THE CHARTER TOWNSHIP OF YPSILANTI, MICHIGAN

REQUEST FOR PROPOSALS FOR

MAGAZINE PRINT SERVICES

7200 S. Huron River Drive, Ypsilanti, MI 48197
Sealed or digital proposals (via MITN) in response to this RFP addressed to the Residential Services Department will be accepted until **December 18, 2020 at 2:00 p.m. ET** at 7200 S. Huron River Drive, Ypsilanti, MI 48197 when bids will be publicly opened. All Requests for Proposals must be in the Ypsilanti Township’s possession on or before the scheduled date and time (no late RFP will be accepted).

RFP documents can be obtained from the Township’s website at https://ytown.org/departments-services/public-bid-postings or on the MITN at https://www.bidnetdirect.com/mitn/solicitations/open-bids/page1. Any questions in reference to these Proposals may be directed to The Residential Services Department at 734-484-0073.

RFP responses received after the deadline will not be considered. The Township shall evaluate the RFP on the basis of technical ability, experience, and ability to perform the work and factors identified within the attached RFP solicitation.

Ypsilanti Township reserves the right to refuse and reject any or all responses, waive any or all formalities or technicalities, accept the response or portions of the response determined to be the best value and most advantageous to the Township, and hold the responses for a period of 120 days without taking action. Ypsilanti Township reserves the right to accept responses from more than one firm determined to be the best option for the Township. Respondents are required to hold their responses firm for the same period of time.

All questions are due in writing no later than **December 4, 2020**

**Hand-delivered & Courier Submissions:**
Residential Services Department
7200 S. Huron River Drive, Ypsilanti, MI 48197

**LABELING INSTRUCTIONS:** Envelopes must be clearly marked:

**YPSILANTI TOWNSHIP REQUEST FOR PROPOSALS**
**MAGAZINE PRINT SERVICES**
TABLE OF CONTENTS

SECTION 1: OBJECTIVES, AND BACKGROUND
SECTION 2: NOTICE TO PROPOSERS
SECTION 3: SUBMISSION OF PROPOSAL
SECTION 4: SCOPE OF WORK
SECTION 5: PRICING AND DELIVERY SCHEDULE
SECTION 6: PROPOSER’S QUESTIONNAIRE
SECTION 7: EXECUTION OF OFFER
SECTION 1

OBJECTIVES, AND BACKGROUND

1.1 Objectives of this Request for Proposal

The Ypsilanti Township ("Township") is soliciting proposals in response to this Request for Proposal ("RFP") from contractors, hereafter referred to collectively as "Proposers," to provide MAGAZINE PRINT SERVICES and related equipment as more particularly described in Section 5 (Scope of Work) of this RFP.

1.2 Description of Township

The Charter Township of Ypsilanti, Michigan, is located east of Ann Arbor and west of Detroit along the I-94 corridor. Ypsilanti Township serves a population of approximately 55,000. Ypsilanti Township provides a full range of services, including fire protection, court services, recreational facilities and programming, golf, and solid waste services. The Township’s operational commitment is to provide reliable and excellent service to citizens at competitive prices and to guide responsible stewardship of Township resources.

1.3 Project Background

Ypsilanti Township Magazine does not currently have any sort of lifestyle magazine. It prints, annually, a “Helpful Handbook” which serves as a guide to the Township and its related services. It also serves as the primary dissemination source for government information for this growing Township.

Our goal is to create a new magazine and utilize its popularity and success so that residents and others in the community feel they have “ownership” in Ypsilanti Township Magazine.

1.4 Term of Agreement

If the Township enters into an Agreement as a result of this RFP, The Township anticipates the initial term of the Agreement will be for three (3) years ("Initial Term"), with the option, at the Township’s discretion, to extend the Contractor’s Services for two (2) additional terms of one (1) year each (each an "Extension Term"). The Initial Term and each Extension Term are collectively referred to as the “Term.”
SECTION 2

NOTICE TO PROPOSERS

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.

