



Peralta Community College District

REQUEST FOR BID

Bid No. 16-17/09 District Wide Class Schedules 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 Schedules for 2017 through 2019.

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 Class Schedules for 2017 - 2019 |
| Bid Type | Goods |
| Bid Number | 16-17/09 |
| Bid Issued | October 14, 2016 |
| Department | Purchasing Department |
| Mandatory Pre-Bid Meeting | October 31, 2016 at 11:00 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 2:00 p.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
2. Office Hours: 8 A.M. to 4 P.M.
3. By visiting our website at: www.peralta.edu and 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 Seraphine Nzomo, **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 Department

Table of Contents

Section I. Project Overview pg. 1 of 13
Section II. Scope of Services pg. 1 of 13
Section III. Cost Proposal..... pg. 2 of 13
Section IV. Submission Requirements pg. 3 of 13
Section V. Timeline and Evaluation Criteria pg. 3 of 13

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 class schedules for Peralta's four colleges for the following school period:

Summer 2017
Fall 2017
Spring 2018
Summer 2018
Fall 2018
Spring 2019

Campuses: Laney College, Merritt College, College of Alameda and Berkeley City College.

Produce a Flipbook/Digital edition for each school period.

Section II. Scope of Services

A. General Services: Below are the specifications for printing Peralta College District Class Schedules for 2017 - 2019.

1. Art Work

- a. Artwork will be created in Indesign CS4 and CS5.
- b. Printer to provide digital color match proof for text and cover.

2. Paper Stock

- a. Cover stock – 80# gloss.
- b. Text pages – 30# newsprint.

**Note: All paper shall be at least 30% post-consumer waste (recycled).
All white paper must be 100% post-consumer waste (recycled).**

3. Page Size

- a. 8 ¼" x 10 ¾", finish size, Spring, Summer and Fall.

4. Ink.

- a. Cover front and back outside – 4 color process.
- b. Inside front and back cover – Black.
- c. Text pages – Black throughout.

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

5. Bindery

- a. The class schedules will be saddle stitched.

6. Press Run

- a. The press run will be:
 - Summer 2017 = 20,000 copies
 - Fall 2017 = 25,000 copies
 - Spring 2018 = 25,000 copies
 - Summer 2018 = 20,000 copies
 - Fall 2018 = 25,000 copies
 - Spring 2019 = 25,000 copies

7. Delivery

a. Delivery of class schedules will be to the four colleges and to the Peralta Community College District Warehouse.

- Berkeley City College, 2050 Center Street, Berkeley, CA 94704
- College of Alameda, 555 Ralph Appezato Memorial Parkway, Alameda, CA 94501
- Laney College, 900 Fallon Street, Oakland, CA 94607
- Merritt College, 12500 Campus Drive Oakland, CA 94619
- Peralta Community College District Warehouse, 501 5th Ave. Oakland, CA 94606

8. Flip Book/Digital Edition

Pre-Media Customer to supply final PDF document for conversion to web based "Flip Book/Digital Edition".

Table of Table of Contents built to include major headings/chapters.

Customer may supply an unlimited number of URL Links embedded in the source PDF file.

Additional links requiring hand coding and embedding are available at additional charge.

Customer may select from a selection of host domains. Domain masking is also available.

Discuss your options and needs with your Casey sales professional. Standard hosting is for 1 year. Automatic deactivation is included.

Hosting

Vendor will supply customer with the URL link data as well as a thumbnail graphic for posting to customers web site. Technical assistance is available for customers who need help with web site and hosting details.

Alternative Specifications:

- 1. Cost per author's changes must be detailed in advance and as part of the original bid.**

Section III. Cost Proposal

COST PROPOSAL

| ITEM | SEASON | YEAR | REQUIRED LOCATIONS | ESTIMATED QUANTITY | NUMBER OF TEXT PAGES | DATE DUE | UNIT PRICE | EXTENDED PRICE |
|------|--------|------|--------------------|--------------------|----------------------|------------|------------|----------------|
| 1 | SUMMER | 2017 | DISTRICT COLLEGES | 20,000 | 80 | 3/27/2017 | | |
| 2 | FALL | 2017 | DISTRICT COLLEGES | 25,000 | 232 | 3/27//2017 | | |
| 3 | SPRING | 2018 | DISTRICT COLLEGES | 25,000 | 232 | 10/23/2017 | | |
| 4 | SUMMER | 2018 | DISTRICT COLLEGES | 20,000 | 80 | 3/26/2018 | | |

| | | | | | | | | |
|---|--------|------|----------|--------|-----|-----------------|----|----|
| 5 | FALL | 2018 | DISTRICT | 25,000 | 232 | 3/26/2018 | | |
| | | | COLLEGES | | | | | |
| 6 | SPRING | 2019 | DISTRICT | 25,000 | 232 | 10/22/2018 | | |
| | | | COLLEGES | | | Subtotal | | |
| | | | | | | Tax | | |
| | | | | | | TOTAL | \$ | \$ |

Section IV. Submission Requirements

PCCD has scheduled a Mandatory Pre-proposal meeting on **October 31, 2016 at 11:00 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.