Request for Proposal (RFP)
For Reprographics & Vectorization Services

Swinerton Management & Consulting
@ College of Marin
835 College Avenue MS-3
Kentfield, CA 94904
Telephone (415)884-3139 Fax (415)721-7039
Email: Elizabeth.Tucker@marin.cc.ca.us

Bid # MCCD-001

June 17, 2005
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I. Background Information

In November 2004, the citizens of Marin County voted to approve Bond Measure C to support the modernization of the College of Marin. With this mandate, the Marin Community College District is moving forward with implementing district-wide capital improvements. Approximately $250 Million worth of improvements will be put in place over the next five to seven years at the District’s two campuses.

- Kentfield Campus, Kentfield, CA,
- Indian Valley Campus, Novato, CA,

Projects covered in this RFP will involve printing documents for various public works projects on these campuses.

Architect/Engineer: Various
Construction Window: November 2005 – December 2011
Construction Managers: Kentfield Campus, Jake Skaer, Swinerton Management and Consulting
Indian Valley Campus, Debra Mathau, Swinerton Management & Consulting

II. Profile of the Reprographic Services

Marin Community College District (MCCD) is seeking proposals from qualified vendors to provide Architectural & Engineering Large Format Printing/Scanning/Vectorization Services for upcoming public works projects at the Marin Community College District. The District currently purchases documents for its own use and at times splits the cost of documents with bidders.

The District estimates that its use during a one-year period is approximately:

<table>
<thead>
<tr>
<th>Material</th>
<th>Square Feet</th>
<th>Pages</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bond</td>
<td>75,000</td>
<td>35,000</td>
</tr>
<tr>
<td>Vellum</td>
<td>1,000</td>
<td></td>
</tr>
<tr>
<td>Mylar</td>
<td>500</td>
<td></td>
</tr>
<tr>
<td>8.5” X 11”</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

The District estimates that the following services to scan & vectorize archived drawings during the first year of the contract is approximately:

<table>
<thead>
<tr>
<th>Service</th>
<th>Number of Sheets</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scanning</td>
<td>1,500-2,000</td>
</tr>
<tr>
<td>Vectorizing</td>
<td>500-1,000</td>
</tr>
</tbody>
</table>

No guarantee of usage is given. Submitter agrees to supply all services listed and specified, as needed by the District during the term of the contract, at the prices quoted regardless of the quantity used.

The District’s decision will be based on the evaluation of several factors (in no specific order), including but not limited to the following:

1. Experience on comparably complex multi-campus projects of similar duration and with a public education entity
2. Service Standards
3. Work History
4. Project Personnel
5. Competitive Pricing
6. Tracking Capabilities for all Documents, Shipping, and Plan Holders
7. Document Storage and Handling Processes
8. On-Line Services
9. Geographic Proximity to the MCCD Campuses
10. Quality of Raster to Vector files
11. Willingness to Extend Pricing Discounts to Vendors, Construction and Design Contractors
12. Invoicing Management, Versatility, Billing, and Tracking
13. Business License
14. Business Financials
III. Dates and Timeframes (The District reserves the right to change or alter the times and activities):

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>June 17, 2005</td>
</tr>
<tr>
<td>Deadline for vendors’ submission of proposals</td>
<td>2:00 pm July 1, 2005</td>
</tr>
<tr>
<td>Review/Selection of qualified vendor</td>
<td>July, 2005</td>
</tr>
<tr>
<td>Approval of contract award by the District’s Board</td>
<td>July/August, 2005</td>
</tr>
</tbody>
</table>

IV. RFP Instructions and Requirements

IMPORTANT: All vendors interested in submitting a response to this RFP MUST submit an email notification to Elizabeth.Tucker@marin.cc.ca.us indicating their intent to respond. Failure to do so may result in disqualification from the selection process.

1. General. Vendors must comply with the provisions of these Instructions for Completion/Submission of the RFP (“RFP Instructions and Requirements”) of the RFP. The failure of a Vendor to comply with the RFP Instructions will result in rejection of the Vendor’s RFP for non-responsive ness.

2. Vendor Qualifications. Only Proposals submitted by vendors with the relevant experience, qualifications and capacity to meet the needs of MCCD will be accepted.

3. Submission of RFP.
   a. Submission of Executed “Hard Copy” of RFP. Two (2) bound copies of the Vendor’s Proposal and two copies of each vectorized drawing, must be submitted in a sealed envelope and returned to Swinerton Management & Consulting @ College of Marin, 835 College Avenue MS-3, Kentfield, CA 94904 by 2:00 pm on July 1, 2005. Indicate “Bid MCCD-001 Enclosed” on the lower left corner of the envelope.
   b. Submission of Electronic Files of RFP & Vectorized Drawings. In addition, an electronic submittal of the RFP reply and vectorized drawings are required; however, the submission of electronic file(s) does not replace the foregoing requirement for submission of the Vendor’s signed, hard copy Proposal at, or prior to the date/time set forth above. Include the electronic copy on CD-ROM in the sealed envelope along with the two bound copies. Include the electronic copy of each vectorized drawing on the CD-ROM. Each Vendor submitting a Proposal certifies that agreement to the terms and conditions and specifications as stated herein in their entirety.
   c. Vendor’s Review of District Web Site. Prior to submission of a RFP Proposal, all Vendors MUST review materials on this website (http://www.marin.cc.ca.us/MeasureC/bond_const.htm) relating to this RFP and must incorporate into their respective RFP Proposals all requirements set forth in this RFP, as the same may be amended by postings on the District’s web site. Any addenda, clarifications, RFP updates/revisions, or replies to specific questions will be posted on this site; all such matters shall be deemed incorporated into all Vendors’ RFP Proposals.
   d. RFP Contents. Proposal consists of the following, all of which must be submitted concurrently and executed as required by these RFP Instructions or by the form of document:
      i. Completed RFP response to Section VI Service Specification, & VII Pricing (including any supporting materials)
      ii. Non-Collusion Affidavit
      iii. Reference contacts and required information
      iv. Audited Financial Statements—last two fiscal years
      v. Vendor’s Standard Price Sheet
      vi. Samples of Vectorized Drawings per Section XIV- Appendix G.