2.1 Submittal Deadline

Proposals must be received by the Township on or before **December 18, 2020 at 2:00 p.m. ET** must be delivered to:

**Proposals WILL be accepted in person**, by United States Mail, by private courier service, or by submission through MITN. **Proposals WILL NOT** be accepted via oral communication, telephone, electronic mail, telegraphic transmission, or facsimile transmission. Proposals may be withdrawn prior to the above scheduled time set for closing. Alterations made before RFP closing must be initiated by respondents guaranteeing authenticity. Submittal of a response to this RFP constitutes an offer by the respondent. Once submitted, the Proposal becomes the property of Ypsilanti Township and as such the Township reserves the right to use any ideas contained in any response regardless of whether that respondent/firm is selected. Submission of a proposal in response to this solicitation, by any respondent, shall indicate that the respondent(s) has accepted the conditions contained in the RFP, unless clearly and specifically noted in the Proposal submitted and confirmed in the contract between the Township and the successful respondent. Proposals which do not comply with these requirements may be rejected at the option of the Township. No late Proposals will be accepted and will be returned to respondent unopened (if properly identified). Failure to meet RFP requirements may be grounds for disqualifying a proposal.

2.2 Inquiries and Interpretations

The Township specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to The Township Contact. The Township Contact must receive all questions or concerns no later than, **December 4, 2020**. The Township will have a reasonable amount of time to respond to questions or concerns. It is the Township’s intent to respond to all appropriate questions and concerns; however, The Township reserves the right to decline to respond to any question or concern. Only Township responses that are made by formal written Addenda will be binding on the Township. Any verbal responses, written interpretations or clarifications other than Addenda to this RFP will be without legal effect. All Addenda issued by the Township prior to the submittal date will be and are hereby incorporated as part of this RFP for all purposes.
2.3 **RFP Contact Person**

Proposers will direct all questions, comments, or concerns regarding this RFP to the following Township contact ("Township Contact"):  

Mike Hoffmeister  
Residential Services Director  
7200 S. Huron River Drive, Ypsilanti, MI 48197  
Phone: (734) 544-3515  
E-mail: mhoffmeister@ytown.org

2.4 **Public Information**

Township considers all information, documentation and other materials submitted in response to this RFP to be of a non-confidential and non-proprietary nature and shall be subject to public disclosure under the Michigan Freedom of Information Act after the award of an Agreement.

2.5 **Criteria for Selection**

The successful Proposer, if any, selected by The Township in accordance with the requirements and specifications set forth in this RFP will be the Proposer that submits a proposal in response to this RFP on or before the Submittal Deadline that is the most advantageous to The Township. The successful Proposer is referred to as the “Contractor.”

Proposer is encouraged to propose terms and conditions offering the maximum benefit to The Township in terms of (1) services to the Township, (2) total overall cost to the Township, and (3) project management expertise. Proposers should describe all applicable discounts that may be available to The Township in a contract for the Services.
An evaluation team from The Township will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. The Township may give consideration to additional information if the Township deems such information relevant.

Based on the Evaluation Committee review, several firms may be short-listed, for further consideration and may be required to submit supplemental information and an interview or presentation. The Township reserves the right to reject all submissions.

By submitting a proposal, Proposer acknowledges (1) Proposer's acceptance of [a] the Proposal Evaluation Process, [b] the Criteria for Selection, [c] the Scope of Work (ref. Section 4 of this RFP), [d] the terms and conditions of the Agreement, and [e] all other requirements and specifications set forth in this RFP; and (2) Proposer's recognition that some subjective judgments must be made by the Township during this RFP process.

The criteria to be considered by The Township in evaluating proposals and selecting Contractor, will be those factors listed below with their relative weightings:

2.5.1 **Proposer's Qualifications, Abilities, and Reputation: (30%)**

2.5.1.1 Proposer’s demonstrated competence and experience in providing the requested services, including the quality of Proposer’s references from past and present clients.

2.5.1.2 The qualifications, education, and experience of the team members proposed by Proposer to conduct and supervise its services for the Township.

2.5.1.3 Proposer’s past relationship with Ypsilanti Township, and Proposer’s experience performing the requested services for entities similar in nature.

2.5.1.4 Proposer’s ability to perform the required services within the time periods projected, based on Proposer’s demonstrated capabilities, staffing, financial stability, and creative resources.

2.5.1.5 Proposer's demonstrated awareness of the present environments and likely future developments related to the requested services.
2.5.2 Quality of Proposed Services: (35%)

2.5.2.1 The overall demonstrated quality of Proposers’ goods and/or services in accordance with the Scope of Work described in Section 5.

2.5.2.2 Quality Assurance Plan

2.5.3 Cost: (35%)

The cost to Township required to secure Proposer's proposed Services, including any long term costs.

2.5.4 Responsiveness of Proposal

The extent to which Proposer’s response relates to the specific environment, requirements, and needs of Township; the quality and level of substantive detail and clarity of content provided in Proposer’s response.

