



Request For Qualifications

Release Date: April 13, 2015

Qualifications Due: May 13, 2015

Print, Sign and Promotional Services for Program Marketing and Outreach Campaigns

I. About the Agency

StopWaste is a public agency responsible for reducing waste in Alameda County. We help local governments, businesses, schools and residents with projects and initiatives that:

- Increase recycling and reduce waste
- Develop and expand markets for recycled materials
- Provide technical and implementation assistance to increase recycling
- Motivate people to make recycling and waste reduction part of their everyday routines.

We are governed by three Boards: the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

StopWaste is requesting qualifications from firms to assist in printing and sign production services to support new and on-going agency programs. For more information regarding our organization and programs, visit our website: www.StopWaste.org

Selected firms will be placed in a “prequalified vendors list”. Those included in this list are eligible, but not guaranteed, to receive a bid request as services are needed by StopWaste staff. This prequalified vendors list is valid from July 1, 2015 through June 30, 2018.

II. Description of Services and Qualifications Required

StopWaste develops and maintains a wide range of initiatives to promote the Agency’s programs. Due to the volume and variety of the various programs, the Agency needs to maintain an up-to-date list of printing, signage and promotional materials providers who can assist in the execution of the various programs and initiatives. StopWaste is seeking assistance with the following tasks:

A. Printing

Specific printing jobs range in quantity from 500 – 400,000 pieces. Printing projects may include: brochures, booklets, flyers and inserts.

Qualifications Required:

- Ability to use 100% recycled stock with the highest possible percentage of post-consumer content, and no less than the minimum recycled content standards established by the U.S. EPA Guidelines
- Ability to use soy based inks

B. Signs & Displays

C. Promotional Items

General Qualifications:

The Agency encourages printing and signage companies that it contracts with to be certified as Green Businesses by the Bay Area Green Business Program. Find out more information about this program at www.greenbiz.ca.gov

The following insurance policies are required by our agency:

- Comprehensive general liability insurance, including personal injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be not less than \$2,000,000.
- Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall be not less than \$1,000,000.
- Statutory workers' compensation and employer's liability insurance as required by state law.

Please state your current level of coverage for the above listed insurance requirements and your ability to attain the required levels indicated above.

For questions or additional information, please send inquiries to rfq@stopwaste.org or Contact Chinwe Omani at 510-891-6500

III. Local Preference Policy

Alameda County Waste Management Authority Local Preference Purchasing Policy

The Agency will give a 2.5% vendor bid preference to a local business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency's Environmentally Preferable Purchasing Policy (EPP). The Agency will give an additional 2.5% vendor bid preference to a local business that is also a certified small or emerging business for goods, materials and general services provided that the goods, materials and/or general services meet the standards set forth in the Agency's Environmentally Preferable Purchasing Policy (EPP). See links to local preference and EPP policies

www.Stopwaste.org/docs/lppp.pdf
www.Stopwaste.org/docs/eppp.pdf

IV. Submittal Requirements

Firms or individuals responding to this RFQ must provide:

- A. Client references. Please provide the client reference's name, title, employer, email and phone number.
- B. Samples of work.
- C. Summary of the firm or individual proposing to provide services.
- D. In-house equipment list
- E. Definition of basic services

V. Application Deadline and Instructions

Release of RFQ.....	April 13, 2015
Qualifications Due	May 13, 2015
<i>Qualifications are due at 5:00 p.m. and will not be accepted after this time.</i>	
Notification of selected vendors for Prequalified List.....	June 1, 2015

The deadline for application submittal is **5:00 p.m., Wednesday, May 13, 2015.**

Submittal

One copy of the qualifications should be emailed, mailed or hand delivered to:
StopWaste
1537 Webster Street
Oakland, CA 94612
Attention: Chinwe Omani

Email submittals should be sent to RFQ@stopwaste.org with the subject line clearly marked "**Print-Signs RFQ**". Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please contact Chinwe Omani at comani@stopwaste.org

No more than four physical work samples should be submitted. For printers, at least two samples should be four-color process. Additional samples may be submitted electronically.

Format

All materials and work samples are to be printed double-sided on 8-1/2" x 11" recycled content paper when applicable.

Please note Faxed responses will **not** be accepted.
Qualifications received after 5:00 p.m. on May 13, 2015 will **not** be accepted.

Depending on the responses to this RFQ, the Agency will select more than one firm or individual to be placed on the prequalified vendors list.

For more information please send an email to rfq@stopwaste.org

VI. General Conditions

All materials submitted become the property of StopWaste, and will not be returned. Funds awarded are public funds and any information submitted or generated is subject to public disclosure requirements.

The Agency reserves the right, at its sole discretion, to waive minor irregularities in submittal requirements, to request modifications of the proposal, to accept or reject any or all proposals received, and/or to cancel all or part of this RFQ at any time prior to awards.