



## **REQUEST FOR PROPOSALS FOR**

**Newsletter Printing Services (3-year term)**

Dated Friday, August 23, 2019

**Deadline for Submission of Questions:**

Wednesday, August 28, 2019 at 4:00 p.m.

**Deadline for Submission of Proposals:**

Tuesday, September 10, 2019 at 2:00 p.m.

**See OCRRA website for proposal specifications  
and answers to vendor questions:**

[www.ocrra.org](http://www.ocrra.org)

**Onondaga County Resource Recovery Agency**

**100 Elwood Davis Road**

**N. Syracuse, NY 13212-4312**

**Telephone: 315-453-2866**

**Fax: 315-453-2872**

## **SECTION 1: About the Agency**

### **1.1 THE AGENCY**

The Onondaga County Resource Recovery Agency (the “Agency” or “OCRRA”) is a New York public benefit corporation created by Public Authorities Law, Title 13B, for the public purpose of assisting in the planning, development, construction, operation and maintenance of solid waste facilities. OCRRA is empowered to receive, transport, process, dispose of, sell, store, convey, recycle and deal with, in any lawful way, solid waste. OCRRA is also empowered to contract with municipalities, public corporations or persons for solid waste services.

### **1.2 THE OCRRA SERVICE TERRITORY**

OCRRA’s service territory, Onondaga County, is located in the center of New York State and encompasses 810 square miles of land. Approximately 460,000 people reside in OCRRA’s 33 member municipalities. The largest single municipality is the City of Syracuse with a population of approximately 145,000.

### **1.3 VENDOR CONTACTS**

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. For any procurements over \$15,000.00, all contacts and correspondence with the Agency after the Request for Proposals go out, must be exclusively through a designated OCRRA Procurement Contact Person, and no one else.

The designated contact for this procurement is Cyndi Araujo at (315) 453-2866, ext. 1202, her email is [caraujo@ocrra.org](mailto:caraujo@ocrra.org).

Questions must be submitted by email at the email address listed above. Vendors, their agents, and representatives are directed not to contact or lobby other staff members, management or members of the Board of Directors of OCRRA regarding this RFP. Questions raised through the designated contact person and answers thereto will be emailed to all known prospective bidders.

### **1.4 CONFLICT OF INTEREST STATEMENT/NON-COLLUSION AFFIDAVIT AND STATE FINANCE LAW FORM**

Each Proposer must furnish with their proposal a properly signed Conflict of Interest Statement, Non-Collusion Affidavit and State Finance Law form. The Conflict of Interest Statement, Non-Collusion Affidavit and State Finance Law form are to be completed and submitted either with the Proposal or within ten (10) days of notice of the award of the contract by OCRRA. By submitting a proposal, the proposer warrants that there is no conflict of interest in their other contracts or other employment, if any, with submission of

the proposal hereunder and that the Proposer shall advise OCRRA if any conflict or potential conflict of interest exists or arises in the future.

## **1.5 TAX EXEMPT STATUS**

OCRRA is exempt from federal, state and local taxes.

## **SECTION 2: About the Project**

OCRRA requests proposals for printing 3 years' worth of OCRRA's quarterly newsletter (12 issues, starting with the spring 2020 issue).

Currently, the newsletter is distributed via insertion into the Syracuse Post-Standard and the Eagle Newspapers that reach Onondaga County residents.

### **Print Quantity:**

Please provide pricing for the following quantity range, per quarterly issue:

- 75,000 – 90,000

Quantity may vary slightly at print time, based on distribution fluctuations of the papers in which they are inserted, but each quarter's print quantity will be similar.

### **Sheet Size:**

Our current, flat sheet size is 23" x 17", and folds in half, twice, to a final size of 8 ½" x 11".

To request a sample of our current newsletter, please contact Cyndi Araujo at [caraujo@ocrra.org](mailto:caraujo@ocrra.org). You may also review a digital version here: [www.ocrra.org/about-us/newsletter/](http://www.ocrra.org/about-us/newsletter/)

OCRRA will consider alternate sheet dimensions proposed by vendors as long as they are still able to be inserted and distributed by the Post-Standard ***and*** Eagle Newspapers.

### **Number of Sheets:**

Two.

### **Bindery:**

Prepare based on insertion requirements set forth by the Syracuse Post-Standard and Eagle Newspapers.

### **Color:**

4-color, double sided.

### **Proofing:**

Digital color proof required. Hard copy / color accurate proof or press check at OCRRA's discretion. (*Ability to provide these items impacts your quality / experience score.*)

**Stock:**

Newsprint; must contain at least 40% recycled content fiber. If higher content is available, please note percentage on enclosed price sheet. OCRRA prefers the highest possible percentage of recycled content, while maintaining both print quality and lowest possible costs. If you are able to provide more than one stock option, please note this on the price sheet.

**Ink:**

Traditional or soy-based inks are acceptable.