4. RFP Security; Performance Bond. Vendors are not required to submit any form of RFP Security with submission of the RFP.

5. Modifications to Submitted RFPs. A Vendor submitting a Proposal may modify its submitted Proposal by written modification actually received by Swinerton Management & Consulting @ College of Marin at or prior to the latest time/date for submission of Proposals. Modifications to the submitted RFP, which are not in writing, will not be accepted and will not be deemed modifications to the submitted Proposal.
6. **Signature.** A responsible officer or employee of the Vendor must sign the proposal. An unsigned, but executed Proposal will be rejected for non-responsiveness.

7. **Obligation.** The issuance of this proposal application request creates no obligation on the part of the District and the District reserves the unconditional right, at its option, to either reject all proposal applications or waive any irregularities or informalities therein.

8. **Non-Collusion Affidavit.** Each Vendor shall submit with its response a duly completed and executed form of Non-Collusion Affidavit; the required form of Non-Collusion Affidavit is included as Appendix I in this RFP. The failure of a Vendor to submit the completed and executed form of Non-Collusion Affidavit with its RFP will result in rejection of the Proposal for non-responsiveness.

9. **Evidence of Responsibility.** Upon the request of the District, a Vendor whose Proposal is under consideration shall upon request promptly submit to the District satisfactory evidence showing the Vendor financial resources, organization, and plant facilities available for the performance of the contract. The failure of such a Vendor to submit requested materials in a timely manner will result in rejection of the Vendor’s Proposal for non-responsiveness.

10. **Indemnification & Hold Harmless.**

    - The vendor shall indemnify and hold harmless the District, its officers, agents, employees, servants and independent contractors from all claims, suits or actions of every name, kind, description, brought for, or on account of, injuries to or death of any person or damage to property resulting from performance of any work required under this purchasing contract by the vendor, its officers, agents, employees, servants and/or independent contractors.

    - The duty of the vendor to indemnify and hold harmless, as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code; provided, however, that nothing shall be construed to require the vendor to indemnify the District, its officers, agents, employees, servants and independent contractors against any responsibility or liability in contravention of Section 2782 of the Civil Code.

11. **Insurance.** Vendor shall take out and maintain and shall require all subcontractors, if any, whether primary or secondary, to take out and maintain during the life of this contract:

    - Public Liability Insurance for injuries, including accidental death, per any one occurrence, in an amount not less than $1,000,000 and $2,000,000 aggregate.

    - Property Damage insurance for injuries, including accidental death per any one occurrence, in an amount no less than $1,000,000 per occurrence.

    - Proof of Insurance

        1. Vendor shall not commence work nor shall any subcontractor commence work under this contract until all required insurance and certificates are obtained by the District. Upon award the vendor shall supply insurance documentation to the Purchasing Department.

        2. Certificates and insurance policies shall include the following clause: "This policy shall not be canceled or reduced in required limits of liability or amounts of insurance until notice has been mailed to the District. Date of cancellation or reduction may not be less than thirty (30) days after date of mailing notice."

        3. Certificates of insurance shall state in particular those insured, extent of insurance, location and operation to which insurance applies, expiration date, and cancellation and reduction notice.

        4. Certificates of insurance shall clearly state that the "The Marin Community College District, their Officers, Agents & Employees" is named as an additional insured under the policy described and that such insurance policy shall be primary to any insurance or self insurance maintained by the District. Contractor shall provide District with the endorsement to the policy that names District as additional insured.

12. **Workman’s Compensation**
The vendor shall have in effect, during the entire life of this agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage. In signing this agreement, the vendor makes the following certification, as required by Section 1851 of the California Labor Code:

I am aware of the provisions of Section 3700 of the California Labor Code, which require every employer to be insured against liability for Workers' Compensation or to undertake self insurance in accordance with the provisions of the code, and I will comply with such provisions before commencing the performance of the work of this agreement.

I have no employees, and, therefore, will not submit a Certificate of Workers' Compensation:

Print Name:
(Sign only if vendor has no employees)

13. Modifications to Proposal. The District reserves the right to modify this RFP or any portion hereof by written addendum issued to all Vendors who have previously obtained this RFP from the District. All addendum issued by the District pursuant to the foregoing shall be deemed incorporated into the Proposals.

14. Vendor Inquiries. Vendors may request clarifications or make other inquiries concerning this RFP or the requirements hereof. Questions regarding this RFP should be submitted via email to Elizabeth.Tucker@marin.cc.ca.us. Questions involving the technical information, descriptions, tables and related subjects should be sent via email to Suzanne.Brown@marin.cc.ca.us. All questions and responses will be provided electronically to all vendors.

15. Evaluation of RFP Proposals. RFP Proposals will be reviewed and evaluated in the manner set forth herein.

   a. Items A through S of Section VI, Service Specifications will be evaluated using the following method.

      i. Excellent and optimum response  5 points
      ii. Good and complete response    3 - 4 points
      iii. Fair and Incomplete response 1 - 2 point
      iv. Poor, no or very incomplete response 0 points

      v. Five (5) additional points for a total of ten (10) will be given for an optimum response on those specifications marked as ‘High’ importance.

      vi. Vendors will then be ranked by summation of all points and will be listed from highest to lowest totals. The highest total will result in the highest ranking, 1 for the highest, 2, 3, and so on.

      vii. Based on the quality of the responses a benchmark of service requirements will be established. Vendors scoring below this benchmark will be disqualified from the bid if the minimum level of service is not met.

   b. In addition to this service scoring mechanism, a vendor may not be considered for this RFP if they do not have experience working on comparably complex multi-campus projects of similar duration and with a public education entity, have a lapsed business license, or they have an uncertain financial status.

   c. Section VII, Pricing, will be evaluated using the following method. To determine the lowest cost bidder, mock orders have been created using the most frequently ordered products. When ranking the mock order, the lowest cumulative cost to the District will result in the highest ranking. Any omitted pricing will result in the vendor not being considered for this RFP. Vectorization pricing will be evaluated separately.

