

Woodland Hills School District
Request for Proposal for Printing services

Document Purpose

The purpose of this “request for proposal” is to provide interested printing companies with sufficient information to enable them to prepare and submit proposals (i.e. quotations) for consideration by the Woodland Hills School District for printing services for the school district fiscal years; 2018-2019 and 2019-2020.

District Contact

The point of contact with Woodland Hills School District is the Technology Department, Steven Muite [muitst@whsd.net] (412)731-1300 ext 0103.

Incurred Proposal Costs

The school district is not liable for any cost incurred by printing companies prior to the issuance of an agreement or contract.

Response Date for Proposals

In order to be considered for selection, proposals for printing services must be received in a sealed envelope clearly marked “Printing services Request for Proposal” no later than 1:00 PM on Friday, March 23, 2018 at the Woodland Hills School District Administration Building, 531 Jones Avenue, North Braddock, PA. 15104.

Qualifications

The printing company must possess a successful track record documenting satisfactory delivery of services similar in scope to the needs of this district for a minimum of three years.

Informality of Bid and Acceptance, Rejection or Selection of Quotation

The School District expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the School District.

If any proposal is accepted by the School District, the awarding of a contract will be evidenced by the execution of the School District’s “Printing Services Agreement” with the printing firm within thirty (30) days of the contract award.

Acceptance by School Board

The School Board will consider the printing proposals at the next Regular Board of Education Meeting following the due date of this request for quotation.

In determining the award to the proposing printing companies, the following will be considered:

1. Evidence in proposal that the submitting firm clearly understands the scope of the printing services to be performed.
2. Technical experience of the firm.
3. Qualifications of the print company’s staff.
4. Size and structure of the firm.
5. Costs quoted to perform the specified printing services.
6. Established web interface for submitting print jobs

Execution of this “Request for Proposal”

This “Request for Proposal” shall be executed as follows:

As an individual..... S/he shall sign the proposal personally.

As a partnership or corporation..... Signed in the name of the firm by authorized representative.

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Printing Proposal Instructions

General Scope of Work

Introduction

The district's current contract for printing and copying services ends June 30, 2018. After July 1, 2018 the district will need to have a system in place to provide for the high-volume printing needs of the staff. The district will consider any solution that meets the criteria listed below. Any criteria not listed are considered as negotiable.

Print Job Submission

All jobs will be submitted electronically through the vendor's website.

Jobs can be as small as 50 pages.

All jobs submitted could be in any of the following formats: doc, docx, xls, xlsx, ppt, pptx, pub, psd, rtf, png, jpg, zip, indd, ai, wps, wpd, vsd and pdf.

The output format will be specified with the job submission and may be submitted with administrator approval:

- Width: 5.5" to 12"
- Length: 10" to 18"
- Large Format Banner: 24" width

The binding will be specified with the job submission and may include any of the following with administrator approval:

- Stapled, one or multiple
- Tape Bound
- Comb Bound
- Spiral Bound
- Perfect Bound
- Lamination

The paper weight will be specified with the job submission and may specify paper weight between 20 lb. bound up to 100 lb.

Paper color and type will be specified with the job submission.

If cutting or folding is required it will be specified with the job submission

Simplex or duplex printing will be specified with job submission

Collation and inserts will be specified with job submission

The web interface must be manageable by different security levels.

The web interface will be capable of generating detailed reports of printing history.

The web interface will be capable of generating detailed billing reports by building, groups, and users.

All print jobs must have an electronic preview before submission.

All submitted print jobs must be available for approval by supervisors with electronic preview.

User accounts need to be established for all staff.

Each school principal will need to be able to manage their staff printing by user and by groups.

Administrators and principals will be able to set monetary thresholds for users or groups.

The company may need to change the way the web interface works based on feedback from the users of the system.

Output

Output will be mainly black and white.

Output will be delivered to the schools directly through UPS, Fedex or by vendor courier service.

Output must be delivered to each school location the first business day after it is produced.

The vendor must be able to produce output at the rate of 90,000 pages a day.

The vendor must give a per page price for this service and all costs associated with printing.

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Other Factors

The district will need sample output representative of the overall quality.

Cost and Pricing Data

Proposals must be for a total amount for district printing needs. Fee structures for staff and costs should be included in the event that the school district requests the Printing Firm to do additional work.

Unacceptable Work

If the Printing Firm fails to comply with any of the terms of this proposal, the school district may terminate the contract.

Information Requested

In order to facilitate a uniform proposal review process and maximize comparability, it is required that the printing companies submitting proposals organize their proposal in the following manner.

1. Title Page
State that the document is a "Proposal for Printing Services" and list the following; date, name of firm, local address, telephone number, and contact person.
2. Table of Contents
Identify the contents by section and page number.
3. Letter of Transmittal (Limit to one or two pages)
Briefly state the proposer's understanding of the work to be done and make a positive commitment to perform the work within the required time period.
4. Profile of the Printing Firm
State whether your organization is national, regional or local.
Provide a reference list of clients indicating the type of service performed, years of engagement, contact person and phone number. (Limit to five closest references)
5. Describe in detail the proposed printing solution.

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SCHOOLS & BUILDINGS

RANKIN PROMISE PROGRAM
FOURTH AND MOUNT ST.
PITTSBURGH, PA 15104

FAIRLESS ELEMENTARY SCHOOL
531 JONES AVENUE
NORTH BRADDOCK, PA 15104

WOODLAND HILLS HIGH SCHOOL
2550 GREENSBURG PIKE
PITTSBURGH, PA 15221

WILKINS ELEMENTARY SCHOOL
362 CHURCHILL ROAD
PITTSBURGH, PA 15235

WOODLAND HILLS WEST JR. HIGH SCHOOL
7600 EVANS AVENUE
PITTSBURGH, PA 15218

EDGEWOOD ELEMENTARY SCHOOL
241 MAPLE AVENUE
PITTSBURGH, PA 15218

WOODLAND HILLS ACADEMY
AIRBRAKE AVENUE
TURTLE CREEK, PA 15145