REQUEST FOR INFORMATION (RFI)

RFI TITLE: Department of Operations
Outsourcing Print Shop Services

RFI Number: RFI-SMCPS-2015-O-OPSS

ISSUE DATE: October 30, 2014

DEADLINE FOR QUESTIONS: November 5, 2014 at 2:00 p.m. E.S.T.

RFI DUE DATE AND TIME: November 10, 2014 at 2:00 p.m. E.S.T.

DELIVERY MAILING ADDRESS: St. Mary’s County Public Schools Purchasing Office
Attn: Victoria S. Mayle, Procurement Coordinator
P.O. Box 641
Leonardtown, MD 20650

SHIPPING ADDRESS – UPS/FEDEX: St. Mary’s County Public Schools Purchasing Office
Attn: Victoria S. Mayle, Procurement Coordinator
23160 Moakley Street
Leonardtown, MD 20650

INCLEMENT WEATHER:

If St. Mary’s County Public Schools Administration Offices are closed due to inclement weather on the day a RFI is “DUE”, the RFI will be due at the same time the next business day the St. Mary’s County Public Schools Administration Offices are open.
Notice to All Interested Parties: Subject to the conditions, provisions and the enclosed specifications, sealed proposals will be received at the location stated, and until the date and time stated on page 1 of this document. Minority Business Enterprises are encouraged to respond to this solicitation notice.

Notice to Vendors: The St. Mary’s County Public Schools (SMCPS) Purchasing Office (PO) is requesting information for the purpose of determining the feasibility of outsourcing print shop services. This request for information (RFI) is hereby not a solicitation that will result in the procurement of services at this time. The SMCPSPO does not intend to pay compensation for any work that may result from this survey of market interest.

If the SMCPS elects to move forward and issue a Request for Proposal (RFP) or an Invitation to Bid (ITB), we reserve the right to limit solicitations to those proposers who have responded to this RFI. St. Mary’s County Public Schools makes no implied or in fact contract by issuing this RFI.

Proposals received after the stated date and time, whether presented in person, received by U.S. Mail or by any other delivery method will not be accepted.

The SMCPS reserves the right to retain all Proposals for a period of 120 days and to reject any, and all Proposals and to waive any informalities and/or irregularities thereof.

Sincerely,

Victoria S. Mayle
Victoria S. Mayle, CPPO, CPPB
Procurement Coordinator
SECTION A

GENERAL REQUIREMENT AND INFORMATION

1. SUBMITTAL RETURN DATE:
   A. Five (5) sealed submittals (one original plus four copies) will be received by the St. Mary’s County Public Schools Purchasing Office until 2:00 p.m. Eastern Standard Time on November 10, 2014 at the location described below:

       St. Mary’s County Public Schools
       Purchasing Office
       Attention: Victoria S. Mayle, Procurement Coordinator
       P.O. Box 641
       23160 Moakley Street
       Leonardtown, MD 20650
       301-475-5511 ext. 171

   B. Submittals will not be considered if submitted after the deadline specified.

   C. Submittals should be enclosed in packages plainly marked on the outside as:

       a. REQUEST FOR INFORMATION – OUTSOURCING PRINT SHOP SERVICES
       b. RFI #SMCPS-2015-O-OPSS; DUE: 2:00 P.M. EST ON NOVEMBER 10, 2014

2. ADDENDA TO RFI:
   A. If it becomes necessary to revise any part of the RFI or to provide clarification for questions raised by Vendors, an addendum will be issued. **All Vendors shall be responsible for acquiring addenda by downloading the addendum from the eMarylandMarketPlace website or by contacting the purchasing office.** All addenda shall become part of the RFI. Each Vendor must acknowledge receipt of addenda. Acknowledgement shall consist of returning the signed copy of the all addenda cover sheets as part of the RFI submission by the stated due date and time.

   B. This RFI and all exhibits and addenda will be made available at the St. Mary’s County Public Schools Purchasing Office website.

3. INQUIRIES/COMMUNICATIONS/CLARIFICATIONS:
   No oral interpretations will be made to any firm as to the meaning of any item(s) contained in this document. Every communication and request for interpretation or clarification must be made in writing and submitted to Victoria S. Mayle, Procurement Coordinator via e-mail at: vsmayle@smcps.org or by fax to 301-475-4228 attn: Victoria Mayle. The deadline to submit questions, requests interpretation or clarification is November 5, 2014 at 2:00 p.m.
4. PUBLIC RECORDS
All documents, reports, proposals, submittals, working papers, or other materials prepared by the Vendor pursuant to this proposal shall become the sole and exclusive property of SMCPS, and the public domain, and shall not be the property of the Vendor. Vendors are advised that all information disclosed as part of the RFI process is considered part of the public record and is therefore subject to the State of Maryland Public Information Act. Vendors should not submit pages marked as “Proprietary” or otherwise restricted. The SMCPS reserves the right to reproduce the submittal proposals for the purpose of evaluation. The Vendor shall not copyright, or cause to be copyrighted any portion of said items submitted for this RFI solicitation.

