specification Summary Table

Item	Notes	Specification
Multi-purpose office paper	Business papers such as bond, electrostatic, copy, duplicator, and reproduction	CPG Standard of minimum 30% post-consumer recycled content
Offset	Used for commercial printing direct mail, technical documents, and manuals	CPG Standard of minimum 30% post-consumer recycled content

Carbonless	Used for multiple-impact copy forms	CPG Standard of minimum 30% post-consumer recycled content
Specialty Papers	Business papers such as bond, electrostatic, copy, duplicator, and reproduction	CPG Standard of minimum 30% post-consumer recycled content
Coated Printing Papers	Used for flyers, advertisements, posters, magazines, etc.	CPG Standard of minimum 10% post-consumer recycled content

Note: If minimum requirements stated above are unavailable to certain print products, vendor shall not deviate from these specifications without prior approval from the County customer.

- e. Contractor will label recycled-content print products as such whenever possible. Letterhead, envelopes, and business cards will include post-consumer recycled content and be labeled with the % post-consumer recycled content.

Contract Pricing

To view the contract price list, click [here](#). (*Microsoft Excel File, 482kb)

This information is provided for informational purposes only and is current as of the contract start date listed in this document or otherwise stated in the following pages. Alameda County does not guarantee pricing or that you will be able to piggyback on any contract. If your agency wishes to piggyback, contact the vendor directly and work with your legal counsel to establish a separate contract apart from Alameda County.

For more information, please contact the GSA Procurement Department at (510) 208-9623.