

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Office of Contracting and Procurement



General Services Division

REQUEST FOR QUOTATION

TO: POTENTIAL SUPPLIERS

Solicitation No.: DCDL-2010-A-9859

Caption: PRINTING AND MAILING SERVICES

Issuance Date: July 8, 2010

Due Date: July 12, 2010

The D.C. Board of Elections and Ethics (BOEE) requires printing, layout, production and mailing services for citywide voters guide for September 14, 2010 Primary election, and November 2, 2010 General Election.

The Board of Elections and Ethics in the District of Columbia conducts two (2) elections every two years: the Council/Congressional Primary; and the District of Columbia General Election. The Contractor shall perform all work in accordance with requirements as stated in scope of work. The Bidder shall provide all labor, materials, equipment and supervision for printing of the Voter Guide for the Primary and the General Election. regulations.

The bid should be prepared according to the instructions listed below:

1. PROPOSAL SUBMISSION REQUIREMENTS

Bidders shall submit a signed original a copy. The District will not accept n email/facsimile copy of a bid as an original bid. All items accepted by the District, all attachments and all documents containing the bidder's offer shall constitute the formal contract. **Each bid shall be submitted in a sealed envelope conspicuously marked: "Bid in Response to Solicitation No: DCDL-A-2010-9859"**

The original bid shall govern if there is a variance between the original bid and the copy submitted by the bidder. Each bidder shall return the complete solicitation as its bid.

The District may reject as non-responsive any bid that fails to conform in any material respect to the Invitation for Bids.

The District may also reject as non-responsive any bids submitted on forms not included in or required by the solicitation. Bidders shall make no changes to the requirements set forth in the solicitation.

2. BID SUBMISSION DATE AND TIME

Bids must be submitted no later than 10:00 p.m., local time on Monday, July 12, 2010

3. PROPOSAL SUBMISSION

If via Mail to:

Office of Contracting and Procurement
441 4th Street, N.W.
Suite 703 South, Bid Counter Room
Washington, DC 20001
Attention: BETTY FERRELL

4. METHOD OF AWARD

The District reserves the right to accept/reject any/all bids resulting from this solicitation. The Contracting Officer may reject all bids or waive any minor informality or irregularity in bids received whenever it is determined that such action is in the best interest of the District.

The District intends, but is not obligated, to award a *single* contract resulting from this solicitation to the responsive and responsible bidder(s) who has/have the lowest bid(s).

Attachments

REQUEST FOR QUOTATIONS (THIS IS NOT AN ORDER)		TYPE OF MARKET <input type="checkbox"/> OPEN <input type="checkbox"/> SET-ASIDE DCSS <input type="checkbox"/> GSA			PAGE OF PAGES 1	
1. REQUEST NO.	2. DATE ISSUED 07/08/10	3. REQUEST/PURCHASE REQUEST NO. DCDL-2010-A-9859		4. NIGP COMMODITY CODE	CAPTION PRINTING SERVICES	
5A. ISSUED BY OFFICE OF CONTRACTING AND PROCUREMENT 441 4 TH STREET, N.W. SUITE 700 SOUTH WASHINGTON, DC 20001				6. DELIVER BY (Date) PLEASE PROVIDE A DELIVERY DATE***		
5B. FOR INFORMATION CALL: (Name and telephone no.) (No collect calls) BETTY FERRELL @ 727-5252 AND FAX NO. 727-0245 EMAIL; BETTY.FERRELL@DC.GOV				7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input type="checkbox"/> OTHER (See Schedule)		
8. TO: NAME AND ADDRESS, INCLUDING ZIP CODE				9. DESTINATION (Delivery Address)		
10. PLEASE FURNISH QUOTATIONS TO ISSUING OFFICE (See 5A and 5B above) ON OR BEFORE CLOSE OF BUSINESS (Date and Time) 07/12/10 @ 10:00 A.M.		11. BUSINESS CLASSIFICATION (Check appropriate boxes) <input type="checkbox"/> SMALL <input type="checkbox"/> LOCAL <input type="checkbox"/> RESIDENT OWNED <input type="checkbox"/> LONG TIME RESIDENT <input type="checkbox"/> ENTERPRISE ZONE				
IMPORTANT: This is a request for information, and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contracts for supplies or invoices. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotations must be completed by the quoter.						
12. SCHEDULE (Include applicable Federal, State and local taxes)						
ITEM NO. (a)	SUPPLIES/SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)	
0001	<p>THE BOARD OF ELECTIONS AND ETHICS IS SEEKING A CONTRACTOR TO PROVIDE PRINTING, LAYOUT, PRODUCTION AND MAILING SERVICE FOR CITYWIDE VOTERS GUIDE FOR THE SEPTEMBER 14' 2010, PRIMARY ELECTION, AND NOVEMBER 2, 2010 GENERAL ELECTION</p> <p>1. PRINT PRIMARY ELECTION VOTERS GUIDE BOOKLETS</p> <p>2. PRINT GENERAL ELECTION VOTERS GUIDE BOOKLETS</p> <p>VENDOR MAY REVIEW PRINTING DOCUMENTS AT 441 4TH STREET, N.W., CONTACT: BETTY FERRELL ON 202-727-5252</p> <p><u>PLEASE SEE ATTACHED STATEMENT OF WORK</u></p> <p><u>QUESTIONS CONTACT BETTY FERRELL ON 202-727-5252</u></p> <p>PLEASE FAX YOUR PRICE LIST TO BETTY FERRELL ON 202-727-0245 by 7/12/10 10:00 P.M.</p>	300,000	EACH			
		350,000	EACH			
13. DISCOUNT FOR PROMPT PAYMENT		10 CALENDAR DAYS	20 CALENDAR DAYS	30 CALENDAR DAYS	CALENDAR DAYS	
		%	%	%	%	
14. NAME AND ADDRESS OF QUOTER (Street, city, county, State and ZIP Code)			14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		16. DATE OF QUOTATION	
			17. NAME AND TITLE OF SIGNER (Type or print)		18. TELEPHONE NO. (Include area code)	

