



Announcement

Request for Pricing for Printing Services

Introduction

The Delaware River Waterfront Corporation (DRWC) is requesting printing from printers to summer collateral for the organization.

Background

The Delaware River Waterfront Corporation (DRWC) is a 501(c)3 nonprofit corporation organized exclusively for the benefit of the City of Philadelphia and its citizens. The fundamental purpose of DRWC is to design, develop and manage the central Delaware River waterfront in Philadelphia between Oregon and Allegheny Avenues. DRWC works to transform the central Delaware River waterfront into a vibrant destination for recreational, cultural, and commercial activities for the residents and visitors of Philadelphia.

Scope of Services to be Performed

The signage firm will perform the following tasks:

1. Print the collateral package as detailed in the "Printing Details" section below, confirming all measurements and recommending appropriate material choices for the proposed application
2. Interface with DRWC point person and graphic designer to finalize printing
3. Create proofs and print collateral with designs provided by DRWC
4. Deliver collateral to DRWC

Contract Term

The contract term will be for one year, with two additional one year options for renewal at the sole discretion of DRWC staff. Printing proposals should address possible cost savings, if any, in regards to the potential for a multi-year agreement.

Schedule

DRWC anticipates the following schedule for responses, production, and installation:

Opportunity posted	03/19/2018
Questions answered via email and posted	03/26/2018
Printing proposal Submission Deadline	03/30/2018
Estimated Selection	04/06/2018

Summer Collateral Delivered
Winter Collateral Delivered

04/27/2018
11/9/2018

Questions and printing proposals should be sent to Emma Fried-Cassorla, Director of Marketing and Communications, Delaware River Waterfront Corporation by March 30th, 2018 at 5:00 P.M. EST. Large files can be sent via Dropbox to efried-cassorla@drwc.org.

Format

Summary

Proposals must be prepared simply and economically, providing a straightforward, concise description of the vendor's ability to meet the requirements of the RFP. The proposal shall include the information requested below. Information should be complete and demonstrate that the vendor can perform professional work.

Introduction

Prepare a brief introduction including a general demonstration of understanding of the scope.

Personnel

Identify individuals and list qualifications of key personnel who would be assigned to this work. Detail experience in work related to the proposed work. Indicate any complaints against them that have been leveled by regulatory authorities, if any. Indicate any corrective actions that have been taken by the firm with respect to these individuals.

Experience

Provide company contact information, how long you have been in business, and what services you provide. Identify and briefly describe related work completed in the last three years including content management experience. Describe only work related to the proposed effort and include any examples of similar related projects.

Include evidence of satisfactory and timely completion of similar work performed for past projects. Include most recent peer reviews of your organization.

Describe how your firm will approach the engagement. Address milestones of the on-site work, and an expected completion date. Also, include the names of firms, if any, which will be assisting your firm on the conduct of the work.

Fees and Printing

Provide a breakdown and narrative of the estimated fees for these services. Include fees for both fabrication and storage only as well as fees for fabrication, installation, maintenance, removal and storage where noted.

Client References

Provide a minimum of three client references with contact names and phone numbers which you have provided printing services.

Printing Details

Summer Brochure:

Size: 8" x 9" (flat), 4" x 9" (finished)
Page Count: 48 pgs + Cover
Color: Full Color 4/4 + Aqueous
Paper: 80# Endurance Silk Text
Cover: Fold out cover (11.813" x 9" – front cover folds in)
Qty: 75,000
Numbered: NO
Sides: Both

Winter Brochure:

Size: 8" x 9" (flat), 4" x 9" (finished)
Page Count: 4 (1 sheet of paper)
Color: Full Color 4/4
Paper: 80# Sunshine Opaque Cover
Qty: 10,000
Numbered: NO
Sides: Both

Comps:

Size: 3.5x2.125
Page Count: n/a
Color: One color
Paper: 100# Coated Cover
Qty: 60,000 (9 designs, full print qty total)
Numbered: YES
Sides: Single

Table Tents:

Size: 21x5
Page Count: n/a
Color: Full color
Paper: 18 pt. C1S Cover
Qty: 500 (10 designs)
Numbered: NO
Sides: Single

Postcards:

Size: 4x6
Page Count: n/a
Color: Full color
Paper: 9 pt. Matte Cover
Qty: 30,000 (2 designs)
Numbered: NO
Sides: Both

Poster:

Size: 11.5x17

Page Count: n/a
Color: Full color
Paper: 9 pt. Matte Cover
Qty: 600 (2 designs)
Numbered: NO
Sides: Single

Selection Process

DRWC Staff will serve as a vetting committee selecting the firm based on printing and qualifications provided in the proposal.

The staff of DRWC will finalize the scope of work and execute a contract, in a form satisfactory to the DRWC. DRWC reserves the right to reject any or all proposals received in response to this request.

