



Peralta Community College District

REQUEST FOR BID

Bid No. 16-17/08 District Wide College Catalogs For 2017 - 2019

The Board of Trustees of the Peralta Community College District, Oakland, California, through the Office of Purchasing, is hereby requesting bids for District Wide Class Catalogs for 2015 through 2017.

The successful Contractor will be required to furnish all labor, material, equipment, and supplies to provide class schedules for Berkeley City College, College of Alameda Laney College and Merritt College.

Proposal Information

Bid Description	District Wide College Catalogs for 2017 - 2019
Bid Type	Goods
Bid Number	16-17/08
Bid Issued	October 14, 2016
Department	Purchasing Department
Mandatory Pre-Bid Meeting	October 31, 2016 at 10:00 AM Peralta Board of Trustees Conference Room 333 E. 8th Street, Oakland, CA 94606
Scheduled Publication Dates	October 14, 2016 and October 21, 2016
Bid Due Date	November 17, 2016 at 11:00 a.m.

How to Obtain Bid Documents

Copies of the Bid documents may be obtained at:

1. Peralta Community College District
Purchasing Department
501 5th Avenue
Oakland, CA 94606
Phone: (510) 466-7225
Office Hours: 8 A.M. to 4 P.M.
2. By visiting our website at: www.peralta.edu under Quick Links, click on "Business Opportunities", then on the List of Current Bids, RFP/RFQ's to download the bid packet.

Instructions for Submitting Bids

Submittal Address	Peralta Community College District Purchasing Department Attn: Seraphine Nzomo 501 5 th Avenue Oakland, CA 94606
Submittal Copies	One (1) Original copy clearly marked "Original" and two (2) Copies marked "copy".
Submittal Envelope Requirements	Bids must be <u>sealed</u> and have the following information <u>clearly marked</u> and visible on the outside of the envelope: <ul style="list-style-type: none">• Bid Number• Name of Your Company• Address• Phone Number
Late Submittals	Bids received after the time and date stated above shall be returned unopened to the vendor.

Proposal Questions

Questions for clarification must be submitted in writing and can be submitted by fax or e-mail to **Hassan Lecky, Fax: (510) 587-7873; Email holecky@peralta.edu** Questions must be submitted no later than **4:00 p.m. on November 4, 2016**. No questions regarding the specifications will be responded to after that date. All questions will be responded to and answered in writing no later **November 9, 2016**. All prospective bidders will receive copies of the questions and answers.

Full Opportunity

The Peralta Community College District hereby affirmatively ensures that Disadvantaged Business Enterprises (DBE), Small Local Business Enterprise (SLBE) and Small Emerging Local Business Enterprise (SELBE) shall be afforded full opportunity to submit bids in response to this notice and will not be discriminated against on the basis of race, color, national origin, ancestry, disability, gender, transgender status, political affiliation or religion in any consideration leading to the award of contract.

No qualified disabled person shall, on the basis of disability, be excluded from participating in, be denied the benefits of, or otherwise be subjected to discrimination in any consideration leading to the award.

Peralta Community College District reserves the right to reject any or all proposals, to waive any irregularities or informalities not affected by law, to evaluate the proposals submitted and to award the contract according to the proposal which best serves the interests of Peralta Community College District.

By: Marie Hampton, Director of Purchasing

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Attachments:

Title		Must Be Returned with Proposal
1	Vendor Questionnaire and Certificate by Compliance	Yes
2	Bidder's Questionnaire	Yes
3	Certificate Regarding Workers' Compensation	Yes
4	Statement of Equal Employment Opportunity	Yes
5	Small Local Business Enterprise/Small Emerging Local Business Enterprise Program	
6	SLBE/SELBE Self Certification Affidavit	Yes, If applicable
7	General Provisions	

Section I. Project Overview

Peralta Community College District (PCCD) is soliciting formal bids to print the 2017 - 2019 college catalogs for Berkeley City College, College of Alameda, Laney College and Merritt College in Oakland.

