



Request for Qualifications for:

Print, Sign, and Promotional Services

Release Date: May 30, 2023

Qualifications Due: June 30, 2023

About the Agency

StopWaste works on behalf of 17 member agencies in Alameda County, serving 1.7 million citizens. We're a public agency governed by the Alameda County Waste Management Authority, the Alameda County Source Reduction and Recycling Board, and the Energy Council.

Since 1976, we've been helping residents, businesses, schools, and governments to become better stewards of the environment by preventing waste, saving energy, conserving resources, and taking action to increase community resilience to climate change.

Requested Services and Qualifications

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:

- Use a minimum of 30% post-consumer recycled content paper, AND
- For print jobs using 20# white copy or multipurpose paper, we prefer the paper has at least one of the following certifications:
 - Green Seal
 - FSC certified "Recycled" or "Mix"
- Use paper that is whitened without the use of elemental chlorine
- Paper must be recyclable and eligible to be labeled with an "unqualified recyclable label." An unqualified recyclable label indicates that recycling facilities are available to at least 60 percent of the consumers or communities where the item is sold. For more information, visit: Cal Recycle's website.
- Vendor will provide written documentation verifying the minimum recycled content of the paper products and certifying that the paper products are recyclable.
 - Note: If minimum requirements stated above are unavailable to certain print products, vendor shall not deviate from these specifications without prior approval from the Agency.

B. Signs & Displays

C. Promotional Items

General Qualifications:

The Agency encourages printing and signage companies that it contracts with to be certified as Alameda County Green Business Program. Find out more information about this program at www.greenbusinessca.org/.

Submittal Requirements and Selection Process

Firms or individuals responding to this RFQ must provide:

1. Client references. Please provide the client reference's name, title, employer, email and phone number.
2. Samples of work.
3. Summary of the firm or individual proposing to provide services.
4. In-house equipment list.
5. Definition of basic services.

Appendix A: Required Contract Elements: Professional Services Agreement including Insurance Requirements and Conflict of Interest. (attached)

Application Deadline and Instructions

Release of RFQ: May 30, 2023

Qualifications Due: June 30, 2023

Notification of Selected Contractors: July 17, 2023

The deadline for application submittal is **June 30, 2023**. Qualifications received after 5:00 p.m. on June 30, 2023 will **not** be accepted.

Submittal

One copy of the qualifications with physical work samples should be mailed to or dropped off at the below address. Must be dropped off between **Tuesday – Thursday, 9 a.m. – 4:30 p.m.:**

StopWaste
1537 Webster Street
Oakland, CA 94612
Attention: Cindy Dzib

Email submittals should be sent to with the subject line clearly marked **"Printer-Promotional Services RFQ."** Upon submittal, you will receive an automatic confirmation of receipt. If you do not receive this confirmation, please contact Ben Duggan at bduggan@stopwaste.org. Work samples must be mailed.

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.

Please note Faxed responses 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.

Attachments

Appendix A: Required Contract Elements

Attachment A - Required Contract Elements

Professional Services Agreement including Insurance Requirements and Statement of Economic Interest

It is a requirement of StopWaste that any individual or firm selected to provide professional consulting services must be able to comply with the terms of our professional services agreement (attached), which includes the following insurance requirements:

- A. **Comprehensive general liability insurance:** Insurance Services Office Form CG 00 01 covering CGL on an "occurrence" basis including products and completed operations, personal & advertising injury liability, blanket contractual liability, and broad-form property damage liability coverage. The combined single limit for bodily injury and property damage shall be at least \$2,000,000. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location (ISO CG 25 03 or 25 04) or the general aggregate limit shall be twice the required occurrence limit.
- B. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), bodily injury and property damage liability insurance covering owned, non-owned (Code 9), rented, and hired (Code 8) cars. The combined single limit for bodily injury and property damage shall be at least \$1,000,000.
- C. **Statutory workers' compensation and employer's liability insurance** as required by state law with a limit of at least \$1,000,000 per accident for bodily injury or disease. Neither Contractor nor its carrier shall be entitled to recover any costs, settlements, or expenses of workers' compensation claims arising out of this agreement. The Employer's Liability policy shall be endorsed to waive any right of subrogation against the Agency, its employees or agents.
- D. **Professional Errors and Omissions Liability Insurance.** The limit of liability shall be at least \$1,000,000. If the policy is written on a "claims made" basis, Contractor must maintain required coverage for a period of three years after the expiration of this agreement. Contractor may satisfy this requirement by renewal of existing coverage or purchase of either prior acts or tail coverage applicable to said three-year period.

In addition, the individual or firm's project manager may be required to submit a Statement of Economic Interest Form (Form 700) as required by the State Fair Political Practices Commission. For a copy of a Form 700, please see the California Fair Political Practices Commission website at www.fppc.ca.gov.

Please sign the statement below to indicate that you and your firm understands and will comply with the terms of the Authority's professional services agreement including the required insurance policies and will submit a Statement of Economic Interest Form if requested by Authority staff.

I have reviewed and will comply with the terms of the Authority's professional services agreement and certify that my firm has the ability to obtain the required insurance policies and submit the Statement of Economic Interest Form.

I understand that failure to comply with any of these requirements will result in the Agency's refusal to enter into a contract for services with my firm.

Name: _____

Title: _____

Firm: _____

Signature: _____ Date: _____