16. Award of Contract. The District will award one (1) contract for reprographic/scanning/vectorization services. Award of the contract will be based on lowest price offered from the pool of responsive bidder, meaning that the service specifications exceed our minimum benchmark scoring and the cost to the district is the lowest. The award will only be by action of the District’s Board of Trustees or in accordance with authority delegated by action of the District’s Board of Trustees. The contract term is for a two-year period with two annual renewals from the date of award.
Each vendor submitting a RFP Proposal will be informed of their standing relative to all Vendors within 30 days of MCCD Board of Trustee Authorization on this project.

17. References. Vendor shall provide 3 references. Please refer to and complete form attached as Appendix B.

18. Additional Services. Please refer to and complete form attached as Appendix C.

19. Project Personnel. Please refer to and complete form attached as Appendix D.

20. Price Sheet. Please refer to Appendix E and submit a comprehensive price sheet of the products sold by your company. This pricing will be utilized during the contract timeframe to determine pricing for products to be purchased that are not specified in this RFP. The District will apply the discount listed in Section VII. Unit Pricing to determine the actual sales price when placing an order.

22. Financials. Please refer to Appendix F and submit complete audited financial statements for your companies’ last two fiscal years.

23. Declaration. The undersigned agrees to:
Deliver F.O.B. to the appropriate Requesting Job Office (Kentfield Campus or Indian Valley Campus) California, the Architectural/Engineering/ Topographical Large Format Printing & Vectorization Services Itemized herein, and in accordance with Specifications attached.
The undersigned declares under penalty of perjury that all of the Proposal information submitted with this proposal application is true and correct and a duly authorized officer of the Firm executed this Declaration.

Date: ____________________________ Company: ____________________________________________
Name: _______________________________ Title: ____________________________________________
Signature: ____________________________________________

V. Company Information

Company Name: ________________________________________________________________

Business Address: ______________________________________________________________

Telephone: __________________ Fax: ________________________________________________
Email: __________________________________________________________

Hours of operation: Weekdays: ___________________________________________________
Weekend: __________________________________________________________

Type of Firm: Corporation: _____ Proprietorship: ______
Partnership: ______ Joint Venture: ______
Other (please describe): _______________________________________________________

Business License Number: ______________________________________________________

Number of years in business under firm name: _____________________________________

Full names of firm’s owners (> 10% ownership), officers and managing employees:

Has the firm changed its name within the past 3 years?
YES [ ] NO [ ]

If yes, provide former name(s): ____________________________________________________

(Copy Section V. and Appendices A&B and complete for each former firm name; attach to the current firm’s Proposal Questionnaire.)

Have there been any recent (within the last three years) changes in control/ownership of the firm?
YES [ ] NO [ ]

If yes, explain.

Have officers or principals of the firm ever had their business license suspended or revoked for any reason?
YES □ NO □

If yes, please explain.

Name and title of person completing this questionnaire: __________________________

Phone: __________________________

Email: __________________________

VI. Service Specifications

The District is very concerned that the selected vendor provides a high level of service. Please keep this requirement in mind as you complete the replies to this section.

Using Microsoft Word, type answers for the following requirements in red within the Response row using the table format provided. Answers should be comprehensive and complete.

A relative weight of Importance - has been assigned to each major category in this section. Answers to the questions will be included in the evaluation process used to select qualified vendors.

A. Please review this Service Specification and answer the following question(s):

**DAILY STANDARD SERVICE-PERFORMANCE SCHEDULE (MON – FRI)**

General Business Order - (Relative Importance - High)

- Requesting Job Site Agent will call Reprographic service provider(s) for pick-up.
- Reprographic service provider(s) to pick up work within 2 hours.
- Reprographic service provider(s) to return completed work within 24 hours.

1. Describe your company's history and general capabilities to deliver reprographic solutions. Include at a minimum the following:
   a. What is the size of your customer base?
   b. What geographical area do you cover?

   **Response**

2. How does this standard compare to the service you are currently providing to your customers?

   **Response**

3. How would you prepare your staff to meet this standard? What would need to be done to prepare your company to meet and provide this standard?

   **Response**

B. Please review this Service Specification and answer the following question(s):

**DAILY STANDARD SERVICE-PERFORMANCE SCHEDULE (MON – FRI)**

_Rush Order_ - (Relative Importance - High)

- Requesting Job Site Agent will call Reprographic service provider(s) for pick-up.
- Reprographic service provider(s) to pick up work within 1 hour.
- Reprographic service provider(s) to return completed work within 4 hours.

1. How does this standard compare to the service you are currently providing to your customers?

   **Response**

2. How would you prepare your staff to meet this standard?

   **Response**

3. What would need to be done to prepare your company to meet and provide this standard?

   **Response**

C. Please review this Service Specification and answer the following question(s):

**DAILY STANDARD SERVICE-QUALITY**

(Relative Importance - High)

- Reprographic service provider will deliver the correct number of deliverables (e.g. specifications, Drawings, etc.) to the correct location.
- Reprographic service provider will provide the deliverable with copy/printing/scanning/vectorization quality per the industry standard of care.
- If there is an error or mistake in the deliverable or delivery location, the Reprographic service provider will correct the mistake immediately within the same day (or next day if impossible to
correct within same day).

1. How does this standard compare to the service you are currently providing to your customers?
Response

2. How would you prepare your staff to meet this standard?
Response

3. What would need to be done to prepare your company to meet and provide this standard?
Response

D. Please review this Service Specification and answer the following question(s):
GOVERNMENT DOCUMENT SECURITY AND SAFETY: (Relative Importance - Standard)
All items supplied by the District will be considered valuable government documents. Reprographic service providers will PROTECT DOCUMENTS SAFE FROM DAMAGE AND LOSS. Originals must be returned in the same condition as supplied. If documents are lost, damaged or destroyed, the reprographic service provider(s) shall pay damages of an amount equal to the cost to replace the documents. Those costs will include but are not be limited to all labor, supplies, administration, overhead, profit and support costs incurred by the District to return the documents to its original condition, to replace it in as-new condition, or to the condition it was agreed to be in prior to the damage or destruction.

