

**RFP2021-09 DEVELOPMENT, PREPARATION AND PRINTING AND MAILING SERVICES FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER
PROPOSALS OPENED 3/26/2021 AT 11:00AM**

RFP2021-09 DEVELOPMENT, PREPARATION AND PRINTING AND MAILING SERVICES FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER			
NUMBER OF RESPONDENTS:	3		
NAME OF BIDDER	CONCEPT PRINTING	GRAPHIC IMAGE, INC.	VAN NOTE-HARVEY ASSOCIATES, INC.
ADDRESS	40 LYDECKER STREET	561 BOSTON POST ROAD	103 COLLEGE ROAD EAST
CITY, STATE, ZIP	NYECK, NY 10968	MILFORD, CT 06460	PRINCETON, NJ 08022
CONTACT NAME	JORDAN CAMPUS	RANDY DANENBERG	AGHA S. HASAN
TELEPHONE	845-353-4040	203-877-8787	609-987-232
FAX	845-353-3030	203-877-8237	609-987-0005
E-MAIL	JORDAN@CONCEPTPRINT.COM	RANDY@GRAPHICIMAGE.NET	AHASAN@VANNOTEHARVEY.COM
OWNERSHIP DISCLOSURE STATEMENT	INCLUDED	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	N/A	N/A	N/A
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED	INCLUDED
NON-COLLUSION AFFIDAVIT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED
EIC	CERT.#19105 EXP. 05/15/2023	CERT.#19815 EXP. 09/15/2025	CERT.#1491 EXP. 06/15/2022
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES	YES	YES
PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES	YES
REFERENCES	N/A	INCLUDED	INCLUDED
W-9	INCLUDED	INCLUDED	INCLUDED
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
UNIT COST	\$92.96	\$108.25	\$567.00
GRAND TOTAL	\$5,949.44	\$6,928.00	\$36,288.00
FATAL FLAW	NONE	NONE	NONE

Description	Unit Cost	Qty	Final Cost
Cost per thousand to produce the Water Quality Report and deliver it to the mailing service	\$ <u>92.96</u>	64	\$ <u>5949.40</u>
Total cost for Development and Preparation of the RFP	500 ² <u>Included</u>		\$ ² <u>Included</u>

25. Turnaround time in working days from when you receive the final go ahead to complete the job until completion of the job and delivery to mailing service. Use working days to calculate this time.

days

14

26. List which electronic format(s) you can receive the document

27. Cost of making changes to the final document

7

days

\$ 250

15. All pertaining data necessary to complete the CCR including but not limited to 2019 water quality data, violation notices and ACO's status shall be given to the vendor.
16. The CCR document shall be 11 inches x 17 inches and double sided and three-fold
17. The CCR document shall be folded in half along the 17-inch sides and then into thirds along the 11-inch sides. The final size shall be an 8 ½ inch by 3 ¾ inch self-mailers.
18. The CCR document shall be printed in 4 colors on both sides.
19. The CCR document shall have bleeds. The paper weight shall be 80 pounds text weight gloss coated.
20. The vendor shall print and fold 64,000 copies of the CCR
21. The vendor is responsible to insert the customer address labels (about 63,000) and the Mailing indicia shall be provided by a mailing service which is yet to be determined.
22. The completed 64,000 documents shall be delivered by the printing service, sorted by zip code, and delivered to the post office. Trenton Water Works will provide postage for postmaster.
23. Turnaround time in working days from when you first receive the document in electronic form to the time the first proof is generated. Use working days to calculate the time. 4 days
24. Turnaround time in working days for changes to the proof. _____

and assimilate data as well as collect the necessary data for the purpose of publishing the report. This shall include, but is not necessarily limited to, the compilation of maps, flow charts, and any other necessary information. The Trenton Water Works laboratory data shall be provided in a manual/hard copy form and therefore the consultant shall be responsible for the conversion of the manual data to electronic.

5. Provide no less than 3 possible color schemes for the report to the Trenton Water Works coordinator for consideration.
6. Provide no less than 3 possible layouts of the photographs, graphics, and text for the report to the Trenton Water Works coordinator for consideration.
7. Prepare the report according to the guidelines set forth by the USEPA and the NJDEP Regulation for the CCR in conjunction with the Trenton Water Works coordinator.
8. Prepare mailing list from data given from TWW's billing data. Mailing list to be generated to afford mail optimization.
9. Attend meetings for project kick-off, at critical points in the preparation of the report, monthly and then as the need arises.
10. Review and participate in the selection and editing of pictures and text or the report including historical information, project status, etc.
11. The consultant shall incorporate the Lead and Copper Report public education (PE) regulation requirements as per the appropriate NJDEP language requirements.
12. The consultant shall include any required information with regards to exceeding the DBP levels for the Running Annual Average (LRAA) results of Total Trihalomethanes (TTHMs) and/or Haloacetic Acids (HAA5), and/or required actions that are required to comply with state or federal mandates.
13. The consultant shall include all necessary regulatory language in the CCR before submitting the draft to Trenton Water Works
14. Consultant is required to prepare any additional Public Notification Requirements to meet any Tier 3 violations during 2020

Graphic Image, Inc.
 561 Boston Post Rd.
 Milford, CT 06460

Description	Unit Cost	Qty	Final Cost
Cost per thousand to produce the Water Quality Report and deliver it to the mailing service	\$ 108.25	64	\$ \$6,928.00
Total cost for Development and Preparation of the RFP	Included		\$ Included

