

**MIDDLESEX COUNTY COLLEGE
EDISON, NJ
REQUEST FOR QUALIFICATION (RFQ)
FOR PRINTING SERVICES
SQ # 10249**

1.0 INTRODUCTION

Middlesex County College (the College) is seeking to qualify vendors to provide printing services for the College.

For ease of reference hereafter, persons responding to this RFQ are termed “proposers” and persons receiving an award are termed “vendors.” Work will be assigned as stated in this RFQ. A list of typical assignments is contained in Section 5.0, Typical Printing Assignments.

1.1 SCOPE; NO COMMITMENT; NON-EXCLUSIVITY

By accepting the qualifications of any vendor, the College does not warrant or represent that any work will be given to that vendor. All awards will be made on a non-exclusive basis. Section 5.0, Typical Printing Assignments, generally describes the types of assignments that the College anticipates that it will give to selected vendors within the indicated categories; however, the College may give assignments to selected vendors that are substantially larger or smaller than, or different from, those listed in Section 5.0. For ease of reference, the categories described in Section 5.0 are hereafter termed the “Work Categories.”

2.0 GENERAL REQUIREMENTS

2.1 SERVICE REQUIREMENTS

The proposer shall demonstrate that it owns, controls or has access to sufficient facilities and equipment and has sufficient personnel and experience to produce the work of each Work Category for which it is submitting a proposal, in accordance with all requirements stated in this RFQ. Normal turnaround time is 10-12 working days; it will be included on the individual job’s specs, but timely service, immediate response and fast turnaround (not less than 24 hours) for rush projects will be expected and overnight turnaround may be required. The selected vendor(s) will be required to have staff available to handle orders by email, fax or phone and provide pick up and delivery at no charge to the College.

3.0 RFQ SCHEDULE AND SUBMISSION

3.1 SCHEDULE.

All proposals must be received no later than October 8, 2015.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

3.2 SUBMISSION.

Proposers must submit a proposal that is complete, comprehensive, meets all requirements of this RFQ, and provides all required attachments. Supporting information and documents shall be clearly identified and included in a section titled, "Documentation."

Proposals shall be mailed or delivered to Middlesex County College, Attn: Purchasing Dept CH219, 2600 Woodbridge Ave, Edison, NJ 08818. Indicate SQ # 10249 on outside of envelope. Proposals received after date and time will not be considered. It is the proposer's sole responsibility to deliver its proposal and to verify that the College has in fact received it on a timely basis. The College takes no responsibility for lost or misdirected proposals.

3.3 ADDENDA; REQUESTS FOR INFORMATION

All requests for information (RFIs), questions, or other communications regarding this RFQ must be submitted via fax 732 906-4236 no later than September 24, 2015.

Questions will be answered only by written response which the College will endeavor to provide at least 5 days before the due date of proposals. No answer, amendment, supplementation, or other modification of this RFQ shall be effective unless provided by the College in writing.

3.4 RIGHT TO MODIFY/CANCEL

The College has the right to cancel all or any part of this RFQ at any time, to reject any or all proposals, to accept or reject any or all items, and to make any award in whole or in part as deemed to be in the College's best interest. The College also reserves the right to modify the RFQ process and timelines as it may deem to be in its interest.

3.5 CONTENTS OF PROPOSALS

All proposals shall state the Work Category(ies) for which the responder is seeking to be qualified (A, B, C, or any combination thereof) and shall include all of the following:

1. A brief company history and description of the company.
2. A description of the range of services offered.
3. A description of printing capabilities (i.e. equipment, technology, and facilities), listing all equipment owned or leased, or otherwise controlled, by the vendor that would be used to service each Work Category. If the equipment is not owned or leased directly by the vendor, state the location and ownership of the equipment and the means by which the vendor intends to utilize it to perform the work of this RFQ.
4. A narrative explaining how the proposer intends to provide a timely response to printing orders, as well as fast turnaround for peak or rush

projects (overnight, or 24-36 hour turnaround times) and response to special requests. The narrative shall also state the location of production facilities and equipment for each Work Category. Proposers are advised that the College reserves the right to decline quotations from otherwise-qualified vendors whose production facilities for the relevant Work Category are located more than one hour's travel time from the College's Edison, New Jersey campus in those cases where it appears to the College, in its sole discretion, that the nature of the assignment in question is such that travel by College personnel to the vendor's production facility may be required.

5. An organizational chart, stating the total number of employees and the names, positions, and responsibilities of each key person (managers, supervisors, etc.) that will be assigned to the College's account.
6. Whether the proposer is certified as a Minority/Women Business Enterprise (M/WBE) or Small Business Enterprise (SBE) with the State of New Jersey (attach certificate). Participation of such entities is encouraged.
7. A copy of valid and current Business Registration Certificate (BRC) issued to the proposer by the New Jersey Department of Treasury.
8. A list of names and addresses (including relevant plant locations) of all subcontractors that may be utilized, and what services they will provide.
9. An audited financial statement (or comparable financial information) for the last two (2) fiscal years of operation. If this information is considered proprietary or confidential, each page containing such information shall be clearly marked "confidential." If a public records request is made for documents, the College will endeavor to withhold those pages marked as confidential. By marking any material as confidential, the responder agrees that in the event of a lawsuit or other proceeding seeking disclosure of any such material under the New Jersey Open Public Records Act (OPRA) or similar statutes the responder will defend, indemnify, and hold the College harmless from any and all fines, penalties, and fees that may be assessed or awarded by reason of the College's withholding of any such marked information from public disclosure.
10. A minimum of three (3) accounts that are similar in size and scope to Middlesex County College. The list must include each reference's name, address, contact person, length of business relationship and a description of the services provided. The College reserves the right to contact these or any other references, or to conduct such other and further investigation, as it may see fit.
11. Five (5) samples of completed projects comparable to the Work Category(ies) as to which the proposer is submitting a proposal. These samples must be accompanied by client information including the contact

name, phone number, and a description of the job (including quantities produced, time constraints, and whether required deadlines were met).