1. How does this standard compare to the service you are currently providing to your customers?
Response

2. What would need to be done to prepare your company to meet and provide this standard?
Response

E. Please review this Service Specification and answer the following question(s):
SERVICE FAILURE: (Relative Importance - Standard)
Reprographic service provider(s) must maintain a failsafe system and hire a skilled and trustworthy staff to take all necessary care to prevent loss or damage to District documents and electronic files stored, created, and used on the service providers' online system, office computers, and archive servers. If documents or files are lost, damaged or destroyed, the reprographic service provider(s) shall pay for all expenses necessary to re-create these documents and files.

1. How does this standard compare to the service you are currently providing to your customers?
Response

2. What would need to be done to prepare your company to meet and provide this standard?
Response

F. Please review this Service Specification and answer the following question(s):
USAGE REPORTS: (Relative Importance - Standard)
Submitter will provide quarterly and annual usage reports detailing amounts for all categories. Quarterly reports will be delivered on April 1st, July 1st, Oct 1st, and January 1st. The yearly report will be delivered on July 1st each year.

1. How would your company meet this standard and assure delivery on the specified dates?
Response

G. Please review this Service Specification and answer the following question(s):
ON-LINE SERVICES (A): (Relative Importance - High) Provider will have in current use, an on-line service for document management. All documents, unless otherwise informed, will be posted on-line by project. Up to date files will be maintained for all projects on-line and the corresponding planholders lists will be posted and accessible online.

1. Describe the functionality of your on-line system.
Response

2. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?
Response

H. Please review this Service Specification and answer the following question(s):
ON-LINE SERVICES (B): (Relative Importance - High)
On-line functionality will include document ordering, view and print documents to local printers, track project document status, view/print/pay invoices, addendum management and distribution, and track who has accessed and printed documents online.

1. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?

Response

I. Please review this Service Specification and answer the following question(s):

**ON-LINE SERVICES (C): (Relative Importance - High)**
In addition, the following functionality is highly desirable; ability to measure lengths, areas, and do take-offs online; ability to redline drawings online; ability to provide a hyper-link to the on-line District project information; the ability to provide a hyper-link to District project documents, to be used from the District website to access project plans and documentation on the submitter's website.

1. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?

Response

J. Please review this Service Specification and answer the following question(s):

**SCANNING SERVICES (A): (Relative Importance - High)**
Scanning services for existing District drawings will include scanning large format drawings of various vintage, quality and size to produce raster images. Scans shall be produced at a 1:1 scale at 400 dpi. Raster files will be used for visual purposes for Web posting and distribution and shall be filed electronically for use by District Architectural & Engineering Consultants. Raster files will also be used for raster to vector conversion for manipulation by District Architectural & Engineering Consultants.

1. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?

Response

K. Please review this Service Specification and answer the following question(s):

**RASTER TO VECTOR SERVICES (A): (Relative Importance - High)**
Raster to Vector (vectorization) services will include conversion of scanned paper drawings (raster) into accurate vector files for editing in any CAD program. Vector files shall have guaranteed accuracy within 99% and shall be provided in suitable format (DWG) to be manipulated in AutoCAD 2000+. Vector files shall be created in conformance with the standard American Institute of Architects (AIA) CAD Standards (e.g. layers, linetypes, etc).

1. Describe the functionality of your software/system.

2. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?

Response

L. Please review this Service Specification and answer the following question(s):

**RASTER TO VECTOR SERVICES (B): (Relative Importance - High)**
Standard turn-around time for Raster to Vector (vectorization) services will be 5 business days for 40 sheets (any size).

1. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?

Response

M. Please review this Service Specification and answer the following question(s):

**RASTER TO VECTOR SERVICES (C): (Relative Importance - High)**
Rush turn-around time for Raster to Vector (vectorization) services will be 2 business days for 15 sheets (any size).

1. Will your system be able to meet these service specifications? What would need to be done to your system in order to meet and provide this standard?

Response

N. Please review this Service Specification and answer the following question(s):
**PERSONNEL: (Relative Importance – High)**
The selected submitter shall designate project personnel and one Account Manager to oversee the District account. The selected submitter shall educate all of their personnel on where and how to access District service standards and pricing. The District will be notified of any point of contact changes including but not limited to: vacation coverage, off-hour coverage, and staff replacement.

1. How does this standard compare to the service you are currently providing to your customers?

**Response**

2. How would you prepare your staff to meet this standard?

**Response**

3. Do you provide local coverage for the District?
   a. Are your online technicians, delivery and order fulfillment personnel available by 7 day a week basis? And what are their hours of availability?
   b. How many technicians, delivery and order fulfillment personnel vs. sales and management personnel do you employ?

**Response**

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<thead>
<tr>
<th>O. Please review this Service Specification and answer the following question(s):</th>
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<tr>
<td><strong>TRACKING: (Relative Importance - High)</strong></td>
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<tr>
<td>The selected submitter shall track and immediately produce reports of all documents issued/produced for a project, all planholders and received documents, proof of receipt for deliveries, and amounts due/amounts paid on divided cost invoices.</td>
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</tbody>
</table>

1. Please describe how your company tracks and updates planholders lists, project documents lists and divided cost invoices. List and describe any software you use in this process.