- 15. All pertaining data necessary to complete the CCR including but not limited to 2019 water quality data, violation notices and ACO's status shall be given to the vendor.
- 16. The CCR document shall be 11 inches x 17 inches and double sided and three-fold
- 17. The CCR document shall be folded in half along the 17-inch sides and then into thirds along the 11-inch sides. The final size shall be an 8 ½ inch by 3 ¾ inch self-mailers.
- 18. The CCR document shall be printed in 4 colors on both sides.
- 19. The CCR document shall have bleeds. The paper weight shall be 80 pounds text weight gloss coated.
- 20. The vendor shall print and fold 64,000 copies of the CCR
- 21. The vendor is responsible to insert the customer address labels (about 63,000) and the Mailing indicia shall be provided by a mailing service which is yet to be determined.
- 22. The completed 64,000 documents shall be delivered by the printing service, sorted by zip code, and delivered to the post office. Trenton Water Works will provide postage for postmaster.

- 23. Turnaround time in working days from when you first receive the document in electronic form to the time the first proof is generated. Use working days to calculate the time. 3 Business Days **days**
- 24. Turnaround time in working days for changes to the proof. 2 Business Days

25. Turnaround time in working days from when you receive the final go ahead to complete the job until completion of the job and delivery to mailing service. Use working days to calculate this time.	15 Business Days	days
26. List which electronic format(s) you can receive the document	In Design PDF Microsoft Word	
	2 Business Days	days
27. Cost of making changes to the final document	\$ Included	

van note - harvey

associates, inc.

103 College Road East
Princeton, New Jersey 08540
609-987-2323 Fax: 609-987-0005
NJ Authorization #24GA28271300

www.vannoteharvey.com



March 26, 2021

Ms. Isabel Garcia, Purchasing Agent
City of Trenton
Division of Purchasing
319 East State Street
Trenton, NJ 08608

ORIGINAL

**RE: Trenton Water Works RFP No. 2021-09
Development and Preparation of the 2020 Consumer Confidence Report
FEE PROPOSAL
VNHA #45325-070-01**

Dear Ms. Garcia:

We are pleased to submit herewith one original and five copies of our Fee Proposal for the subject project.

In accordance with the Fee Proposal section of the RFP we propose as follows:

Task 27: Cost of making changes to the final document	\$0*
Lump Sum to complete tasks listed in the scope necessary to completely satisfy the requirements of Safe Drinking Water Act Amendments regarding the Consumer Confidence Report.	\$35,027.70
All work necessary to completely satisfy the requirements of any Public Notification to completely satisfy NJDEP requirements (to be billed only if the work is authorized by TWW)	\$1,260.30
Grand Total	\$36,288.00

- The zero cost for Task 27 assumes that the final document will be based on minor revisions to the first proof provided by Van Note-Harvey Associates, Inc.

Description	Unit Cost	Quantity	Final Cost
Cost per thousand to produce the Water Quality Report and deliver to the Post Office	\$567.00	64	\$36,288.00
Total cost for Development and Preparation of the RFP			\$36,288.00

Our Lump Sum Fee is based on the following assumptions which are part of this proposal:

- Items 1 through 21 of Van Note-Harvey Associates Standard Provisions of Agreement (copy attached).
- Our fee for this project assumes that the information listed above will be made available to this office upon receipt of a purchase order and not later than April 5, 2021.
- Should work be requested which is beyond the scope of services described in our technical proposal, this additional work will be billed on an hourly basis at our Standard Hourly Billing Rates shown on the attached schedule.
- Invoices will be submitted for payment on a monthly basis for the work performed by VNHA at the time of invoice preparation. All invoices are due upon receipt. Invoices past due by sixty (60) days shall be just cause for suspension of all services by VNHA.

- E. Services rendered will address regulatory requirements in effect on the date of this proposal. Services required by new rules and/or regulations shall be considered additional services.
- F. The preparation of studies or any permit applications, engineering or environmental services not specifically addressed in this proposal are not included.
- G. The lump sum fee quoted for this project is valid without adjustment through July 31, 2020. Fees for additional services performed after that date that are not specifically identified herein will be negotiated to reflect cost of living increases, etc.
- H. Application, public notice, CCR postage and registered mail notification fees, if required, will be provided by Trenton Water Works.
- I. Publication notices, announcements, or other methods of communicating violations to the public are anticipated to be provided by the City, and are excluded from the scope of work.
- J. Unless specifically included in the lump sum fee, printing and copying costs for plans, specifications, contract documents, reports and calculations will be billed as a direct charge and are not included in the fees quoted herein. Billing rates for these reimbursable items will be in accordance with our Standard Hourly Billing Rates.
- K. This proposal assumes that project information will be distributed by regular postal mail. The cost of Express Mail, messenger service, fax transmissions, return receipt certified mail, etc. as requested by the client or as required by reviewing agencies will be billed as a direct cost and are not included in the fees quoted herein.
- L. Distribution of the CCR via USPS Bulk Mail is included in the scope of work. Mailing indicia is excluded from our Scope and will be provided by TWW's Mailing Service (yet to be determined). TWW will provide postage fee for the Postmaster.
- M. Should the project be terminated, VNHA will be paid for all services performed up to the termination notice date in accordance with our Standard Provisions of Agreement. Termination of services must be in writing.

We appreciate the opportunity to submit this proposal for your consideration and look forward to assisting you with this project.

Should you have questions regarding this proposal or wish to modify the scope of services as outlined, please do not hesitate to contact this office.

Very truly yours,



Agha S. Hasan, PE
Vice President

ASH/sep

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