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## REQUEST FOR PROPOSALS PROFESSIONAL PRINTING SERVICES

**RELEASE DATE:**

June 11, 2018

**PROPOSALS AND SAMPLES MUST BE RECEIVED BY:**

Tuesday, June 19, 2018 by 4 p.m.

The City of Fargo is seeking proposals from qualified printing firms for professional printing services for the City's departments and divisions to include two-sided full-color business cards, letterhead, envelopes, invoice paper/statement paper, statement envelopes and other department-specific printed materials, all to include the City of Fargo's new logo as well as individual department logos and addresses.

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### KEY INFORMATION SUMMARY

**Request for Proposal:** Professional Printing Services

**Release Date:** 06/11/2018

**Contract Monitor:** Gregg Schildberger  
Manager of Communications & Public Affairs  
The City of Fargo – Communications & Public Affairs  
200 North Third Street  
Fargo, ND 58102  
701.476.6671  
[GSchildberger@FargoND.gov](mailto:GSchildberger@FargoND.gov)

**Procurement Method:** Competitive Sealed Proposals: Provide three (3) copies

**Proposals are to be sent to:** Auditor's Office  
Fargo City Hall  
200 Third Street North  
Fargo, ND 58102

**Closing Date and Time:** Tuesday, June 19, 2018 by 4 p.m.

I. **Overview**

The City of Fargo (COF) seeks the services of qualified printing firms for providing printing services to the COF's departments and divisions to include two-sided full-color business cards, letterhead, envelopes, invoice paper/statement paper, statement envelopes and other department-specific printed materials, all to include the COF's new logo as well as individual department logos and addresses.

All proposals must be received by 4 p.m. on Tuesday, June 19, 2018 in the Auditor's Office, Fargo City Hall, 200 Third Street North, Fargo, ND 58102. Please provide three (3) copies of the proposal. Proposals not received by the specified time noted will be rejected.

The printing firm must provide a demonstrated ability to provide printing services in full compliance with the COF's General Scope of Work.

The COF will attempt to order in bulk whenever possible, but more print is done on an "as needed" basis. Sample documents for items will be given to prospective proposers upon request. All shipping costs should also be included/denoted in the unit cost of each item.

All respondents shall address the criteria listed within this RFP to allow the selection committee to assess all submittals on a comparable basis.

The COF intends to enter into a contract with selected Proposer(s) for providing said services at rates submitted with the response to the RFP.

II. **Disclosure of Contents of Proposal**

All proposals become a matter of public record and shall be regarded as public records.

III. **Contract Term**

1. The proposed contract term is defined as three (3) years, with the option for two (2), one-year extensions.
2. Contracts may be awarded separately per printing item; however, an all-in-one proposal is preferred.
3. The proposer must also be willing to enter into pursue separate contracts for department-specific/required printed materials for the departments of Municipal Court and Transit.

IV. **General Scope of Work**

The COF is seeking proposals from qualified printing firms for professional printing services for the COF's departments and divisions to include two-sided full-color business cards, letterhead, envelopes, invoice paper/statement paper, statement envelopes and other department-specific printed materials, all to include the COF's new logo as well as individual department logos and addresses.

The COF will provide artwork and ready-to-print template files. It will be the responsibility of the proposer to insert the personal information of employees or departments in order to personalize each order, all while operating fully under the COF brand guidelines.

All printing services are subject to approval by the Communications & Public Affairs Manager prior to the final printing.

Sample documents for items will be given to prospective proposers upon request.

V. **Proposal Response Content**

Each proposal must use the following format, providing a response to each line item, and include attachments within their proposals.

- Statement of qualifications and experience.
  - If a proposer has experience working specifically with the COF, it should denote that within its RFP response packet.
- The number of years the proposing agency has been in full operation. The proposer will be required, at a minimum, to illustrate of history of successful and stable operation for a period of at least three (3) years.
- Full description of company and experience as it relates to graphic arts and design, print layout and production of printed materials.
- Samples of work completed for other municipal or private organizations.
- A list of past and/or present contracts similar to this RFP within municipal or state governments in North Dakota, South Dakota or Minnesota.
- Names and qualifications of the personnel to be assigned to manage this proposed agreement.
- Insurance and licenses to legally conduct business within the State of North Dakota.

VI. **Price Quote for Printings**

Each proposal will denote all-inclusive prices to the COF for layout, design, proofing and printing. See attached PDF file for a table including specific items and quantities being requested.

- Unit cost shall include:
  - Production and setup costs
  - The price and specific manufacturer, weight and color of all proposed materials (e.g. paper, cardstock, ink, etc.)
    - The COF has indicated the weight and product desired. Proposers are allowed to submit requests for substitute products, but must submit those products with its RFP response documents.
  - Shipping/Delivery
  - Amount discounts (if applicable) for bulk orders
  - If available, provide “reprint” rates for future orders of the same article without edits (such as printing a duplicate round of business cards for the same individual with no changes being requested).

- No taxes shall be assessed, as the COF is a tax-exempt, municipal organization.
- Proposers will need to provide lead time for all items on the Proposal Form. The COF will require the winning proposer will have, on hand, the paper products necessary to fulfill the COF's orders. With the exception of a rare event, The COF expects its products to be delivered within three (3) business days from the day the proof was approved.

VII. **Evaluation Criteria**

The following criteria will be evaluated and weighted as follows:

- **25 points** - Specialized experience or technical expertise of the printing industry in connection with the General Scope of Work.
- **20 points** - Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm.
- **20 points** - Past record of performance on City or State contracts, including quality of work, timeliness and cost control.
- **20 points** - Cost of services to be performed based on the submitted rate sheets.
- **15 points** - Ease of Online Ordering (including previews and approval/proof signoff)

The Professional Printing Services contract will be selected by a selection committee and will be based on the emulation criteria. Any and all information submitted by proposer will be taken into account by the selection committee. An interview with a question and answer format *may* be required for those firms that are ranked highest by the selection committee.

VIII. **Questions and Answers**

All questions related to this Request For Proposal should be submitted in text via email to Gregg Schildberger ([GSchildberger@FargoND.gov](mailto:GSchildberger@FargoND.gov)).

IX. **Project Timeline**

The COF reserves the right to modify the following timeline, if necessary.

Release of RFP	June 11, 2018
Proposals Due	June 19, 2018
Selection (interviews if required)	T.B.D.
Fargo City Commission Approval of Print Services	July 2, 2018

The COF reserves the right to reject agreement that do not conform to the request for proposal and COF requirement for agreements and contracts.

The COF reserves the right to award the contract to the next most qualified company if the successful firm does not execute a contract within ten (10) days following the award of this proposal.

Discussion may be conducted with responsible Proposers whose submittals are determined to be reasonably susceptible of being selected for award for purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirement.

All submittals shall be in accordance with the condition set forth herein. Late submittals will not be accepted. All costs incurred in the preparation and submission of the response to this RFP shall be the responsibility of the Proposer.

The Proposer is responsible for completely inputting the proposed prices in the attached spreadsheet. Unless otherwise noted, the COF will assume the price listed is valid for the entire three (3) years of the contract duration. If price increases will occur after the first year, the Proposer must indicate the percentage or dollar amount of the increase within the spreadsheet provided.