



HIGHLINE PUBLIC SCHOOLS No. 401
15675 Ambaum Boulevard SW
Burien WA 98166

***OUR PROMISE: Every student in Highline Public Schools is known
by Name, Strength, and Need, and graduates ready
for College, Career, and Citizenship.***

REQUEST FOR PROPOSAL

PRINTING SERVICES FOR SCHOOL YEAR 2016/17
With Extensions up through School Year 2020/21

Highline Public Schools No. 401

RFP #16/17-1

Release Date:
October 6, 2016

Proposal Responses Due
October 25, 2016 by 2:00 P.M. PST
(Pacific Standard Time)

Official Contact:

Tracey David, Purchasing Specialist
Tracey.David@HighlineSchools.org
206. 631.3202

Official RFP Page:

www.highlineschools.org/purchasing

Introduction

The Highline Public Schools No. 401, hereinafter referred to as “the District” is seeking Printing Services from a qualified printing services provider.

Highline Public Schools No. 401 provides equal access to its programs and services for all people without regard to race, creed, color, religion, national origin, age, gender, sexual orientation, marital status or disability.

The District appreciates your consideration of this RFP and looks forward to receiving your proposal.

Background Information

Highline Public Schools No. 401 is comprised of one (1) early learning center, two (2) grades 7-12 school locations, four (4) middle school locations, twelve (12), high school locations, one (1) athletic stadium, eighteen (18) elementary school locations, one (1) administrative office and several support facilities (transportation, maintenance, facilities management, etc).

The central office of Highline Public Schools No. 401 is located at 15675 Ambaum Boulevard S, Burien Washington, 98166 in the County of King, State of Washington. The District has an approximate student population of 19,000 and an administrative/teaching/support staff of approximately 2,500.

District Information can be obtained on the web at www.highlineschools.org. If you require special assistance or this information in an alternative format, please contact Tracey David, Purchasing Specialist, at 206.631.3202 or Tracey.David@highlineschools.org.

Schedule of Events

October 6, 2016	RFP Available on District Website: www.highlineschools.org/purchasing
October 7, 2016	First Publication
October 14, 2016	Second Publication
October 19, 2016 by 2:00 p.m.	Deadline for Questions from Potential Bidders
October 21, 2016 by 2:00 p.m.	Questions and Answers issued to Bidders via Website
October 25, 2016, 2:00 p.m.	Sealed Proposals Due
October 25, 2016, 2:10 p.m.	Public Opening and Reading Olympic Conference Room
November 3, 2016	Completion of Review, Evaluation and Scoring. Notification of Award.
May 2017	Evaluation of Past Performance
June 2017	Extension of Contract for 2017/2018
May, Annually	Evaluation of Past Performance
June, Annually	Extension of Contract Potentially up Through 2020/2021

Proposal Requirements

The general purpose of this proposal is to obtain professional printing services to include mailing of printed material for Highline Public Schools No. 401.

Proposal Submission

The proposal shall include the following completed documents:

1. Cover Letter
2. Proposer's Information (form provided herein)
3. Pricing Response
4. References
5. Samples

The District shall not be liable for any expenses incurred in the preparation of presentation of bidder's proposal.

Proposers must be in full compliance with federal, state and local laws, rules and regulations that in any manner affect the items covered herein. Lack of knowledge by the proposer shall in no way be cause for relief from responsibility. Become familiar with and abide by current federal laws, state and local statutes, regulations and ordinances that could impact pricing or performance.

All materials submitted in response to the RFP shall become the property of the District.

Errors in Bid Submissions

Proposers are responsible for all errors or omissions in their bids, and any such errors or omissions will not serve to diminish their obligations to the district.

Questions/Interpretation of Bid Documents

All inquiries, questions, or anyone contemplating submitting a bid in response to this RFP, who is in doubt as to the true meaning of any part of the documents, or finds discrepancies, or omissions therein, may submit to the Business Services Department **in a written request** for an interpretation or correction thereof. The person submitting the request shall reference the page number and shall be responsible for its prompt delivery; to be submitted to Tracey David at Tracey.David@HighlineSchools.org on or before the date/time required in the Schedule of Events, above. Relevant questions or corrections to contract documents will be distributed to all participating bidders in the form of an addendum and will also be published on the district website listed on the front of this document by the time specified in the Schedule of Events, above.