**Layout Services:**

OCRRA seeks a separate quote to provide layout services for each issue. Layout services also include color adjustment of OCRRA supplied images. OCRRA may select other outside layout services and provide the newsletter to the printer via upload, FTP, CD, or portable drive in InDesign or similar program.

**Delivery:**

Newsletters will need to be delivered to the following locations:

1. Eagle Newspapers Warehouse, 5910 Firestone Drive, Syracuse, NY 13206
2. Post-Standard Warehouse, corner of Clinton and Genesee Streets, Syracuse, NY 13202
3. OCRRA Main Office, 100 Elwood Davis Road, North Syracuse, NY 13212
4. Central Library, 447 South Salina Street, Syracuse, 13202

**Value Added:**

If vendor has additional services to offer, for example, ability to offer online distribution or display or advertising, please describe in detail and provide pricing, if applicable.

**SECTION 3: Timeline**

Friday, August 23, 2019	Issuance of RFP.
Wednesday, August 28, 2019	Deadline for questions; 4 pm.
Thursday, August 29, 2019	Answers to questions posted on OCRRA.org.
Tuesday, September 10, 2019	Deadline for receipt by the Agency of sealed, competitive proposals; 2 pm.
Wednesday, November 13, 2019	Agency Board adopts Resolution to enter into contract with selected vendor.

*OCRRA reserves the right to modify this schedule, with or without notification, at any time.*

#### **SECTION 4: The Proposal**

- Due by 2:00 pm on **Tuesday, September 10, 2019**
- Must arrive in a **sealed envelope**, marked clearly with **PROPOSAL FOR NEWSLETTER** on the **outside** of the envelope.
- Addressed to: OCRRA  
ATTN: Cyndi Araujo  
100 Elwood Davis Road, North Syracuse, NY 13212
- All proposals must include the following **seven** items:
  - 1) A completed **proposal sheet** utilizing the enclosed form.
  - 2) At least **two sample pieces your design team** has completed in recent years.
  - 3) **Three sample print piece(s)** your firm has recently done at similar quantity (75,000-90,000), in 4-color, on the proposed stock(s).
  - 4) **Three references** of clients, including contact information, who have recently utilized your firm to print similar format pieces in comparable quantities.
  - 5) Completed **Conflict of Interest Affidavit\*** (enclosed/attached)
  - 6) Completed **Certificate of Non-Collusion\*** (enclosed/attached)
  - 7) Completed **Prior Non-Responsibility Determinations** (enclosed/attached)
  - 8) Completed **State Finance Procurement Compliance Law** (enclosed/attached)

*\* Or an alternative form acceptable to OCRRA.*

**SECTION 5: Selection and Evaluation Process**

The selection decision will take into account the vendor’s ability to meet the requirements of this proposal. OCRRA reserves the right of flexibility in evaluation as necessary to assure placement of the contract in its best interest. OCRRA also reserves the right to select any or none of the proposals received in response to this Request for Proposal. Judging will be based on the following criteria:

- a. Price ..... 45%
- b. Past experience with and professional quality of similar print jobs, as well as experience level of designer(s) on this project (*based on samples and references*) ..... 40%
- c. Ability to utilize recycled content paper / soy-based inks ..... 10%
- d. Value added services. ....5%

**Proposals submitted by fax or email will NOT be accepted.**  
*Questions about this request for proposal should be directed in writing to:*  
**Cyndi Araujo at [caraujo@ocrra.org](mailto:caraujo@ocrra.org)**  
  
Questions must be received on or before  
**Wednesday, August 28, 2019 at 4 PM.**

**Thank you.**

# 2019 OCRRA Newsletter Printing Proposal

Company Name:

Telephone:

Address:

Contact Person:

Title:

Price:

Quantity: \_\_\_\_\_ Price: \$ \_\_\_\_\_ per thousand  
Charge for additional copies above specified ranges: \_\_\_\_\_ per thousand

Please use additional paper as needed, following the format above.

**Stock :** List additional options, if applicable, on another sheet of paper.

**Brand:**

**Weight:**

**Finish:**

**% Recycled Content:**

**Proposed sheet sizes:**

Flat \_\_\_\_\_  
Final \_\_\_\_\_

Have you confirmed that your final quote accounts for bindery needed to prepare pieces for insertion into the Post-Standard and Eagle newspapers?    yes                      no

Provide at least two samples of similar jobs the designer(s) assigned to this project have completed.

**Able to color adjust the OCRRA supplied digital images to print best on your press?**

(please circle):                      yes                      no

**Able to supply OCRRA with press accurate color proof?**                      yes                      no

**Able to accommodate a press check, if requested?**                      yes                      no

**Soy-based inks available?**

(please circle):                      yes                      no

**Additional charge for use of soy inks**                      \$ \_\_\_\_\_

**Attach three copies of similar jobs (stock\* and quantity) that your company has printed in the past.**

\*Use the 75,000-90,000 quantity figure for selecting sample pieces.