4.0 EVALUATION CRITERIA; AWARD; TERMS.

4.1 EVALUATION CRITERIA.

Unresponsive proposals will be rejected.

Responsive proposals will be evaluated using the factors enumerated below, which listing is not intended to be in order of priority. No point-factor or other formal ranking system will be used.

- Experience and qualifications information supplied in response to Section 3.5, Items 1, 2, 6, 7, 8, and 9.
- Equipment list supplied in response to Section 3.5, Item 3.
- Soundness of approach to customer service, as described in response to Section 3.5, Item 4.
- Staffing information supplied in response to Section 3.5, Item 5.
- References supplied in response to Section 3.5, Item 10, client information supplied in connection with Section 3.5, Item 11, and such other investigation as the College may perform on its own, and
- Quality of samples supplied in response to Section 3.5, Item 11.

4.2 AWARD.

No formal contract or contracts will be issued. Instead, proposers will be notified by the College that they have been qualified to receive assignments in the relevant Work Category(ies). The College anticipates that it will qualify five proposers in each Work Category. However, the College reserves the right in its sole discretion to qualify more (or less) than five proposers in any or all Work Categories if it determines a) that qualified proposers in any Work Category are sufficiently closely matched that it is in the College's interest to qualify more than five proposers, or b) if the College determines that fewer than five proposers warrant qualification.

4.3 ASSIGNMENTS.

When, if and as assignments are to be made, the College will fax or e-mail an assignment description to each qualified vendor in the relevant category that will include a solicitation of written price quotations for the described work. The College will select a vendor from among those providing quotations on such basis as the College shall deem to be in its interest at the time of selection, and shall then issue a purchase order to the selected vendor that incorporates the assignment description and the accepted pricing. The purchase order when issued, shall also be deemed to include each and every term stated in this RFQ.

4.4 DURATION OF QUALIFICATION; CHANGE IN STATUS.

Vendors shall be presumed qualified for a period of two years, beginning November 1, 2015. It shall be the responsibility of the selected vendor to notify the College as to any change in its qualifications as stated in its proposal that would be likely to have a material effect on its ability to perform assignments made by the College. Examples include, without limitation: debarment from public contracting; bankruptcy or other assignment for the benefit of creditors; cessation of a relevant line of business; sale or destruction of necessary equipment without replacement; loss of key management or supervisory personnel, and relocation of operations to a place more than an hour's drive from the College's Edison campus. Assessment of liquidated damages in a single or cumulative amount exceeding \$1,000 during the two-year qualification period, re-assignment of any job, or rejection of any job by reason of poor quality or failure to meet the requirements stated in the assignment description, shall result in removal of the vendor from the qualified list.

4.5 LIQUIDATED DAMAGES; RE-ASSIGNMENT OF WORK.

Liquidated damages in the amount of \$200.00 per day for each day of unexcused delay by a vendor in meeting any required deadline, shall be imposed by the College. By submitting a proposal the vendor agrees that this amount is a reasonable approximation of the College's damages by reason of delay in performance. In the event of unexcused delay of more than seven calendar days as to any job, the College reserves the right to terminate the assignment and assign the job to another vendor on such terms as may be in the College's interest at that time. In that event, the vendor whose assignment was terminated shall be responsible to the College for all additional costs incurred by the College by reason of the re-assignment, including without limitation any charges that may be incurred in order to have the work done on an expedited or other priority basis by the replacement vendor.

4.6 AFFIRMATIVE ACTION

Each and every provision stated in Attachment 1, Required Affirmative Action Language, shall be deemed to be incorporated in this RFQ and in each purchase order issued subsequent to award.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.

5.0 TYPICAL PRINTING ASSIGNMENTS

The following is a list of printing tasks that the College has historically required, and is provided purely for informational purposes in order to enable proposers to assess their ability to provide services to the College in the enumerated categories. Proposers are advised that actual assignments may differ in any or all respects from what is stated below. Do not bid on these jobs now.

CATEGORY A – Web press

CATEGORY B – Sheet fed press, perfect binding or saddle stitch

CATEGORY C – Oversized Printing

Category A

1. Summer Camp brochure: Quantity 300,000; 48 pages, 8 ½” X 11” finished size; cover 4/1; test black + 1 PMS

2. Credit/Non-Credit Book: Quantity 300,000; printed 3 times per year; 68 pages; 6” x 10.75” cover 4/4; interior black and 1 PMS; saddle stitched

Category B

3. Annual Report: Quantity 40,000; 36 pages, 8 ½” X 11”, full color, 80 # coated text weight, saddle stitch; full ink coverage and bleeds throughout

4. Middlesex Now: Quantity 40,000, 16 pages, 8 ½” X 11” finished size, 4/4 full bleed, 80# dull coated text weight.

5. Literary Journal: Quantity 3,000; 120 pages, 6” X 9”, 4/0 + aqueous coating cover; black ink only text, 100 # coated cover stock; text 80# offset. Perfect bound.

6. Department brochures: Various quantities, 8 ½” X 11” or 8 ½” X 14” folded to #10 envelope. Coated cover stock, scored for folding. 4/4.

7. Folders: 9” x 10” Folders with inside pockets, 4 color.

Category C

8. Posters: Larger than 11” X 17” up to 4’ X 6’.