



**BEACH CITIES HEALTH DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
PRINTING & MAILING SERVICES**

Issue Date: April 28, 2016

Proposal Due Date: May 31, 2016

Proposals Directed To: Beach Cities Health District

Proposal Contact: Cristan Higa, Director of Communications
cristan.higa@bchd.org

Number of Proposal Copies: 2 with attachments

In compliance with this Request for Qualifications (RFQ) and to all conditions imposed herein, the undersigned offers and agrees to furnish the services in accordance with the attached signed response or as mutually agreed upon by subsequent negotiation. By signature hereto, the proponent certifies that all representations and certifications contained in its response are complete and accurate as required.

Name and Address of Firm:

Name: _____

Signature: _____

Title: _____

Date: _____

Phone #: _____

Federal Emp. ID# _____

Fax #: _____

**BEACH CITIES HEALTH DISTRICT
REQUEST FOR QUALIFICATIONS (RFQ)
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**SERVICES FOR
Beach Cities Health District**

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SECTION 1: GENERAL INFORMATION

1.1 Purpose

The intent of this Request for Qualifications ("RFQ") is to identify Vendors who can provide services consistent with the scope of work included in this document, Beach Cities Health District, a public agency that serves the cities of Hermosa Beach, Redondo Beach and Manhattan Beach. It is the intent of the Beach Cities Health District to qualify one or more printers to accomplish services on an "as needed bases" outlined in this Request for Qualifications.

This document will provide Vendors with the information necessary to prepare and submit responses for consideration of this service. Vendors responding to this RFQ are expected to provide Beach Cities Health District (hereafter referred to as BCHD) with information and evidence which will enable the evaluation of the information in expectation of awarding business in a manner which best serves BCHD. Only Vendors willing to honor quoted prices submitted through this RFQ process through the period ending June 30, 2018 should respond to this RFQ.

BCHD has the right to use any and all ideas presented in any response to this RFQ.

1.2 Beach Cities Health District Overview

The Beach Cities Health District (BCHD) is a dynamic public health agency serving the 120,000 residents of Hermosa Beach, Manhattan Beach and Redondo Beach through a wide range of innovative health and wellness programs that promote healthy lifestyles, physical health and fitness, and emotional balance. The organization strives to develop programs and services that meet our mission:

To enhance individual and community well being in the cities of Hermosa Beach, Manhattan Beach, and Redondo Beach through a broad array of innovative health services, collaborative partnerships, and community programs.

A tax-free public agency, BCHD spends \$11 million annually in service provision to the residents.

1.3 Contact Point and Issuing Office

The sole point of contact for questions or additional information is:

Cristan Higa
Beach Cities Health District
1200 Del Amo Street
Redondo Beach, CA 90277
cristan.higa@bchd.org

All responses to this RFQ must be delivered to the point of contact shown above. All questions and requests for additional information must be in writing and received through the point of contact shown above (email is acceptable).

SECTION 2: SCOPE OF SERVICES

2.1 Scope of Work

The printing services to be bid upon are presented in Section 6 of this RFQ. BCHD is seeking the services of a Printing Vendor to meet current and future business needs. The primary need at this time is for Vendor to provide high quality printing, list management and delivery of the BCHD quarterly LiveWell mailer. The mailer features BCHD's programs across the lifespan to help inform residents and connect them with a wide range of services and facilities BCHD offers.

If Vendors do not wish to be considered for a particular item, write "n/a" as the cost. Please use Attachment 1 form, do not use your own form.

Camera art will be provided by the District and uploaded to printer's FTP site. Printer must have the ability to print material generated by Adobe products (InDesign, Photoshop, Illustrator, PDF format).

Printers must be:

- Flexible and timely
- Capable of a quick turnaround, occasionally same day
- Committed to meeting the specific project deadlines
- Able to provide high level of customer service
- Well-versed in current printing methods
- Capable of providing recommendations to BCHD staff
- Capable of delivering the final product to BCHD locations
 - Beach Cities Health District
 - Beach Cities Health District - Admin Office
 - Center for Health & Fitness
 - AdventurePlex

Questionnaire

Vendors are asked to submit answers to questions regarding their policies, customer service and experience. Please use Attachment 2 form, do not use your own form.

Samples

Submit no more than (7) different pieces your company has produced within the last two years. The subject matter is not relevant; they should demonstrate Vendor's ability to produce high quality, effective materials.