DRWC encourages the response and inclusion of Minority Business Enterprises ("MBE"), Woman Business Enterprises ("WBE"), and Disabled Business Enterprises ("DSBE") (collectively, "M/W/DSBE") in its contracts. The goal of DRWC is to ensure that all businesses desiring to do business with DRWC have an equal opportunity to compete by creating access to DRWC's contract opportunities by M/W/DSBEs and meaningfully increasing opportunities for the participation by M/W/DSBEs in DRWC's contracts at all tiers of contracting.

Respondents to this RFP should provide a description of any efforts it has made within its company and proposal which will help DRWC achieve these goals. These efforts may include, but are not limited to the following: 1) a description of respondents written diversity program identifying the race, gender and ethnic composition of its board of directors; 2) its employment profile; 3) a list of all M/W/DSBE vendors that the respondent does business with and a statement of the geographic area(s) where its services are most concentrated; and 4) a description of respondents efforts to maintain a diverse workforce, to maintain a diverse board of directors or administer a fair and effective M/W/DSBE contracting process.

RESERVATION OF RIGHTS AND SELECTION CRITERIA

Reservation of Rights

The DRWC reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the printing proposal submission, evaluation and selection process under this RFP:

- (a) To reject any Printing proposals if, in the DRWC's sole discretion, the Printing proposal is incomplete, the Printing proposal is not responsive to the requirements of this RFP, the respondent does not meet the qualifications set forth in the RFP, or it is otherwise in the DRWC's best interest to do so;
- (b) To supplement, amend, substitute or otherwise modify this RFP at any time prior to selection of one or more respondents for negotiation and to cancel this RFP with or without issuing another RFP;
- (c) To accept or reject any or all of the items in any Printing proposal and award the contract(s) in whole or in part if it is deemed in the DRWC's best interest to do so;

- (d) To reject the Printing proposal of any respondent that, in the DRWC's sole judgment, has been delinquent or unfaithful in the performance of any contract with the DRWC or with others, is financially or technically incapable or is otherwise not a responsible respondent;
- (e) To reject as informal, non-responsive, or otherwise non-compliant with the requirements of this RFP any Printing proposal which, in the DRWC's sole judgment, is incomplete, is not in conformity with applicable law, is conditioned in any way that is unacceptable to the DRWC, deviates from this RFP and its requirements, contains erasures, ambiguities, or alterations, or proposes or requires items of work not called for by this RFP;
- (f) To waive any informality, defect, non-responsiveness and/or deviation from this RFP and its requirements that is not, in the DRWC's sole judgment, material to the Printing proposal;
- (g) To permit or reject at the DRWC's sole discretion, amendments (including information inadvertently omitted), modifications, alterations and/or corrections of Printing proposals by some or all of the respondents following Printing proposal submission;
- (h) To request that some or all of the respondents modify Printing proposals based upon the DRWC's review and evaluation;
- (i) To request additional or clarifying information or more detailed information from any respondent at any time, before or after Printing proposal submission, including information inadvertently omitted by the respondent;
- (j) To inspect and otherwise investigate projects performed by the respondent, whether or not referenced in the Printing proposal, with or without the consent of or notice to the respondent;
- (k) To conduct such investigations with respect to the financial, technical, and other qualifications of each respondent as the DRWC, in its sole discretion, deems necessary or appropriate; and
- (l) To waive and/or amend any of the factors identified in the RFP as pertaining to the respondent's qualifications.

Contract Negotiation and Award

The DRWC reserves and in its sole discretion may, but shall not be required to, exercise the following rights and options with respect to the contract negotiation and award process resulting from this RFP:

The DRWC reserves the right to enter into post-submission negotiations and discussions with any one or more respondents regarding price, scope of services, and/or any other term of their Printing proposals, and such other contractual terms as the DRWC may require, at any time prior to execution of a final contract. The DRWC may, at its sole election, enter into simultaneous, competitive negotiations with multiple respondents or negotiate with individual respondents seriatim. Negotiations with respondents may result in the enlargement or reduction of the scope of services, or changes in other terms that are material to the RFP and the submitted Printing proposals. In such event, the DRWC shall not be obligated to inform other respondents of the changes, or to permit them to revise their Printing proposals in light thereof, unless the DRWC, in its sole discretion, determines that doing so is in the DRWC's best interest.

In the event negotiations with any respondent(s) are not satisfactory to the DRWC, the DRWC reserves the right to discontinue such negotiations at any time; to enter into or continue negotiations with other respondents; to enter into negotiations with firms that did not respond to this RFP and/or to solicit new Printing proposals from firms that did not respond to this RFP, including but not limited to negotiations or Printing proposals for components of the System, if any, that are deleted by the DRWC from the successful Printing proposal or the contract resulting from it. The DRWC reserves the right not to enter into any contract with any

respondent, with or without re-issue of the RFP, if the DRWC determines that such is in the DRWC's best interest.