**Response**

2. Do you have any established procedures for this work? Please list.

**Response**

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<tr>
<th>P. Please review this Service Specification and answer the following question(s):</th>
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<tr>
<td><strong>EXTENDED PRICING DISCOUNTS: (Relative Importance – High)</strong></td>
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<td>The contract prices shall be in effect for one year from the date of the contract, with provisions to renew at the option of the District after two (2) years. The selected reprographics service provider(s) will extend pricing discounts to all vendors and construction and design contractors on products ordered for District projects. These prices shall be in effect whether the project bidders, contractors, and subcontractors are billed directly or not.</td>
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</table>

1. How would your company implement this specification and how does it compare to the service you are currently providing to your customers?

**Response**

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<tr>
<th>Q. Please review this Service Specification and answer the following question(s):</th>
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<tr>
<td><strong>BILLING: (Relative Importance – Standard)</strong></td>
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<tr>
<td>The selected reprographics service provider(s) will coordinate the collection of deposits and delivery of project documentation directly with bidders, contractors, subcontractors, and plan room holders. The project billing instructions will be provided by the District Representative on a per project basis. This information includes but is not limited to divided billing, no charge or full charge billing to the District for bid packages and all necessary invoice tracking.</td>
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1. How does this standard compare to your current billing standards?

**Response**

2. Describe how you would implement this specification and what type of software you would use.

**Response**

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<tr>
<th>R. Please review this Service Specification and answer the following question(s):</th>
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<tr>
<td><strong>ELECTRONIC TRANSFER: (Relative Importance – Standard)</strong></td>
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<td>Submitter will accept electronic transfer of plans, drawings, and maps and convert files to plot files at no additional charge. Submitter will also have the ability to open, print and support documents in the following formats: CAD (versions from the most current to those released within the past 5 years), Visio, MS Word, MS Excel, MS PowerPoint, and Adobe Acrobat at a minimum.</td>
</tr>
</tbody>
</table>
1. How does this standard compare to the service you are currently providing to your customers?

Response

2. Do you currently support these software formats?

Response

S. Please review this Service Specification and answer the following question(s):

**DATE STAMPING: (Relative Importance – Standard)**
The selected reprographics service provider(s) shall date stamp the first sheet of each bound set with the date of printing in minimum 3/16” (or 14 point font) red ink.

1. How does this standard compare to the service you are currently providing to your customers?

Response

2. How would your company implement this specification? Do you have any existing procedures that address this specification?

Response

**VII. Pricing**

Using the attached Microsoft spreadsheet, entitled “MCCD Mock Orders,” provide the pricing for the products listed. Note that there are three separate orders. Pricing must be provided for each order for a vendor to be considered in this RFP. Digitally submit an excel copy of the pricing per submission instructions in Section IV. 3. b. Pricing and answers should be comprehensive and complete.

Please note that maintaining placeholders lists, posting documents to the web, maintaining 'proof of delivery' documents, and other service related issues identified in Section VI Service Specifications are to be taken into consideration when pricing the products. These services are not to be charged as separate line items.

Please see the Microsoft Excel File, “MCCD Mock Order” on the District’s purchasing website: http://www.marin.cc.ca.us/MeasureC/bond_const.htm. Click on Bid Announcement to find this document.
VIII. APPENDIX A.

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA
COUNTY OF ______________________

I, ______________________________________, being first duly sworn, deposes and says that I am
the ______________________________________ of ______________________________________, the party submitting
the foregoing RFP Proposal ("the Vendor"), In connection with the foregoing RFP Proposal, the undersigned
declares, states and certifies that:

1. The RFP Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership,
   company, association, organization or corporation.

2. The RFP Proposal is genuine and not collusive or sham.

3. The Vendor has not directly or indirectly induced or solicited any other Vendor to put in a false or sham
   RFP, and has not directly or indirectly colluded, conspired, connived, or agreed with any other Vendor or anyone else
   to put in sham RFP, or to refrain from submitting this RFP.

4. The Vendor has not in any manner, directly or indirectly, sought by agreement, communication, or
   conference with anyone to fix the RFP price, or that of any other Vendor, or to fix any overhead, profit or cost
   element of the RFP price or that of any other Vendor, or to secure any advantage against the public body awarding
   the contract or of anyone interested in the proposed contract.

5. All statements contained in the RFP Proposal and related documents are true.

6. The Vendor has not, directly or indirectly, submitted the RFP price or any breakdown thereof, or the
   contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person,
   corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to
   effectuate a collusive or sham RFP.

   Executed this ______ day of _____________, 20________ at ____________________________ (City, County and State).

   I declare under penalty of perjury under the laws of the State of California that the foregoing is true and
   correct.

   By: ______________________________________

   Title: ______________________________________
IX. **APPENDIX B.**

Has your firm successfully executed at least two (2) contracts with comparably complex multi-campus projects of similar duration and with a public education entity within the last 5 years?

YES ☐ NO ☐

Submit *Project References* for **two** similar contracts submitted as evidence of your firm's experience.

### REFERENCE #1

1. **Client Name:**
   
   **Contact:** ___________________________ **Title:** ___________________________
   
   **Phone:** (_____) ___________________ **Fax:** (_____) ___________________ **E-mail:** ___________________________

2. **Type of Facility (circle one):** Public/Higer Education  Public/Other  Other

3. **Document Management Method (e.g., online management system, spreadsheet etc.):**

4. **Service Description:**

5. **Annual Usage (sq. ft.):**
   
   **BOND** ____________  **MYLAR** ____________  **VELLUM** ____________  **OTHER** ____________

### REFERENCE #2

1. **Client Name:**
   
   **Contact:** ___________________________ **Title:** ___________________________
   
   **Phone:** (_____) ___________________ **Fax:** (_____) ___________________ **E-mail:** ___________________________

2. **Type of Facility (circle one):** Public/Higer Education  Public/Other  Other

3. **Document Management Method (e.g., online management system, spreadsheet etc.):**

4. **Service Description:**

5. **Annual Usage (sq. ft.):**
   
   **BOND** ____________  **MYLAR** ____________  **VELLUM** ____________  **OTHER** ____________

### REFERENCE #3

1. **Client Name:**
   
   **Contact:** ___________________________ **Title:** ___________________________
   
   **Phone:** (_____) ___________________ **Fax:** (_____) ___________________ **E-mail:** ___________________________

2. **Type of Facility (circle one):** Public/Higer Education  Public/Other  Other

3. **Document Management Method (e.g., online management system, spreadsheet etc.):**

4. **Service Description:**

5. **Annual Usage (sq. ft.):**
   
   **BOND** ____________  **MYLAR** ____________  **VELLUM** ____________  **OTHER** ____________

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Page 14 of 16  
6/17/2005
X. APPENDIX C.
Narrative Describing Additional Company Information and Any Additional Reprographic Service that the Submitter Can Provide:

XI. APPENDIX D.

PROJECT PERSONNEL

List project personnel that will be assigned to District projects and provide their resumes. Include name, title, job function, office location, estimated work schedule, phone, and email address.