Submitting Sealed Proposal

Submit original signed proposal with the required documents as specified above. The proposal must be completely sealed, marked on the outside as **"RFP 16/17-1 Printing Services"**.

Mail or hand deliver to:

Highline Public Schools No. 401
Business Services Department
ATTN: **Tracey David, Purchasing Specialist**
15675 Ambaum Boulevard SW
Burien, WA 98166

Proposer shall examine and understand this entire document and seek clarification from the Purchasing Specialist, if required, pursuant to WAC 236-48-013. Negligence in preparing a Proposal does not give a right of withdrawal after Proposal opening.

Late Proposals

Any proposal received after the date/time due will not be considered. Proposers are solely responsible for ensuring that proposals are *delivered on time*. Delays caused by any delivery services, including the U.S Postal Service, local traffic conditions, or any other reason, will not be considered and will be returned unopened. The only acceptable evidence to establish time of receipt at the District Business Services Department is time/date stamp of such office on bid wrapper or other documentary evidence of receipt maintained by the District.

Withdrawals

Proposers may withdraw their bid; either personally or by written request, by the Proposer's authorized representative at any time prior to the date/time specified as due. Communication to withdraw must be given directly to the Business Services department by an authorized agent of the company issuing the response to the RFP. Withdrawals received after the date/time due, will not be considered, unless the District determines that late receipt was due solely to mishandling by the District before receipt at the District Business Services department.

Indemnification

The proposer agrees that to the fullest extent permitted by law, proposer will hold harmless, defend, and indemnify the District, its agents, employees, and board members from any and all liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from any and all acts or omission by the proposer under the contract. The District shall have the right to demand that the proposer defend any and all claims, lawsuits, or proceedings related to services provided under the contract, without cost to the District, with a lawyer acceptable to the District. The terms of this section shall survive termination of this contract.

The District agrees that to the fullest extent permitted by law, the District will hold harmless, defend, and indemnify the proposer, its agents, employees, and the board members from any liabilities, penalties, losses, damages, claims, expenses, attorneys' fees, taxes, expenses of litigation, judgments, suits, liens, and encumbrances, without limitation, arising out of or resulting from the negligence by the District.

Accidents and Risk of Loss

The Service Provider will be solely responsible for accidents and injuries to all persons or property caused by the acts or omissions of its officers, supervisors, agents, or employees.

Public Disclosure

Proposers should clearly identify any material that constitutes valuable formulae, designs, drawings, and research data claimed to be exempt from public disclosure RCW 42.17.310, along with a statement of the basis for such claim of exemption. Pricing and entire bid packages are not considered proprietary. The agency will attempt to give notice to the proposer of any request for disclosure of such information. Failure to so label such materials or to timely response after notice of request for public disclosure has been given shall be deemed a waiver by the submitting supplier of any claim that such materials are, in fact, so exempt.

Disqualification of Proposer

At the Districts discretion, in addition to any other right to reject bids, may determine that a bidder is not responsible and may reject a bid for any of the following circumstances. 1) More than one bid is submitted by the same proposer under the same or different name, 2) Evidence of collusion with any other proposer, 3) Proposer not qualified to perform the contract, 4) Unsatisfactory performance recorded from past or current services to the District, 5) Any other reason deemed proper as determined from a pre-award survey of proposers capability to perform.

Conflict of Interest

The Proposer will disclose any professional or personal financial interest which could be a possible conflict of interest in representing the District shall be listed in your cover letter with your proposal.

Communication during the Proposal Period

The Proposer, its company's employees, affiliates, or other interested parties to the company, shall not contact the District staff, members of the School Board, or other parties to the District, about the RFP unless authorized in writing in advance by the Purchasing Specialist. Failure to abide by this requirement may be grounds for a proposal to be determined to be non-responsive or responsible.

Print Job Submission

All jobs will be submitted electronically via email. Jobs can be as small as 50 pages. All jobs submitted could be in any of the following formats: doc, docx, xls, xlsx, ppt, pptx, pub, rtf, png, jpg, zip, and pdf. The paper color, weight from 20 to 100 pound, type, binding, punching, folding, lamination, simplex or duplex, collation and inserts will be specified with the job submission.