5. RIGHTS OF ST. MARY’S COUNTY PUBLIC SCHOOLS (SMCPS) IN RFI PROCESS
A. SMCPS reserves the right, in the exercise of its sole discretion, to cancel this RFI or reject all responses. SMCPS will notify all interested Vendors in writing in the event of such cancellation or rejection.
B. SMCPS also reserves the right to waive any minor irregularity or nonconformity of any Vendor proposal with the requirements of this RFI.
C. SMCPS reserves the right to request any necessary clarification or proposal data from an interested Vendor without changing the terms of the proposal.
D. SMCPS reserves the right to adopt or use for its benefit, any concept, plan or idea contained in any proposal.
E. SMCPS reserves the right to make multiple awards as it determines to be in the best interest of St. Mary’s County Public Schools, should competition among Vendors responding to this RFI take place at a later date.

6. RESPONSE PREPARATION COSTS
A. Issuance of this RFI does not commit the SMCPS, in any way, to pay any costs incurred in the preparation and submission of a response.
B. The issuance of this RFI does not obligate the SMCPS to enter into nor will it result in a contract for any services.
C. All costs related to the preparation and submission of a response shall be paid by the interested Vendor responding to this RFI.

7. COMPLIANCE WITH LAWS
The Vendor hereby represents and warrants that:
“A. It is qualified to do business in the State of Maryland and that it will take such action as, from time to time hereafter, may be necessary to remain so qualified;
“B. It is not in arrears with respect to the payment of any monies due and owing the State of Maryland, or any department or unit thereof, including but not limited to the payment of taxes and employee benefits, and that it shall not become so in arrears during the term of this contract;
“C. It shall comply with all federal, state and local laws, regulations and ordinances applicable to its activities and obligations under this contract; and
“D. It shall obtain, at its expense, all licenses, permits, insurance and governmental approvals, if any, necessary to the performance of its obligations under this contract.”

8. REGISTERED SEX OFFENDERS

Potential Vendors of SMCPS are advised that Maryland law now provides the following mandatory restrictions on registered sex offenders performing work or services on school system property:

"A person who enters into a contract with a county board of education or a nonpublic school may not knowingly employ an individual to work at a school if the individual is a registrant. A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 5 years or a fine not exceeding $5,000 or both."

Persons or entities awarded contracts with the SMCPS are required to certify that no employee, subcontractor, subcontractor employee, or material supplier that is a registered sex offender will be allowed to enter onto school system property at any time in the performance of the work or services for which the contract is awarded. Such certification is a condition precedent to any contract award, and failure to so certify will be grounds for not awarding a contract. It will be the responsibility of Vendors to obtain similar certification from all subcontractors and material suppliers performing work or services on school system property and to monitor adherence to this requirement.

In the event that SMCPS determines that a registered sex offender has entered upon school system property in the performance of work for a Vendor, such will be grounds for termination of the contract. This provision shall be incorporated verbatim into all contracts and subcontracts for work and services performed for SMCPS.

9. EQUAL EMPLOYMENT OPPORTUNITY REQUIREMENTS

SMCPS is in compliance with Executive Order 11246 entitled “Equal Employment Opportunity”, as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41CFR part 60). The successful Vendor must also be in compliance with the Order as amended and supplemented.

The SMCPS does not discriminate on the basis of race, color, religion, national origin, sex, age or disability in its programs, activities or employment practices. All Vendors shall affirm that they do not discriminate with regard to individual political affiliation, religious beliefs, race, creed, national origin, sex, age or handicap in employment practices by so stating in the response to the RFI.

10. TOBACCO FREE AND ALCOHOL/DRUG FREE ENVIRONMENT
SMCPS maintains a tobacco and alcohol/drug free environment. The Vendor shall not permit its employees, the employees of any subcontractors, suppliers, customers or others to use tobacco products (smoke or smokeless) on the premises or on property owned or operated by SMCPS.
SECTION B

SPECIFICATIONS

1. PURPOSE:
The purpose of this RFI is to receive useful information from interested Vendors experienced in this field such as costs, ordering and process data to help the Department of Operations determine if it is feasible and cost effective to discontinue the establishment of an in-house print shop using leased equipment, outsourced maintenance and supply services, and full time staff, by outsourcing this service operation.

2. BACKGROUND:
St. Mary’s County Public Schools (SMCPS) is a public school system located in Southern Maryland composed of seventeen (17) elementary schools, four (4) middle schools, three (3) high schools, a charter school, a career and technology school and three (3) administrative office buildings. As of September 2014, our student population is 17,454 for Pre-K through 12 students.