Account Manager:

Name & Title: __________________________________________________________

Address: _____________________________________________________________

Phone: _________________________

Fax: ___________________________

Email: _________________________

Estimated Weekly Work Schedule: _______________________________________

Additional Personnel:
XII. **APPENDIX E.** 
Attach a copy of your current price sheet. This pricing will be used to apply the discount offered for products not specified in this RFP. (See Section VII. Unit Pricing page 16.)

XIII. **APPENDIX F.**
Attach a copy of your audited financial statements for your company's last two fiscal years.

XIV. **APPENDIX G.**
Attach samples of raster to vector drawings.

Two drawing samples will be required to be scanned and vectorized for quality comparison by the District. The District will provide the same two drawings to be scanned and vectorized by each vendor. Hard copies and electronic copies will be checked to ensure that the quality meets the District's needs.

These drawings are available for pick-up at:

Swinerton Management & Consulting
@ College of Marin
835 College Avenue MS-3
Kentfield, CA 94904
Telephone (415)884-3139 Fax (415)721-7039
Email: Elizabeth.Tucker@marin.cc.ca.us

Drawings must be signed out and returned in their original condition within 4 hours. Please call Elizabeth Tucker to arrange to pick up the original drawings to be scanned & vectorized, as multiple vendors will need to scan these originals and appointments for pick up/return will be required.
**MOCK ORDER #1**

**DATE NEEDED:** Same Day

**TIME NEEDED:** 6 Hour Turn Around

Delivery Location: entire plan holders list

Plan holders list consists of 20 plan holders located in the following cities:

- 2 sets (2 specs, 2 plans, 1 CD) will be delivered to the following cities:
  - Swinerton Office Kentfield Campus, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County, Swinerton Office Marin County.

**NUMBER OF ORIGINALS** | **DESCRIPTION OF ORIGINALS** | **TYPE OF REPRODUCTION** | **NUMBER OF PRINTS (EACH)** | **SIZE OF REPRODUCTION WANTED** |
--- | --- | --- | --- | --- |
| 560 Digital Images | Bid Set specification, Volume 1 Chicago screw Card stock cover | Xerox 2 sided | 36 | 8.5 x 11 |
| 718 Digital Images | Bid Set specification, Volume 2 Chicago screw Card stock cover | Xerox 2 sided | 36 | 8.5 x 11 |
| 99 Digital Images | DSA Stamped Plans Edge binding bond | Eco-bond | 36 | 30 x 42 |
| 1279 Digital Images | Burn complete set of documents to CD(s) | CD | 18 | CD |
| 1 | Sign | Laminated plain cardstock | 6 | 18 x 22 |
| 6 | Presentation | Foam core presentation boards | 8 | 24 x 36 |

**SPECIAL ORDER INSTRUCTIONS:**

- Confirming our conversation this morning, please address the following issues with the Kentfield Campus Building 13 Project:
- The official name for this project is the "College of Marin Building 13 Summer 2006 Improvements" and all reference to it on the site should match this name.
- The project bid number is 86-68S and bids will be opened August 12, 2006.
- This project should be a public project accessible to anyone wishing to view it. It will officially go out to bid today, June 17, and should be accessible as soon as possible.
- The project's Division 00/01 specifications are attached to this message. Drawings will be sent to you digitally from the Architects. You should expect these drawings this afternoon.
- The Marin Community College District will be paying for two sets of specifications and drawings per Prequalified General Contractor.

**GENERAL INSTRUCTIONS:**

- **Note:** For this order the plan holders list has been submitted previously based on a prequalified contractor list.
- Maintaining planholder lists, sorting documents to the work and other services related issues identified in Section VI.
- Service Specifications are to be taken into consideration when pricing the products and are not to be charged as separate line items.
- List delivery charges separately for each destination.

**ENTER PRICING INFO IN THESE CELLS. SPECIFY BREAKDOWN OF COSTS IN THE NOTES COLUMN AND ADD ROWS BETWEEN ITEMS AS NEEDED.**

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Pricing</th>
<th>Extended Amount</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Notes</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit Pricing</th>
<th>Extended Amount</th>
</tr>
</thead>
</table>
Delivery Location: Send sets of drawings and addenda to each plan holder. In addition send half size drawings to architect in Berkeley.

Plan holders list consists of 10 plan holders
1 sets (sets 1 specs, 2 plans) will be delivered to the following cities:
  1 location in Berkeley, 2 locations in Redwood City, 2 locations in Oakland, 1 location in Vallejo, 1 location in San Carlos, 1 location in Campbell
Deliver 2 sets to the Swinerton Office at the College of Marin-Martfield

<table>
<thead>
<tr>
<th>NUMBER OF ORIG.</th>
<th>DESCRIPTION OF ORIGINALS</th>
<th>TYPE OF REPRODUCTION WANTED</th>
<th>NUMBER OF PRINTS (EACH)</th>
<th>SIZE OF REPRODUCTION WANTED</th>
<th>STAPLE ENDED ORDER</th>
<th>Notes</th>
<th>Unit</th>
<th>Country</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>DSA Approved Drawings</td>
<td>Print on Bond</td>
<td>10</td>
<td>Full size 30x42</td>
<td>V</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>DSA Approved Drawings</td>
<td>Print on Bond</td>
<td>2</td>
<td>Half Size</td>
<td>V</td>
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<tr>
<td>50</td>
<td>Addendum 1</td>
<td>Xerox 2 sided</td>
<td>10</td>
<td>8.5 x 11</td>
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<tr>
<td>Digital Images</td>
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</tbody>
</table>

SPECIAL INSTRUCTIONS:

Please find attached the plotting order form for the College of Marin-Martfield Waterproofing Bid Set. The 10 sheets from the Architects will arrive via Golden State Overnight by Tuesday morning. You will also be receiving 7 sheets from ABC engineers tomorrow morning. Please copy and insert all sheets into the set (refer to sheet G6.0 for order). Save all sheets to the vault for future printing requests. Originals should be sent back to the Architects. Contact our office with any questions.