Printing proposal Evaluation

Printing proposals that the DRWC determines, in its sole discretion, are responsive to the RFP will be reviewed by a selection committee designated by the DRWC. The DRWC, in its sole discretion, may require any respondent to make one or more presentations of its Printing proposal to the selection committee, in DRWC offices, at no cost to the DRWC, addressing its ability to satisfy the requirements of this RFP. The DRWC shall not be required, however, to permit any respondent to make such a demonstration.

Cost to the DRWC is a material factor, but not the sole or necessarily the determining factor in printing proposal evaluation. The DRWC may, in its sole discretion, award a contract resulting from this RFP to a person or entity other than the responsible and qualified respondent submitting the highest price. The contract will be awarded to the respondent whose Printing proposal the DRWC determines, in its sole discretion, is the most advantageous to the DRWC and in the DRWC's best interest.

The DRWC, in its sole discretion, may, but shall not be required to, reject without further consideration the Printing proposal of any respondent that has not demonstrated, in the DRWC's sole judgment, that it satisfies the qualifications criteria provided in the RFP. The DRWC reserves the right, in its sole discretion and without notice to respondents, to modify this evaluation procedure as it may deem to be in the DRWC's interest.

Evaluation factors to be considered by the DRWC include, but are not limited to, the following (no particular order of importance, weighting, or other priority is assigned to these factors or reflected by their order in the list):

- (a) Project understanding and soundness of proposed project methodology, including but not limited to the detail and accuracy of the proposed scope and statement of work and implementation plan;
- (b) The respondent's financial and technical qualifications to perform the work required by the RFP, as presented in its Printing proposal and determined by any other investigations conducted or information obtained by the DRWC;
- (c) References provided by the respondent, particularly from projects of similar complexity and scope;
- (d) Commitment and ability to complete the project within the time frame specified in the Printing proposal;
- (e) Superior ability or capacity to meet particular requirements of contract and needs of the DRWC and those it serves
- (f) Superior prior experience of Applicant and staff
- (g) Superior quality, efficiency and fitness of proposed solution for the DRWC
- (h) Superior skill and reputation, including timeliness and demonstrable results
- (i) Special benefit to continuing services of incumbent, such as operational difficulties with transition or needs of population being served
- (j) Administrative and operational efficiency, requiring less DRWC oversight and administration
- (k) Anticipated long-term effectiveness
- (l) Meets qualification/prequalification requirements as set forth in this RFP

- (m) inclusion of M/W/DSBE participation as prime contractors, subcontractors, joint venture partners and employees in respondent's Printing proposal;
- (n) Any other factors the DRWC considers relevant to the evaluation of the Printing proposal.

Appendix -A

Confidentiality and Public Disclosure

The successful applicant shall treat all information obtained from DRWC which is not generally available to the public as confidential and proprietary to DRWC. The successful applicant shall exercise all reasonable precautions to prevent any information derived from such sources from being disclosed to any other person. The successful applicant agrees to indemnify and hold harmless DRWC, their officials and employees, from and against all liability, demands, claims, suits, losses, damages, causes of action, fines and judgments (including attorney's fees) resulting from any use or disclosure of such confidential and/or proprietary information by the successful applicant or any person acquiring such information, directly or indirectly, from the successful applicant or through this RFP process.

By submission of a Printing proposal, applicants acknowledge and agree that DRWC is subject to state and local disclosure laws and, as such, are legally obligated to disclose public documents, including Printing proposals, to the extent required thereunder. Without limiting the foregoing sentence, DRWC's legal obligations shall not be limited or expanded in any way by an applicant's assertion of confidentiality and/or proprietary data.

Prime Provider/Contractor Responsibility

The selected applicant will be required to assume responsibility for all services described in their Printing proposals whether or not they provide the services directly. DRWC will consider the selected applicant as the sole point of contact with regard to contractual matters.

Disclosure of Printing proposal Contents

Subject to the public disclosure requirements stated above, cost and price information provided in Printing proposals will be held in confidence and will not be revealed or discussed with competitors. All material submitted as part of the RFP process becomes the property of DRWC and will only be returned at DRWC's option. Printing proposals submitted to DRWC may be reviewed and evaluated by any person other than competing vendors. DRWC retains the right to use any/all ideas presented in any reply to this RFP. Selection or rejection of a Printing proposal does not affect this right.

Non-Discrimination

The successful vendor, as a condition of accepting and executing a contract with DRWC through this RFP, agree to comply with all relevant sections of the Civil Rights Act of 1964, the Pennsylvania Human Relations Act, Section 504 of the Federal Rehabilitation Act of 1973, and the Americans with Disabilities Act, hereby assuring that:

The provider agency does not and will not discriminate against any person because of race, color, religious creed, ancestry, national origin, age, sex, sexual orientation, handicap or disability in providing services, programs or employment or in its relationship with other provider contractors.

Miscellaneous

DRWC reaffirm their right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful applicant selected will perform a variety of duties as agreed upon in the final negotiated contract. The selected applicant and DRWC will finalize the contract terms and conditions. If DRWC and the selected applicant are unable to agree on terms and conditions, DRWC may exercise its right to negotiate with other eligible vendors.