R0699859

2010 Voter Guide

DESCRIPTION/SPECIFICATIONS/WORK STATEMENT

C.1 SCOPE OF WORK

The D.C. Board of Elections and Ethics (BOEE) is seeking a contractor to print and mail the District of Columbia Voter Guide Booklets for the September 14, 2010 Council/Congressional Primary; and the General Election on November 2, 2010.

The Board of Elections and Ethics (BOEE) in the District of Columbia conducts two (2) elections every two years: the Council/Congressional Primary; and the District of Columbia General Election. The Contractor shall perform all work in accordance with requirements as stated below:

C.2 REQUIREMENTS

C.2.1 The Bidder shall provide all labor, materials, equipment and supervision for the printing of the Voter Guide Booklets for the Primary and the General Election.

C.2.2 The Bidder shall provide 300,000 Council Primary Election Booklets; and 350,000 General Election Booklets. (The number of items and quantities are subject to change based on voter registration numbers.)

C.2.3. The Board of Elections and Ethics will provide the following materials:

C.2.3.1 Booklet language and content on disk and e-mail (MS word format)

C.2.3.2 CD voter roll(s) mailing labels on CD-Rom

C.2.3.3 Postages

C.2.3.4 Camera Ready Formats

BOEE will provide a camera ready electronic MS Word format (disk and e-mail) to the successful bidder (printer) on or before July 26, 2010. The deadline for BOEE to meet with the printer for the reviewing, finalizing and signing off on all proofs prior to print is August 3, 2010, for the September 14, 2010 Primary, and September 22, 2010 for the November 2, 2010 General Election. BOEE will provide the printer with a CD voter roll(s), mailing labels on a CD Rom, postage and the booklet language and content.

C.2.3.5 BOEE must provide to the bidder (printer) in a timely manner the camera ready electronic MS Word format (proper materials ect.), in order for the printer to comply with the printing and mailing of the election booklets as specified in the "Deliverables".

C.3 SPECIFICATIONS

C.3.1 Size and Layout of Publication (approximations for information)

- C.3.1.1 17 inch X inch paper with centerfold to 8-1/2 X 11 inch booklet.
- C.3.1.2 Double Stapled on Centerfold
- C.3.2 Number of Pages
 - C.3.2.1 70 pages - September 14, 2010 Council Primary
 - C.3.2.3 70 pages - November 2, 2010 General Election
- C.3.3 Paper Type: Newsprint
- C.3.4 Paper weight: 32lbs
- C.3.5 Color Ink - Covers to be printed in two ink colors (red and black)
 - C.3.5.2 Election date and graphics in red and dark blue to be placed on the front cover and centered on page
 - C.3.5.3 Interior booklet pages to be printed in black ink only
 - C.3.5.4 Font size 12 pt.
- C.3.6 Timeframe
The estimated date for mailing of the Primary Voter Guide is specified in the table below.
- C.3.7 Content Changes

The selected bidder shall edit the proof of the election booklet Guides and present the final copy to the BOEE for final proof and approval prior to printing. All changes will be sent electronically by fax/e-mail. The final proof will be approved by BOEE prior to printing.

DELIVERABLES

CLIN NO.	DESCRIPTION	ESTIMATED QUANTITY	UNIT	Format/Method of Labeling and Mailing	Subsequent Mailing Date
0001	Print Primary Election Voters Guide Booklets	300,000	BOOKLETS	8/6/2010	8/21/2010
0002	Print General Election Voters Guide Booklets	350,000	BOOKLETS	9/27/2010	10/15/2010

Handwritten notes:
 Deletions Contact [unclear]
 202-727-81