Evaluations

The District will evaluate all proposals from responsible and responsive proposers. Evaluation of the proposals received in compliance with the RFP instructions will be performed for the purpose of selecting a company which best meets the needs of the District. The Proposer with the higher score will be awarded the contract for services. Before the proposals are awarded, the District reserves the right to conduct due-diligence reference checks and investigate in any way the District determines is appropriate to ensure the Proposer's company is in the District's best interest.

In evaluating RFP responses, the District will award points to each response up to the maximum points that are listed for each of the five following criteria:

Maximum 100 points

Price	35 points
Preferred Services	33 points
Company's Ability (from cover letter)	15 points
Sample Quality	10 points
References	7 points

Price Submission

Provide in your response a price sheet for all supplies and services related to your business, broken down so the District may determine total cost, for each print job, to include, paper color, weight from 20 to 100 pound, type, binding, punching, folding, lamination, simplex or duplex, collation and inserts. If your price sheet is a retail price and your proposed price is a percent off of the listed retail price, clearly indicate the percentage discount. Evaluation of pricing will be made of a selected "market-basket" of print jobs.

Preferred Services

In your proposal, provide a response to the District for each item listed below. The format shall include our number and the service listed with your response below each item. Provide a response not to exceed one-half page for each item below, describing how your company meets each preferred service item.

1. 24-hour turnaround of final proof delivered to our central office via UPS, FedEx or by vendor courier service
2. No extra charge for unlimited proof edits
3. 72- hour (3 business days) turnaround of approved mailing product to the post office
4. 72- hour (3 business days) turnaround of approved print jobs of less than 50,000 pages (equivalent to 8.5" x 11" duplex)
5. 120- hour (5 business days) turnaround of approved print jobs of more than 50,000 pages (equivalent to 8.5" x 11" duplex)
6. Mail prep of over 64,000 pieces into postal routes delivered to post office. The District will provide the district borders upon successful award of the contract. The Service Provider shall determine the postal routes.
7. Bundling for sites and delivery to central office
8. Lamination services
9. Variety of sizes, types, poster, tri-folds
10. Keeping a file of district print jobs

11. Ability to pay by district p-card

References

Please submit three (3) references listing companies or public entities relative to a similar quality and scope of services requested. The District reserves the right to interview references regarding any part of this proposal request and any other companies or public entities we determine might be relevant to the selection of this service. Submit company's name, contact name, phone, e-mail, contract term served, and dollar volume for the last twelve months the contract was performed. Indicate the volume by each category of service provided, i.e. Single Side Copy, Double-Sided Copy, etc.

Company's Ability

In your cover letter for submitting your proposal, describe your company's history, capabilities to include a brief description of services (such as mailing, binding, folding, cutting, punching), number of employees, annual sales volume, equipment and human capital capacity, etc., in a straightforward and concise way not to exceed two single-sided pages. Your response will determine how well your company will be able to perform the work required under this proposal.

Samples

Provide samples for evaluation on quality to include, but not limited to the following:

Standard printing, color and black and white

Color glossy, heavy stock

Try-folded mailing

Bound documents

Post cards

Laminated

The District reserves the right to seek additional information and/or clarification from any proposer, the right to reject any and all responses received with or without cause, the right to negotiate all final terms and conditions of any agreement entered into with any proposer that submits a response and also to waive an irregularities or informality if deemed to be in the best interest of the District.

HIGHLINE PUBLIC SCHOOLS NO. 401

PRINTING SERVICES 16/17-1

PROPOSER'S INFORMATION

I hereby certify that I have read and understood this Request for Proposal, General Information, and Evaluation of Proposals.

The undersigned agrees to furnish the enclosed services at the price stated, subject to the conditions and requirements of this proposal. The proposal must be signed by a person with authority to legally bind the bidder.

I certify that I am an authorizing agent of the firm referenced below and have legal authority to bind said company to the terms and conditions of this contract:

Legal Firm Name: _____

By/Title _____

Print Name/Title _____

Authorized Signature _____

Address _____

City _____ State _____ Zip Code _____

Telephone _____ Fax _____

Email _____

Dated _____

Please indicate the person to be contacted by the District concerning any part of this RFP or the proposal:

Name: _____ Title _____

Telephone: _____ Fax _____

Email: _____