**Layout charges:**

\$ \_\_\_\_\_ per issue

**Describe FTP or other digital file upload services available (if any) and their capacity:**

**Additional Charges (if any):**

Color proof charges, per proof: \_\_\_\_\_

Delivery charges, per issue: \_\_\_\_\_

Other (please specify), per issue: \_\_\_\_\_

\_\_\_\_\_

Signature of Authorized Representative \_\_\_\_\_

Date \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

Non-collusive Certifications required of all bidders/proposers/quoters under Section 103-d of the General Municipal Law as amended by Chapter 751 of the Laws of 1965 and Chapter 675 of the Laws of 1966 effective September 1, 1966, is as follows:

By submission of this bid/proposal/quote, the bidder/proposer/quoter and each person signing on behalf of the bidder/proposer/quoter certifies, and in the case of a joint bid/proposal/quote each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid/proposal/quote have been arrived at independently without collusion, consultation, communications, or agreement for the purpose of restricting competition, as to any matter relating to such prices with any other bidder/proposer/quoter or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid/proposal/quote have not been knowingly disclosed by the bidder/proposer/quoter and will not knowingly be disclosed by the bidder/proposer/quoter prior to opening, directly or indirectly, to any other bidder/proposer/quoter or to any competitor; and

(3) No attempt has been made or will be made by the bidder/proposer/quoter to induce any other person, partnership, or corporation to submit or not to submit a bid/proposal/quote for the purpose of restricting competition.

\_\_\_\_\_  
Legal Name of Bidder/Proposer/Quoter (Typed)

\_\_\_\_\_  
Address (Typed)

\_\_\_\_\_  
City State Zip

BY: \_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (Typed)

Dated \_\_\_\_\_, 20\_\_

\_\_\_\_\_  
Title (Typed)



**CONFLICT OF INTEREST**

**AFFIDAVIT**

STATE OF \_\_\_\_\_ )  
 ) ss:  
COUNTY OF \_\_\_\_\_ )

\_\_\_\_\_, being duly sworn, deposes and says for  
and on behalf of \_\_\_\_\_, that:

1. Our (my) firm \_\_\_\_\_, is an independent firm or company, and has this date submitted a bid, proposal, or quote to provide goods and/or services to the Onondaga County Resource Recovery Agency.
2. I certify on behalf of the bidder, proposer, or quoter that it and its employees have no interest, direct or indirect, which could conflict in any manner or degree with the performance or provision of these goods and/or services to the Onondaga County Resource Recovery Agency.
3. If awarded a contract my (our) firm agrees that in providing the goods or in the rendering of services to the Onondaga County Resource Recovery Agency, no persons having any such interest shall be employed by the firm. I assume full responsibility for knowing whether my (our) employees or agents have any such interest and hereby certify that no such interest exists.

Dated: \_\_\_\_\_, 20\_\_\_\_ By: \_\_\_\_\_

For and on Behalf of: \_\_\_\_\_

Sworn before me this \_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public





## Vendor Information Regarding

### State Finance Law Procurement Compliance Provisions

OCRRA Procurement Regarding: Quarterly Newsletter Printing

OCRRA Designated Procurement Contact Person(s): Cyndi Araujo

OCRRA conducts its procurements to provide all vendors with an opportunity to compete fairly to maximize competition. New York State has enacted provisions in its State Finance Law, applicable to any contract over \$15,000.00 that further promotes fair competition. This law now requires that all communications i.e. “contacts” with the Agency regarding this procurement, after the Request to Bid, Request for Proposals, or Request for Quotes go out, must be through a designated OCRRA Procurement Contact Person. Our Designated Procurement Contact Person is listed above. All contacts by potential vendors should be through the Designated Procurement Contact Person and NO ONE ELSE! All such contacts will be recorded by the Designated Procurement Contact Person and any responding information given to a potential vendor will also be shared with all potential vendors, so no one has a competitive advantage. As a potential vendor on this procurement, you will need to fill in the Permissible Contacts Affirmation form, attached, and submit it with your bid/proposal/quote. You will also need to fill in the other part of this two page form that advises OCRRA of any Non-Responsibility Determinations under this law. If you fail to comply with the above Procurement contacts restrictions or you submit knowingly false, inaccurate or incomplete information, or you violate our OCRRA Ethics Code, you may be found to be a “Non-Responsible” vendor. This can result in a rejection of your firm for contract award, a cancellation of the contract, if later discovered (the Contract will include a cancellation provision for such a contingency), and in the event of two such findings in a four year period, debarment from obtaining any further OCRRA procurement contract for a period of four years from the time of the second violation.

Please be sure to familiarize yourself with these new legal provisions, fill out the attached forms, and contact only the Designated Procurement Contact Person during the procurement process. This will promote fair competition on this procurement and will not disqualify your firm from a potential OCRRA contract award.

Rev. 10/15/2009