



REQUEST FOR PROPOSALS FOR

Newsletter Printing Services (3-year term)

Dated Wednesday, August 17, 2022

Deadline for Submission of Questions:

Friday, August 26, 2022 at 4:00 p.m.

Deadline for Submission of Proposals:

Tuesday, September 13, 2022 at 12:00 p.m.

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

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 470,000 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.

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 2023 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:

- 60,000 – 70,000

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.

Print Formats:

Please provide separate quotes in the two different size formats as outlined below if you possess the press capability.

TABLOID FORMAT:

Tabloid Format - 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. You may also review a digital version here: www.ocrra.org/about-us/newsletter/

Tabloid Format - Number of Sheets:

Two.

SQUARE FORMAT:

Square Format - Sheet Size:

We are evaluating the cost/benefits of switching the newsletter to a square size format. The square format's flat sheet size is 22" x 10.75", and folds in half to a final size of 11" x 10.75".

Square Format - Number of Sheets:

Three.

The following specs apply to both the Tabloid and the Square size formats.

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.

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 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. Advance Local, 1900 Patriot Drive, Mechanicsburg, PA 17050 (see enclosed Post-Standard Shipping Guide document for details)
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/digital advertising, please describe in detail and provide pricing, if applicable.

SECTION 3: Timeline

| | |
|-----------------------------|---|
| Wednesday, August 17, 2022 | Issuance of RFP. |
| Friday, August 26, 2022 | Deadline for questions; 4:00 p.m. |
| Tuesday, August 30, 2022 | Answers to questions posted on OCRRA.org. |
| Tuesday, September 13, 2022 | Deadline for receipt by the Agency of sealed, competitive proposals; 12:00 p.m. |
| Wednesday, November 9, 2022 | 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 12:00 p.m. on **Tuesday, September 13, 2022**
- 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 (60,000 – 70,000), 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 **Certificate of Non-Collusion*** (enclosed/attached)

6) Completed **Conflict of Interest Affidavit*** (enclosed/attached)

7) Completed **Prior Non-Responsibility Determinations** (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:

- price,
- printing experience,
- graphic designer(s) experience (if applicable),
- ability to utilize recycled content paper
- ability to utilize soy-based inks
- value-added services.

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

Questions must be received on or before
Friday, August 26, 2022 at 4 p.m.

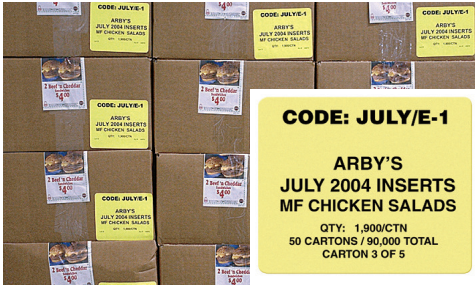
Thank you.



A protective cover should be placed on the pallet before stacking to minimize the possibility of damp or curled sections.



Brick stacking stabilizes the load for ease of shipping, handling and storage.



Proper labeling on each box should state the total number of boxes, shipment quantity, and individual box number.



Maximum allowable loaded pallet height is 5 feet measured from the floor to the pallet top.



Pallets must be well protected to prevent damage.



Sheets of cardboard of suitable binder sheets placed between layers will keep the inserts flat.



Separate skids required for inserts running in multiple production runs.



An example of a correctly shipped pallet.

ADVANCELOCAL

THE POST-STANDARD

SHIPPING GUIDE FOR FREE STANDING INSERTS



Welcome

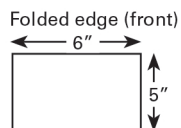
This booklet is designed to provide printing, packaging, and shipping information for insert advertising at Advance Local, which utilizes a GMA inserting machine. By following these established guidelines, Free-Standing Inserts (FSI's) can be prepared and delivered to readers, ensuring maximum advertising impact.

Design

GMA Insert Size Specifications

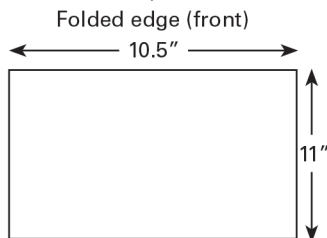
Minimum Size Allowed

Minimum size of product = 6" x 5" (6 inches across the folded edge, 5 inches front to back)



Maximum Size Allowed

Maximum size of product = 10-1/2" x 11" (10-1/2 inches across the folded edge, 11 inches front to back)



Free-Standing Inserts larger than maximum size must arrive quarter folded.

Minimum Thickness Requirements: (for single sheet)

The minimum thickness must be .005 or greater, measured by micrometer. If the finished product is below .005 in thickness, the inserting equipment may pull more than one insert at a time, and could also tear or damage the insert.