SECTION 3: PROPOSAL FORMAT AND CONTENTS

To be considered, Vendor shall submit a complete response to this Request for Qualifications (RFQ) using the format outlined below. Proposals by a joint team or a prime / subcontractor team shall list the full names and addresses of all team members and the proposed relationship / role of each.

3.1 Letter of Transmittal

The prospective Vendor's proposal shall include a brief letter of transmittal signed by an individual or individuals authorized to bind the prospective Vendor contractually.

3.2 Qualifications and Experience of Firm, Including Subcontractors

The Vendor shall provide information on their business, applicable certificates of recognition, and other pertinent information that demonstrates their qualifications to perform the contract. Information on education, training, certification, awards, etc... for individual employees of the Vendor or Subcontractor may be supplied.

The Vendor should have a minimum of 5 years of printing services.

The Vendor shall designate a project team comprised of experienced professional and technical staff to competently and efficiently perform the work with either their own personnel, Subcontractors, or commitment to hire additional staff. The response shall identify the project team composition, project leadership (i.e. principle, project manager), reporting responsibilities, and address how Subcontractors will fit into the management structure. As a minimum, the principle in charge and manager shall be designated. Other key personnel may also be designated. The manager must have adequate experience in managing services of similar nature and scope.

3.3 Required Disclosures

In addition to all other requests listed in Section 3 of this RFQ, Vendors responding to this RFQ will provide the following disclosure:

A disclosure of the Vendor's name and address and, as applicable, the name and address of any company or venture that owns or has majority stake in the vendor and the names of key officers and directors of the Vendor. A disclosure providing information regarding any major contract that has been terminated for any reason within the last year by division of vendor /company responding to this RFQ.

3.4 Insurance Requirements

Please attach copies of all proof of insurance as described below that qualifies you to provide the service requested.

Contractor shall provide and maintain insurance coverage of adequate levels in compliance with the following:

- Comprehensive Public/General Liability
- Worker's Compensation

- Bodily injury & Property Damage
- Comprehensive Automobile Liability
- Property Damage Liability
- Contractual Liability (Hold Harmless Coverage) – Beach Cities Health District to be named as additional insured

SECTION 4: SUMMARY OF KEY DATES

4.1 Key Dates

The following dates are shown for informational and planning purposes only. BCHD reserves the right to change any of the dates.

Public Notice – RFQ issued April 28, 2016
 RFQ responses due by 3:00 P.M. on May 31, 2016
 Responses reviewed June 2016
 Interviews conducted (if required) June 2016
 Selections and Notification – June 2016

SECTION 5: CRITERIA FOR EVALUATION OF PROPOSALS

5.1 Evaluation Criteria & Award Notice

BCHD staff will review the responses. Responses will be received and evaluated on the understanding that the Vendor accepts full responsibility for, and will be contractually bound by, all statements made within the proposal and by sales and/or technical representatives. This responsibility extends to verbal sales commitments, vendor literature and claims of the capacity and ability of the proposed Vendor and its representatives to meet the specified scope of service requirements contained in this RFQ.

The evaluation of Responses will include, but may not be limited to, the items listed in this RFQ. Additional significant consideration will be given to the quality and comprehensiveness of each Vendors response to this RFQ. BCHD reserves the right to award a business on what it considers to provide the greatest long-term benefit to BCHD and the best quality of service to the community and customers.

Assuming Beach Cities Health District receives an adequate number of quotes from qualified Vendors, BCHD intends to approve a list of one or more printers from which BCHD staff may order services as needed.

BCHD reserves the right to accept responses in whole or in part, and to negotiate with any Vendor in any manner necessary to serve the best interests of BCHD. Vendors may be strictly held to the terms submitted in their responses as maximums, but may be required to reduce costs depending upon aspects of the services which may be determined by BCHD to be unnecessary, or aspects for which BCHD decides to assume the responsibility.

BCHD reserves the right to withdraw or cancel this RFQ at its own discretion. BCHD also reserves the right to reject any and all responses resulting from this solicitation. BCHD reserves the right to obtain any information from any lawful source regarding past business history and practices. Such information may be taken into consideration in evaluating the responses.

All notices and communications regarding this RFQ will solely be conducted through the Vendors point of contact listed in the response and the BCHD contact identified in this document. Awards will follow the timeline outlined in Section 4.1.

SECTION 6: ATTACHMENTS

6.1 Printing Services Quote Table

6.1 Questionnaire