Section II. Scope of Services

Below are the specifications for printing Peralta College District Class Catalogs for 2017 - 2019.

1. Job Description

- a. Print four individual college catalogs.
- b. The successful bidder shall receive electronic files with link, images and fonts.

2. Proofs

- a. The successful bidder shall submit laser print of the text pages, and a color match proof of the cover before final printing.
- b. The successful bidder shall also pay the costs of transportation of District personnel to make press checks if the printing plant is located more than fifty (50) miles from the District office.
- c. The College will provide a CD or FTP site of finished data (including any and all corrections) along with any documentation to the District at completion of project.

3. Catalog Description

- a. The 2017 – 2019 college catalogs shall consist of the herein specified quantities and number of pages.

Site	Quantity	Approximate Number of Pages (8 1/2" x 11")
Berkeley City College	2,000	384
College of Alameda	5,000	280
Laney College	1,000	408
Merritt College	3,800	336

4. Catalog Size

- a. The overall trimmed size of the bond catalogs shall be 8 1/2" x 11" (minimum 8 1/4" x 10 3/4").

5. Cover

- a. Cover proof and color match must be in High Resolution.
- b. Inside printing of both front and back covers in black ink.
- c. Four color process

Note: All paper for use in Peralta publications, promotional materials, and classroom materials shall be at least 30% recycled

6. Ink

- a. Text of the college catalogs will be printed in black ink.
- b. The covers for each college's catalog is different, but all will be printed in black plus one different PMS over black (2/1), and will bleed two sides.

Note: Petroleum-based inks are disallowed in all contracted printing.

7. Art Work

- a. Artwork will be provided on CD or emailed to FTP Site with text, fonts and images, in Indesign CS4 or CS5 files.

8. Paper Stock

- a. Cover: 80-pound coated matte dull finish with aqueous coating for front and back cover and inside front and back cover.
- b. Text Pages: 60-pound opaque white offset

Note:

- a. **All paper for use in Peralta publications, promotional materials, and classroom materials shall be at least 30% recycled.**
- b. **All white paper for printing and photocopying must be 100% post-consumer waste (recycled)**

Bidder shall specify the kind and weight of paper and submit sample with bid.

9. Bindery

- a. College catalogs will be perfect bound.
- b. Each site will require a portion of the catalogs to be bound with heavy-duty plastic binding (GBC) or Spiral Bound.

College	Catalogs/GBC (Spiral Bound)
Berkeley City College	100
College of Alameda	250
Laney College	300
Merritt College	300

10. Production Schedule

	March 1	Non-Course programs/policies, pictures, messages, etc., is due to your college catalog designer and/or the District.
for	May 12	All text documents for program and course information due to your college catalog designer and/or the District. Note: March 6th will be the last CIPD approval date catalog purposes.
	June 5	College catalog due to printer.
	June 19	First proof of college catalog sent from printer to colleges.
	June 19 - 30	Colleges will have two (2) weeks to correct proof and provide corrected files to printer.
	July 5	Printer will make corrections and send final proofs to colleges.
	July 5 - 12	College will have one (1) weeks to make final review and final approval of their catalog.
	July 12 - 31	Production of college catalogs.
	July 31	Delivery of 2017 - 2019 college catalogs.

11. Bids

Bids are required on all four (4) college catalogs

1. Provide hourly rate for corrections \$ _____
2. Provide price for additional full proof \$ _____

The quality of work from each bidder will be represented by a sample of a similar project to be submitted with completed bid.

12. Delivery

Delivery of college catalogs will be to the Peralta Community College District Warehouse, 501 Fifth Avenue, Oakland, CA 94606-2889, Attention: Shawnee Martinez at 510-466-7334.
College Catalogs are to be either in cartons or shrink-wrapped and must be on pallets.

