

REQUEST FOR PROPOSAL NO. 04C-004B – RFP FOR PRINTING SERVICES

DATE:	October 16, 2003	DATE ADVERTISED:	September 15, 2003
DATE SOLICITED:	September 10, 2003	DATE OPENED:	October 8, 2003
PRESENTED TO BOARD:	November 18, 2003	DATE POSTED:	October 17, 2003

CONTRACT PERIOD: November 19, 2003 through November 18, 2006
 DEPARTMENT: 9081 FUNCTION: 7760 OBJECT: 3930 FUND: 0100
 FUNDING SOURCE: Operating Budget – Printing Services- External
 REQUESTING DEPARTMENT: Various Schools and Department
 63 RFPs Solicited, 11 Responses (9 RFPs, 2 No Proposal) 52 No Response
 11 M/WBEs Solicited, 4 M/WBE Responses (4 RFPs, 0 No RFPs) 8 M/WBE No Response

FINANCIAL IMPACT

The financial impact to the General Fund budget is estimated at \$900,000. The source of funds is the various schools and departments budgets.

THIS IS A NEW RFP

Services to be provided include outsourcing general printing requests. This establishes a pool of qualified vendors to provide additional printing capacity to the District's internal print shop as and when needed. The pool of vendors will provide quotes on jobs as they are received and each job will be awarded to the vendor providing the lowest cost, meeting terms, conditions and delivery requirements.

<u>VENDOR</u>	<u>MINORITY STATUS</u>	<u>TOTAL POINTS AWARDED</u>
Able Envelope and Printing, Inc.	---	-0*
Direct Business Systems	2	<u>64</u>
Forum Copy Center of W. P. B. Co.	---	-0*
Mid Florida Printing, Inc.	2	-0*
Port Printing Company	2	-0*
Precision Printing Company	---	42
PRIDE Enterprises	---	<u>87</u>
Sunshine Printing, Inc. dba Preferred Printing	---	<u>86</u>
World Printing, Inc.	5	50

LEGEND:

_____ = Award

() = Reject

MINORITY - (2-Black, 3-Hispanic, 4-Indian/Alaska, 5-Asian, 6-Women, 7-Disabled, 8-Other)

EXCEPTIONS:

*Able Envelope and Printing, Inc., Forum Copy Center of W. P. B. Co., Mid Florida Printing, Inc., and Port Printing Company submitted proposals that were non-responsive. They failed to provide information as required by the RFP in order to evaluate their proposals.

The Evaluation Committee, consisting of District staff, convened and reviewed all responsive proposals. It is the recommendation of the Committee to award this contract to the three (3) highest rated proposers.

RECOMMENDATION: **I recommend contract award be made to the three (3) highest rated responsive, responsible proposers based on the evaluation criteria outlined in the RFP.**

Note: Original RFP document is available upon request.

RFP PROTEST

Failure to file a protest within the time prescribed in §120.57(3), Florida Statutes, shall constitute a waiver of proceedings under Chapter 120, Florida Statutes and applicable Board rules, regulations and policies. Offers from the vendors listed herein are the only offers received timely as of the above opening date and time. All other offers submitted in response to this solicitation, if any, are hereby rejected as late.

If a proposer wishes to protest a RFP, they must do so in strict accordance with the procedures outlined in FS 120.57(3). Any person who files an action protesting a decision or intended decision pertaining to this RFP pursuant to FS 120.57(3)(b), shall post with the Purchasing Department, at the time of filing the formal written protest, a bond secured by an acceptable surety company in Florida payable to the School District of Palm Beach County in an amount equal to 1 percent (1%) of the total estimated contract value, but not less than \$500 nor more than \$5,000. Bond shall be conditioned upon the payment of all costs that may be adjudged against the protester in the administrative hearing in which the action is brought and in any subsequent appellate court proceeding. In lieu of a bond, a cashier's check, certified bank check, bank certified company check or money order will be acceptable form of security. If, after completion of the administrative hearing process and any appellate court proceedings, the District prevails, it shall recover all costs and charges included in the final order of judgment, including charges by the Division of Administrative Hearings. Upon payment of such costs and charges by the protester, the protest security shall be returned. If the protest prevails, he or she shall recover from the District all costs and charges, which shall be included in the final order of judgment.

Handwritten signature
SS:DG:KB

SCORE SHEET

Evaluation Criteria	Direct Business Systems	Precision Printing Co.	Pride Enterprises	Sunshine Printing, Inc.	World Printing, Inc.
1. Experience and Qualifications of the Firm (Points Available: 40)	20	25	38	37	30
2. Qualifications of Staff (Points Available: 20)	12	12	20	20	10
3. Approach/Methodology (Points Available: 20)	18	-0-	20	20	-0-
4. Cost of Services (Points Available: 10)	4	5	9	9	-0-
5. Minority/Women Business Participation (Points Available: 10)	10	-0-	-0-	-0-	10
GRAND TOTAL	64	42	87	86	50