3. SCOPE OF WORK:
The Department of Operations has identified several projects with detailed specifications they wish to evaluate to help in their decision making process. Responses provided by interested Vendors will be used to determine prevailing conditions in the marketplace and will be used as possible benchmarks, indicators or methods to determine if the print shop services presently provided by in-house operations could be best performed by outsourcing to the Vendor community. In addition to pricing, Vendors will be asked to provide some basic information about their company.

Due to the nature of the service and the frequency of deliveries required throughout the year, SMCPSSPO has determined to limit Vendor participation to those Vendors with operations located in the mid-Atlantic region of the United States only. For the purposes of this RFI, the Mid-Atlantic Region is defined as all of Maryland, Delaware, Pennsylvania, Virginia and the District of Columbia.

4. CURRENT PRINT SHOP VOLUME:
   • Estimated yearly volume of 20 million black and white images
   • Estimated yearly volume of 200,000 color images

5. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS:
   • If print shop services are outsourced, awarded Vendors or Pre-Qualified Vendors may be asked to provide competitive pricing for print jobs as they become available. This expectation should be considered when submitting a response to this RFI.
   • Completed jobs are frequently required to be bundled in various counts, packaged and labeled by school
name for delivery and distribution purposes. A listing of all St. Mary’s County Public Schools addresses is provided as Exhibit “A”. Please describe your ability to meet this requirement.

- Vendor proposals for all projects listed in this RFI shall be based on centralized delivery to the Division of Supporting Services Warehouse, located at 27190 Point Lookout Road, Loveville, MD 20656 unless otherwise specified. F.O.B. Destination shall be included in all pricing. Additional shipping, handling and/or processing charges are not permitted.

- Vendors who are able to provide direct delivery to all SMCPS addresses, should include that pricing as well as pricing for F.O.B. centralized delivery on the projects specified in this RFI.

- Turnaround time: A maximum 3-5 business days from date of job submission is required on all jobs including shipping time.

- Proofing period: Option to allow for an additional 2 business days to proof job when requested by SMCPS.

- Ordering Options: Vendor shall provide access to an online ordering software program that would allow SMCPS the ability to submit print jobs electronically via a Internet based ordering system with unlimited uploads capabilities without extra costs or fees to SMCPS.

- Emergency Orders: Vendor shall identify options and pricing structure for responding to emergency print jobs that require completion and delivery with less than 72 hours from date of job submission.

- Monthly reporting and job detail reports breakdown. Vendor shall identify the level of detailed reporting and invoicing available for SMCPS consideration. Include sample reports if available.

- Vendor Submission/Proposal shall include a cover letter from the company that identifies and describes:
  
  o Company Name
  o Corporate Address
  o Authorized Company Point of Contact (POC) for RFI Response
    
    ▪ POC – Telephone Number
    ▪ POC – Email Address
  o Brief history of the company’s length of time in business;
  o The company’s primary function, capabilities, and performance history;
  o Existing cost schedules, estimates, pricing information that is relevant to the requirements of the RFI;
  o Any existing contracts your company has won through a competitive solicitation process with a public jurisdiction. Be sure to include the contact person’s name, telephone number and email address; and
  o Provide a list of 3 – 5 references, preferably federal, state, or local government entities, such as state, town, or county governments and/or public school systems.
### 6. PROJECT SAMPLING OF TYPICAL PRINT JOB REQUESTS:

<table>
<thead>
<tr>
<th>Job</th>
<th>Title</th>
<th>Description</th>
<th>Cost for Centralized Delivery</th>
<th>Cost For Direct Delivery</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Assessment Test</td>
<td>Quantity: 15 pages, one sided, 2 staples on left side, 1,000 copies</td>
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<td></td>
<td></td>
<td>Finish size: 8.5” X 11”</td>
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<td></td>
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<td>Colors: Black</td>
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<td>Paper: standard copy paper</td>
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<td></td>
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<td>Packaging: bundles of 100 completed packets for 15 schools</td>
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<td>2.</td>
<td>Letters to Parents</td>
<td>Quantity: 1 page, 1 sided, 20,000 copies</td>
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<td></td>
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<td>Finish size: 8.5” X 11”</td>
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<td>Colors: Black</td>
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<td>Paper: standard copy paper</td>
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<td>Packaging: bundle of: 500 X 10, 600 X 4, 680 X 3, 1,200 X 4, 1,920 X 3</td>
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<td>3.</td>
<td>Reporting Child Abuse Card</td>
<td>Quantity: 2000 copies</td>
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<td>Finish size: 8.5 X 11”</td>
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<td>Colors: Black</td>
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<td>Paper: Cardstock on colored paper (blue)</td>
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<td>Packaging: bundles of 100</td>
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<td>4.</td>
<td>EOC Math Assessment</td>
<td>Quantity: 1 page, 2 sided, folded in half for booklet with 2 staples at fold, 10,000 copies</td>
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<td></td>
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<td>Finish size: 11” X 17”</td>
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<td>Colors: Black</td>
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<td>Paper: standard copy paper 11” X 17”</td>
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<td>Packaging: bundle of 450 X 10, 600 X 5, 700 X 3, and 400</td>
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<td>5.</td>
<td>Student Code of Conduct</td>
<td>Quantity: 20,350</td>
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<td>7- 11x17 20 lb. white paper</td>
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<td>1- 11x17 67 lb. light purple cover (card stock)</td>
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<td>Saddle Stitched, trimmed, and center hole at bottom for hanging.</td>
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<td>Packaged in quantities required for each school.</td>
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<td>Needs to be delivered to sites on or before 8/11/14.</td>
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<td>Calendar file is attached for your review.</td>
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<td>Send sample before mass production for approval.</td>
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<td>6.</td>
<td>Student Calendars</td>
<td>Quantity: 20,350</td>
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<td>7- 11x17 20 lb. white paper</td>
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<td>Calendar file is attached for your review.</td>
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<td>Send sample before mass production for approval.</td>
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<td>See link at: <a href="http://www.smcps.org/files/SS/School%20Calendar.pdf">http://www.smcps.org/files/SS/School%20Calendar.pdf</a></td>
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St. Mary’s County Public Schools Delivery Locations  
School Year 2014-2015

Benjamin Banneker Elementary School
(301-475-0260/0261)
27180 Point Lookout Road  
Loveville, Maryland 20656

George Washington Carver Elementary School
(301-863-4076)
47382 Lincoln Avenue  
Lexington Park, Maryland 20653

Chopticon High School
(301-475-0215)
25390 Colton Point Road  
Morganza, Maryland 20660

Dynard Elementary School
(301-769-4804)
23510 Bushwood Road  
Chaptico, Maryland 20621

Esperanza Middle School
(301-863-4016)
22790 Maple Road  
Lexington Park, Maryland 20653

Evergreen Elementary School
301-863-4060
43765 Evergreen Way  
California, Maryland 20619

Great Mills High School
(301-863-4001)
21130 Great Mills Road  
Great Mills, Maryland 20634

Greenview Knolls Elementary School
(301-863-4095)
45711 Military Lane  
Great Mills, Maryland 20634

Hollywood Elementary School
(301-373-4350)
44345 Joy Chapel Road  
Hollywood, Maryland 20636

Leonardtown Elementary School
(301-475-0250)
22885 Duke Street  
Leonardtown, Maryland 20650

Leonardtown High School
(301-475-0200)
23995 Point Lookout Road  
Leonardtown, Maryland 20650

Leonardtown Middle School
(301-475-0230)
24015 Point Lookout Road  
Leonardtown, Maryland 20650

Lettie Marshall Dent Elementary School
(301-472-4500)
37840 New Market Turner Road  
Mechanicsville, Maryland 20659

Lexington Park Elementary School
(301-863-4085)
20833 Great Mills Road  
Great Mills, Maryland 20634
Green Holly Elementary School
(301-863-4064)
46060 Millstone Landing Road
Lexington Park, Maryland 20653

Margaret Brent Middle School
(301-884-4635)
29675 Point Lookout Road
Helen, Maryland 20635

Mechanicsville Elementary School
(301-472-4800)
28585 Three Notch Road
Mechanicsville, Maryland 20659

Oakville Elementary School
(301-373-4365)
26410 Three Notch Road
Mechanicsville, MD 20659

Park Hall Elementary School
(301-863-4054)
20343 Hermanville Road
Park Hall, Maryland 20667

Piney Point Elementary School
(301-994-2205)
44550 Tall Timbers Road
Tall Timbers, Maryland 20690

Ridge Elementary School
(301-872-0200)
49430 Airedale Road
Ridge, Maryland 20680

Spring Ridge Middle School
(301-863-4031)
19856 Three Notch Road
Lexington Park, Maryland 20653

Town Creek Elementary School
(301-863-4044)
45805 Dent Drive
Lexington Park, Maryland 20653

White Marsh Elementary School
(301-472-4600)
29090 Thompson Corner Road
Mechanicsville, Maryland 20659

Fairlead Academy I
(301-863-4090)
20833 Great Mills Road
Great Mills MD. 20634

Fairlead Academy II
(301) 690-2111
24009 Point Lookout Rd.
Leonardtown, MD 20650

Chesapeake Public Charter School
(301) 863-9585
20945 Great Mills Rd.
Lexington Park, MD 20653