Single Sheet Minimum:

| COATED | UNCOATED |
|-------------|-------------|
| 80 LB Cover | 60 LB Cover |
| 100 LB Text | 70 LB Text |

A minimum of 3% spoilage is requested; for inserts submitted that fall outside of the above recommendations, a minimum of 5% spoilage should be planned.

Inserts that are unusual need to be submitted to Advance Local before scheduling. These can either be addressed to the Receiving Department:

Advance Local,
1900 Patriot Dr
Mechanicsburg PA 17050.

Shipping

Shipping Address

Advance Local
1900 Patriot Drive
Mechanicsburg, PA 17050
(see back page for map)
(717) 728-2703

Receiving hours:

Monday-Friday 8:00 a.m. to 4:30 p.m.
Directions available 24 hours daily on
717-257-4770

Shipping Requirements

A bill of lading/delivery receipt is needed for any incoming shipment by truck, Federal Express, UPS, or any other means delivering inserts (Please provide two bills of lading if one is to be retained by the shipping company). The bill must state the name of the advertiser, FSI title, run date, the number of skids and number of copies on that truck or trailer.

If more than one vehicle is used, mark the last bill of lading "final". If inserts run in multiple production runs, a separate skid is required for each insert date, along with separate bills of lading. If a bill of lading/delivery receipt is not received with the corresponding shipment, Advance Local will not be responsible for an incomplete run.

Free-Standing Inserts must be delivered F.O.B. to Advance Local dock in acceptable condition, on or before the delivery deadline. Inserts must be delivered within the stated receiving hours, prepaid on non-returnable skids.

All Free Standing Inserts must be shipped separately and cannot be combined with any other Free Standing Insert Customers. Advance Local will retain the right to refuse any shipment that is not in compliance with the above statement.

Advance Local retains the right to refuse any shipment that has considerable damage to product. If a partial shipment of the good product can be safely removed from the truck, this will be done, but solely at the discretion of the Packaging Department. Re-delivered shipments, once refused, are expected to be up to delivery standards prior to unloading from the truck.

Delivery

Delivery Requirements

Sunday & TMC FSI's are due nine (9) calendar days prior to publication date. Daily FSI's are due (7) calendar days prior to publication. For emergencies, delays or questions, call 717-728-2703 or 717-728-2724 between 8:00 am and 5:00 pm.

Delivery Instructions

How to get to the Production Facility from all major highways

From Route 76 (PA Turnpike) Eastbound:

Take Exit 16/226 (Carlisle) off the PA Turnpike, and follow to I-81 North. Take I-81 North to Exit 61 (Wertzville Road). Turn right onto Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

From Route 76 (PA Turnpike) Westbound:

Take Exit 19/247 (Harrisburg East) off the PA Turnpike, then head north on 283 to I-83 North. Follow I-83 North to I-81 South. Take I-81 South to Exit 61 (Wertzville Road). Turn left onto Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

From Routes 11&15 South:

Take I-81 South to Exit 61 (Wertzville Road). Turn left onto Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

From Routes 11&15 North:

Take 581 West to I-81 North. Take I-81 North to Exit 61 (Wertzville Road). Turn right onto

Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

From Interstate 83 Northbound:

Follow I-83 North to I-81 South. Take I-81 South to the Exit 61 (Wertzville Road). Turn left onto Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

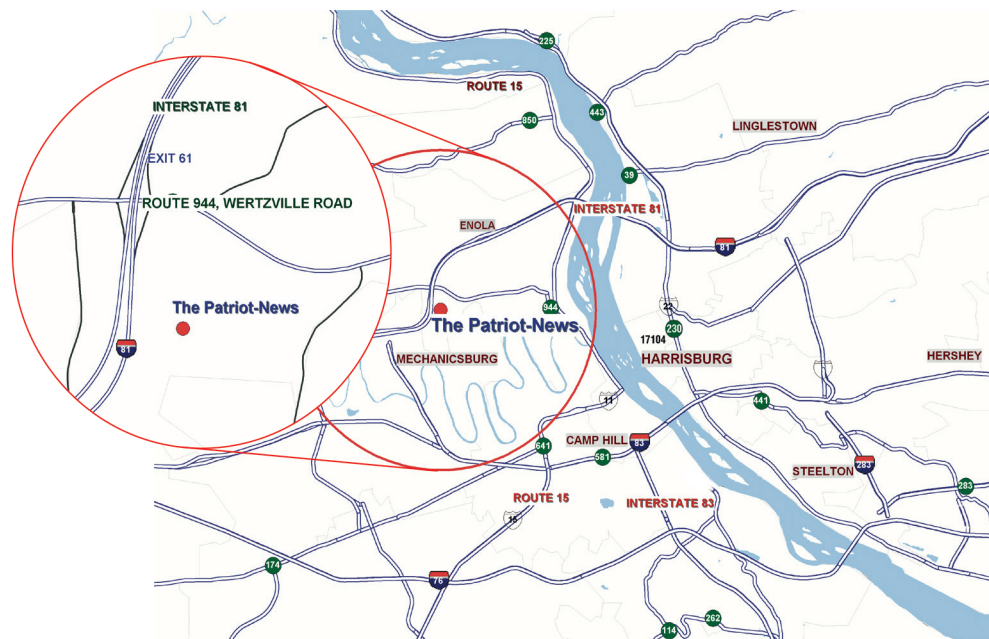
From Interstate 81 Southbound:

Take I-81 South to the Exit 61 (Wertzville Road). Turn left onto Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

From Interstate 81 Northbound:

Take I-81 North to Exit 61 (Wertzville Road). Turn right onto Wertzville Road, then turn right on Valley Road and enter Cumberland Technology Park. Turn right on Patriot Drive and follow to guardhouse. Bear to the left. The loading docks are along the side of the building.

Directions available 24 hrs daily on 717-257-4770.



2022 OCRRA Newsletter Printing Proposal

Company Name:

Telephone:

Address:

Contact Person:

Title:

Price:

Tabloid Format (2 sheets 23" x 17" flat; 8.5" x 11" final)

Quantity: _____ Price: \$ _____ per thousand

Charge for additional copies above specified range: _____ per thousand

Square Format (3 sheets 22" x 10.75" flat; 11" x 10.75" final)

Quantity: _____ Price: \$ _____ per thousand

Charge for additional copies above specified range: _____ per thousand

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

Stock :

Brand: _____

Weight: _____

Finish: _____

% Recycled Content: _____

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

Have you confirmed that your final quote accounts for bindery needed to prepare pieces for insertion into and shipping to the Post-Standard (Pennsylvania) 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, if requested? yes no

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

Soy-based inks available? 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 60,000-70,000 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):

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 (Print)

Address (Print)

City State Zip

BY: _____
Signature

Name (Print)

Dated _____, 20__

Title (Print)

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

**Disclosure to OCRRA During Procurement Process of
Prior Non-Responsibility Determinations**

OCRRA Procurement regarding: Quarterly Newsletter Printing

OCRRA Designated Procurement Contact Person: Cyndi Araujo

OCRRA conducts its procurements to maximize competition and provide all vendors with an opportunity to compete fairly. New York law now provides that, for any procurement over \$15,000.00, all potential vendors must disclose whether a governmental entity in New York has made a finding of "Non-Responsibility." "Non-Responsibility" is defined in State Finance Law Section 139-j and can include failure of a potential bidder/proposer/quoter to timely disclose truthful, accurate, or complete information that may allow OCRRA to make a determination as to its "responsibility" relative to this procurement as well as unauthorized procurement contacts (including contacts to someone other than the designated procurement contact) and ethics code violations. In order to qualify for consideration on this procurement, the bidder/proposer/quoter must complete and sign the form below.

(For Vendor Use)

Name and Address of Bidder/Proposer/Quoter Seeking to Enter into the Procurement Contract with OCRRA: _____

Name, Title, and Phone Number of Person Submitting this Form: _____

Has any Governmental Entity in New York made a finding of Non-Responsibility regarding the bidder/proposer/quoter seeking to enter into the Procurement Contract in the previous four years? (Please circle):

No

Yes

If you answered yes to the above question, please provide details regarding the finding of Non-Responsibility below.

New York Governmental Entity: _____

Date of Finding of Non-Responsibility: _____

Basis of Finding of Non-Responsibility: _____

Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named bidders/proposers/quoters after a finding of intentional provision of false or incomplete information? (Please circle):

No

Yes

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New York Governmental Entity: _____

Date of Termination or Withholding of Contract: _____

Basis of Termination or Withholding: _____

By: _____ Date: _____

Signature _____

As a potential bidder/proposer/quoter on an OCRRA solicitation where the contract amount may exceed \$15,000.00, I recognize that once the solicitation issues, New York law requires that all contacts with OCRRA regarding that procurement must be through the designated OCRRA Procurement Contact Person and no one else. On behalf of my client as a potential bidder/proposer/quoter, I affirm that my client understands and agrees to comply with the procedures of the Onondaga County Resource Recovery Agency relative to permissible contacts as required by New York State Finance Law §139-j (3) and §139-j (6) (b). This form must be submitted with the bid, proposal, or quote.

OCRRRA Designated Procurement Contact Person: _____

Vendor Signature

Print Signer's Name

Vendor Title: _____

Date: _____

Vendor Name: _____

Vendor Address: _____

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