Delivery of college catalogs is required by July 31, 2017.

Section III. Cost Proposal

COST PROPOSAL

<u>ITEM</u>	<u>REQUIRED</u>	<u>ESTIMATED</u>	<u>NUMBER OF</u>	<u>DATE</u>	<u>UNIT</u>	<u>EXTENDED</u>
	<u>LOCATIONS</u>	<u>QUANTITY</u>	<u>TEXT PAGES</u>	<u>DUE</u>	<u>PRICE</u>	<u>PRICE</u>
1	BERKELEY CITY COLLEGE	2,000	384	7/31/2017		
2	COLLEGE OF ALAMEDA	5,000	280	7/31/2017		
3	LANEY COLLEGE	3,330	408	7/31/2017		
4	MERRITT COLLEGE	3,800	336	7/31/2017		
					Subtotal	
					Tax	
					TOTAL	\$
						\$

Section IV. Submission Requirements

PCCD has scheduled a Mandatory Pre-proposal meeting on **October 31, 2016 at 10:00 AM** to review the scope of work and the submission requirements. The meeting will be held in the Peralta Board of Trustees Conference Room at 333 E. 8th Street, Oakland CA, 94606.

Please respond to the following four (6) submission requirements in a straightforward, concise delineation of your capabilities proposed to satisfy the requirements of the Bid. PCCD will use your responses to objectively determine your capabilities and experience. Please limit your total response to 10 pages (excluding the required attachment forms provided with this Bid). Please label your responses 1 through 6, in the order presented below, and provide the following information:

1. **Equipment, Resources and Key Personnel:** Provide information regarding the type of equipment and resources you have. How many employees?
2. **Knowledge and experience:** How long has the company been in business? How will the vendor reflect our vision in the final creation?
3. **References:** Please provide a list of current clients with contact names and numbers.
4. **Timeline:** What are your timelines for each stage of print production once PCCD submit their order?
5. **Pricing:** Describe what all is included in the total cost to print the class schedules? What type of changes can be made and what are the costs associated with these changes?
6. **SLBE:** Does your company meet the District definition of an SLBE or SELBE?

Section V. Timeline and Evaluation Criteria

Projected Timeline

Below is the proposed timeline for this Bid.

Bid Issued	October 14, 2016
First Announcement	October 14, 2016
Second Announcement.....	October 21, 2016
Pre-Bid Meeting	October 31, 2016
Response Due.....	November 17, 2016
Board Approval	November 18, 2016

Prior to contract award, the Peralta Community College District must be assured that the responder (vendor) selected has all of the resources required to successfully perform under the contract. This includes, but is not limited to, personnel with skills required, equipment/materials

and financial resources sufficient to provide services called for under this contract. If during the evaluation process, the Peralta Community College District is unable to assure itself of the responder's ability to perform under the contract, if awarded, the Peralta Community College District has the option of requesting from the responder, any information that the Peralta Community College District deems necessary to determine the responder's capabilities. If such information is required, the responder will be notified and will be permitted five (5) working days to submit the requested information.

Acceptance

Any offer received shall be considered an offer which may be accepted or rejected, in whole or in part, by the District based on initial submission without discussions or negotiations.

The District reserves the right to reject any or all offers and to waive informalities, minor irregularities, or other requirements in offers received, and/or to accept any portion of the offer if deemed in the best interest of the District. Failure of the offer or to provide in its offer any information requested in the BID, including the signed offer or Representatives and Certification Form and the Offer regarding existing arrangements, may result in rejection for non-responsiveness. Failure of the offer or to meet or exceed any stated minimums in the BID may also result in rejection for reasons of non-responsiveness.

Representations

No representations or guarantees of any kind, either made orally, or expressed or implied, are made with regard to the matters contained in this document, including any attachments, letters of transmittal, or any other related documents. The Vendor's must rely solely on its own independent assessment as the basis for the submission of any offer made.