GENERAL INSTRUCTIONS:

Maintaining planholders lists, posting documents to the web, and other service related issues identified in Section IV. Service Specifications are to be taken into consideration when pricing the products and are not to be charged as separate line items.

List delivery charges separately for each destination.
### MOCK ORDER #1

**Delivery Location:** All Copies to College of Marin-Kentfield.

<table>
<thead>
<tr>
<th>NUMBER OF CRGS</th>
<th>DESCRIPTION OF ORIGINALS</th>
<th>TYPE OF REPRODUCTION WANTED</th>
<th>NUMBER OF PRINTS (EACH)</th>
<th>SIZE OF REPRODUCTION WANTED</th>
<th>STAPLE</th>
<th>Binding</th>
<th>OTHER</th>
<th>Notes</th>
<th>Unit</th>
<th>Quantity</th>
<th>Unit</th>
<th>Extended</th>
</tr>
</thead>
<tbody>
<tr>
<td>187</td>
<td>Drawings - Bldg 9, 50% CD Submittal Chicago screw</td>
<td>eco-bond</td>
<td>2</td>
<td>22 x 15</td>
<td></td>
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<td>x</td>
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</tr>
<tr>
<td>187</td>
<td>Drawings - Bldg 9, 50% CD Submittal Chicago screw</td>
<td>eco-bond</td>
<td>1</td>
<td>30 x 42</td>
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<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1 Set</td>
<td>Specifications - Bldg 9, 50% CD Submittal Chicago screw Card Stock Cover</td>
<td>xerox 2 sided</td>
<td>3</td>
<td>8.5 x 11</td>
<td>x</td>
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<tr>
<td>3</td>
<td>Drawings - Bldg 9, 50% CD Re-submittal Chicago screw</td>
<td>eco-bond</td>
<td>2</td>
<td>22 x 15</td>
<td></td>
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<tr>
<td>3</td>
<td>Drawings - Bldg 9, 50% CD Re-submittal Chicago screw</td>
<td>eco-bond</td>
<td>1</td>
<td>30 x 42</td>
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<td>x</td>
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</tr>
<tr>
<td>163</td>
<td>Bldg 16/17/18, 50% CD Submittal Chicago screw</td>
<td>eco-bond</td>
<td>2</td>
<td>22 x 15</td>
<td></td>
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<td>x</td>
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</tr>
<tr>
<td>163</td>
<td>Bldg 16/17/18, 50% CD Submittal Chicago screw</td>
<td>eco-bond</td>
<td>1</td>
<td>30 x 42</td>
<td></td>
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<td>x</td>
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<tr>
<td>1 Set</td>
<td>Specifications - Bldg 16/17/18, 50% CD Submittal Chicago screw Card Stock Cover</td>
<td>xerox 2 sided</td>
<td>3</td>
<td>8.5 x 11</td>
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</tbody>
</table>

### SPECIAL INSTRUCTIONS:

- Please remove drawings A2-05, A2-05 and A11-05 in Bldg 9 50% CD Submittal, and replace with sheets from Bldg 9 50% CD Re-submittal.
- Please include attached transmittal.

