



SOUTHERN CALIFORNIA COASTAL WATER RESEARCH PROJECT (SCCWRP) REQUEST FOR PROPOSAL

PRINTING OF ANNUAL REPORT

I. Overview

SCCWRP is soliciting proposals to print its annual report. The proposals are due by Monday, June 13, 2011 and a contract will most likely be awarded by Thursday, July 7, 2011. The annual report will consist of approximately 300 pages on coated paper in a professional journal format. Scheduled printing of 800 copies is Friday, December 23, 2011. SCCWRP at its option may renew contract for an additional three years.

II. Instructions to Bidders

Three copies of bidder's proposal for printing of annual report are to be enclosed in a sealed envelope marked "Printing of Annual Report" and addressed to:

Marisol Gonzales
Office Manager
3535 Harbor Blvd., Suite 110
Costa Mesa, CA 92626-1437

Sealed bids will be received at SCCWRP's offices, 3535 Harbor Blvd., Suite 110, Costa Mesa, CA, up to the hour of **11:00 am on June 13, 2011**. Bids will then be publicly opened. Bids received by facsimile or E-mail will not be accepted. This solicitation shall not be construed as obligating SCCWRP to award a contract or pay any compensation for proposal preparation or for the information solicited.

Questions regarding this RFP may be submitted to karlenem@sccwrp.org until 5:00 pm on June 3, 2011. SCCWRP's responses will be sent to the Bidders by email and posted on the SCCWRP web site (www.sccwrp.org). Pre-bid meeting will be held at SCCWRP offices on June 10, 2011; please RSVP to karlenem@sccwrp.org. All Bidders should inform SCCWRP of their intention to submit a bid by June 3, 2011 via email (karlenem@sccwrp.org), FAX (714-755-3299), or letter mail. Although this notification is not mandatory, it is necessary to ensure bid updates and receive responses to RFP questions.

III. Scope of Work

SCCWRP is requesting proposals to print its annual report. The annual report will consist of 300 two-color pages on 20-pound coated paper in a perfect bound professional journal format. Each page will be 8 ½ by 11 in size. Cover will be 60-pound coated paper. Text, tables, figures, and style sheets will be provided. Please base proposal on SCCWRP's previous Annual Reports available online <http://www.sccwrp.org/Documents/AnnualReports.aspx>; paper copies available upon request.

IV. Proposal Submission

Proposals are limited to 3 single spaced pages (Times New Roman, 12-point font), exclusive of qualifications, resumes and budget. Proposals must address the following three sections and be titled accordingly:

Printing Capabilities and Proposed Process

The proposal should discuss production resources, staffing, scheduling, recommended equipment, details of printing process, client interaction and quality control procedures regarding the Scope of Work.

Qualifications and Experience

Include company history, qualifications, experience, annual production volumes, list of previously printed similar work, one example of previously printed similar work, current client references, and resumes of key personnel.

Budget

- A) Provide one total estimated cost to print annual report as outlined in Scope of Work.
- B) Provide individual unit costs for the following:
 - a. Hourly rate for graphic support
 - b. Hourly rate for rework
 - c. Proofs

V. Bid Evaluation Process and Criteria

Following the opening of bids, a review panel will evaluate the bids using the following criteria and scoring system. A maximum score of 100 points is possible.

- 1) Printing capabilities and proposed process. Each proposal will be rated based on the likelihood that it will meet the requirements described in the Scope of Work. (25 pts)
- 2) Qualifications and experience. Proposals will be rated based upon each bidder's qualifications and experience. (30 pts)
- 3) Cost. Bidder will be rated on its proposed total cost to the print annual report. (45 pts)