### GENERAL INSTRUCTIONS:

- Maintaining placeholders lists, posting documents to the web, and other service related issues identified in Section VI.
- Service Specifications are to be taken into consideration when pricing the products and are not to be charged as separate line items.
- List delivery charges separately for each destination.
<table>
<thead>
<tr>
<th>Price List</th>
<th>District Pricing</th>
<th>Pricing to Vendors &amp; Contractors</th>
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</thead>
<tbody>
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<td><strong>Wide Format Bond Prints (per sq ft) in Standard Sizes:</strong></td>
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<td></td>
</tr>
<tr>
<td>11&quot; X 17&quot;</td>
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<tr>
<td>12&quot; X 18&quot;</td>
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<tr>
<td>17&quot; X 22&quot;</td>
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<td></td>
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<tr>
<td>18&quot; X 24&quot;+A50</td>
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<td>22&quot; X 34&quot;</td>
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<tr>
<td>36&quot; X 48&quot;</td>
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<tr>
<td><strong>Wide Format Vellum Prints (per sq ft) in Sizes:</strong></td>
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<td>11&quot; X 17&quot;</td>
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<tr>
<td>22&quot; X 34&quot;</td>
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<tr>
<td><strong>Wide Format Vellum Prints (per sq ft) in Sizes:</strong></td>
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<tr>
<td>24&quot; X 36&quot;</td>
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<td>30&quot; X 42&quot;</td>
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<td>34&quot; X 44&quot;</td>
<td></td>
<td></td>
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<tr>
<td>36&quot; X 48&quot;</td>
<td></td>
<td></td>
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<tr>
<td><strong>Wide Format Plain Paper Printing</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Enlargement or Reduction Cost</td>
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<td></td>
</tr>
<tr>
<td>Express PLOT Bond - First Print - PLT (per sq ft)</td>
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</tr>
<tr>
<td>Express PLOT Bond - Additionals (per sq ft)</td>
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</tr>
<tr>
<td>Edge Bind w/Strip - 50 sheet max (per set)</td>
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<tr>
<td>Edge Bind w/Strip - 51 sheets and up (per sheet)</td>
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<tr>
<td>Staple Only - Bond Copy 50 sheets max (per set)</td>
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<tr>
<td>Price List</td>
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<td>------------</td>
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<td></td>
</tr>
<tr>
<td><strong>Staple Only - Bond Copy 51 sheets and up (per sheet)</strong></td>
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<tr>
<td><strong>Xerographic Copies</strong></td>
<td></td>
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<tr>
<td><strong>8.5&quot; x 11&quot; Xerographic Copy - single sided (per sheet)</strong></td>
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<tr>
<td><strong>8.5&quot; x 11&quot; Xerographic Copy - double sided (per sheet)</strong></td>
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<tr>
<td><strong>11&quot; x 17&quot; Xerographic Copy (per sheet)</strong></td>
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<tr>
<td><strong>8.5&quot; x 11&quot; Copy on Cardstock (per sheet)</strong></td>
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<td><strong>8.5&quot; x 11&quot; Clear Cover (per sheet)</strong></td>
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<td><strong>8.5&quot; x 11&quot; Plain Cardstock (per sheet)</strong></td>
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<tr>
<td><strong>8.5&quot; x 11&quot; Copy on Plain Cardstock &amp; Laminated for Outdoor Use (per sheet)</strong></td>
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<tr>
<td><strong>8.5&quot; x 11&quot; Copy on Color Cardstock &amp; Laminated for Outdoor Use (per sheet)</strong></td>
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<tr>
<td><strong>Small Format Scanning to PDF</strong></td>
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<tr>
<td><strong>Scan document as Individual Pages</strong></td>
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<td></td>
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<tr>
<td><strong>Scan document as Multipage</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Scan document as Multipage with Tabs</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Burn to CD</strong></td>
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<tr>
<td><strong>Xerographic Copies</strong></td>
<td></td>
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</tr>
<tr>
<td><strong>18&quot; x 22&quot; Copy on Plain Presentation Bond &amp; Laminated for Outdoor Use (per sheet)</strong></td>
<td></td>
<td></td>
</tr>
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<tr>
<td><strong>36&quot; x 48&quot; Copy on Plain Presentation Bond &amp; Laminated for Outdoor Use (per sheet)</strong></td>
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<tr>
<td><strong>36&quot; x 48&quot; Copy on Color Presentation Bond &amp; Laminated for Outdoor Use (per sheet)</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Enlargement &amp; Reduction Cost</strong></td>
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<td>Price List</td>
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<tr>
<td><strong>Presentation Boards</strong></td>
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</tr>
<tr>
<td>Foam core presentation board 18&quot; x 22&quot; (per board)</td>
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</tr>
<tr>
<td>Foam core presentation board 18&quot; x 24&quot; (per board)</td>
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<tr>
<td>Foam core presentation board 24&quot; x 36&quot; (per board)</td>
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<tr>
<td>Foam core presentation board 30&quot; x 40&quot; (per board)</td>
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<tr>
<td><strong>Binding</strong></td>
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</tr>
<tr>
<td>Edge-bind (to 150 sheets) (per unit)</td>
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</tr>
<tr>
<td>Chicago-screw post (150 sheets and up) (per unit)</td>
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<tr>
<td><strong>Print Archive and On-Line Posting: Lower Cost Binding. Alternative for (150 sheets and up) (per unit):</strong></td>
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<tr>
<td>Book Bindery Services (% discount)</td>
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<tr>
<td><strong>Plan Archive (per sheet)</strong></td>
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</tr>
<tr>
<td><strong>Large Format Scanning</strong></td>
<td></td>
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</tr>
<tr>
<td>Raster Scan to compressed tiff-400 dpi (per sheet)</td>
<td></td>
<td></td>
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<tr>
<td>Custom Naming (per sheet)</td>
<td></td>
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</tr>
<tr>
<td>Burn to CD (CD drawing capacity sizes - up to 250, up to 500, up to 750) (per meg)</td>
<td></td>
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<tr>
<td><strong>Vectorization (Raster to Vector) (per sq. ft.) in Sizes:</strong></td>
<td></td>
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</tr>
<tr>
<td>24&quot; X 36&quot;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30&quot; X 42&quot;</td>
<td></td>
<td></td>
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<tr>
<td>36&quot; X 48&quot;</td>
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</tr>
<tr>
<td><strong>Pick Up &amp; Delivery: (Standard locations Kentfield &amp; Novato campuses. Include pricing for other locations including Peninsula, SF, East Bay and North Bay.)</strong></td>
<td></td>
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</tr>
<tr>
<td>Define Local Route (Attach as Addendum)</td>
<td></td>
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<tr>
<td>Define Shuttle Route (Attach as Addendum)</td>
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<tr>
<td><strong>Pick Up &amp; Delivery: (Standard locations Kentfield &amp; Novato campuses. Include pricing for other locations including Peninsula, SF, East Bay and North Bay.)</strong></td>
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<tr>
<td>Price List</td>
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<td>--------------------------------</td>
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<tr>
<td>Pick up and delivery Charge (per round trip)</td>
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<tr>
<td>Split Delivery Charge - Local Route (per trip)</td>
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<td></td>
</tr>
<tr>
<td>Split Delivery Charge - Shuttle Route (per trip)</td>
<td></td>
<td></td>
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<tr>
<td>Handling Charge - Packaging &amp; Shipping (per order)</td>
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<td></td>
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<tr>
<td>Handling Charge - Wrapping only (per order)</td>
<td></td>
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<tr>
<td>Same Day Service (see Section VI. Service Specifications #B) (per order)</td>
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<tr>
<td>Fax Service</td>
<td></td>
<td></td>
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<tr>
<td>Cost to fax notices/addenda to planholders (per page)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>% Discount for Other Products Not Specified</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

What percent discount of list pricing would be offered for the purchase of items not specified in this RFP during the term of the contract? (Refer to Appendix E.) |   |