2.5.5 Threshold Criteria Not Scored:

(i) Ability of Township to comply with laws regarding Historically Underutilized Businesses; and

(ii) Ability of Township to comply with laws regarding purchases from persons with disabilities.

2.5.6 Supplemental Consideration. As a supplement to the above-described criteria, Township may give consideration to any additional information and documentation submitted by a Proposer if Township deems such information to be relevant, and to serve the best interests of, and provide the best value to, Township.

2.6 Key Events Schedule

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issuance of RFP</td>
<td>November 20, 2020</td>
</tr>
<tr>
<td>Deadline for Questions/Concerns</td>
<td>December 4, 2020</td>
</tr>
<tr>
<td>Submittal Deadline</td>
<td>December 18, 2020 at 2:00 p.m. ET</td>
</tr>
</tbody>
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SECTION 3M

SUBMISSION OF PROPOSAL

3.1 Submission of Proposal

3.1.1 Should the proposer choose to submit hard copies, in person, they shall submit two (2) identical copies of its entire proposal. An original signature by an authorized officer of Proposer must appear on the Execution of Offer (ref. Section 7) of at least one (1) copy of the submitted proposal. The copy of the Proposer’s proposal bearing an original signature should contain the mark “original” on the front cover of the proposal.

Should the proposer choose to submit virtually through the MITN process, please follow all processes and procedures laid out via the virtual submission experience.

3.2 Preparation and Submittal Instructions

3.2.1 Execution of Offer

Proposer must complete, sign and return the attached Execution of Offer (ref. Section 7) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by the Township, in its sole discretion.

3.2.2 Proposers Questionnaire

Respondent shall provide responses to all of the questions identified in the questionnaire in Section 6.

3.2.3 Overview of Proposed System / Scope of Services

This section of the proposal should include a general discussion of the proposer’s overall understanding of the project and the scope of work, as defined in Section 4, proposed.
3.2.4 Sample Documents

Proposers should include sample copies of the documents and/or reports outlined in the scope of work (Section 5). Although they are sample forms, the documents must contain all material terms so that the Township can fairly evaluate the proposer’s forms.

3.2.5 Cost Proposal

Proposer must complete and return the Cost Proposal (ref. Section 5 of this RFP), as part of its proposal. In the Cost Proposal, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

The Township will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Cost Proposal.

In the Cost Proposal, Proposer should describe each significant phase in the process of providing the Services to The Township, and the time period within which Proposer proposes to be able to complete each such phase.

3.2.6 Additional Information

1. Insurance Certificates
2. Supplementary Information
3. Other supporting materials and work portfolio which demonstrates the firm’s work quality

3.3 Proposal Validity Period

Each proposal must state that it will remain valid for Township’s acceptance for a minimum of one hundred twenty (120) days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.
SECTION 4

SCOPE OF WORK

4.1 General

The minimum requirements and the specifications for the Services, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in Section 2.5 of this RFP, the successful Proposer is referred to as the “Contractor.”

4.2 Minimum Requirements

Qualified vendors shall be responsible for the following minimum services:

4.2.1 Printing and assembling 15,500 copies of Ypsilanti Township Magazine three times per year (January-March, April-August and September-December; except edition #1 of 2021).
   4.2.1.a: Approximately 15,000 are to be mailed by Contractor (depending on up-to-date address list from the Township’s Assessing Department)
   4.2.1.b: The remaining are to be hand delivered for distribution at the Ypsilanti Township’s Civic and Community Centers.

4.2.2 Complete design, setup and layout utilizing Township provided content and photos.

4.2.3 Magazine must be printed and assembled using flat 11” x 17” & finished 8.5” x 11”.

4.2.4 Magazine is 36 pages self-cover.

4.2.5 The Cover Stock shall be 80# Silk Cover-4/4 with Satin Varnish or specified equivalent commodity stock held by printer.

4.2.6 Text Pages Stock shall be 80# silk text-4/4 with Satin Varnish or specified equivalent commodity stock held by printer.

4.2.7 The magazine must be saddle stitched and trimmed to size.

4.2.8 The magazine must be Web Press or Sheet Fed.

4.2.9 Ability to print the publication within 5 days of upload from the Township.

4.2.10 Guaranteed ship/delivery to post office on the 5th day.

4.2.11 Must be able to provide mail prep/inkjet services.
SECTION 5

PRICING AND DELIVERY SCHEDULE

Proposal of: ________________________________
(Proposer Company Name)

To: The Ypsilanti Township

RFP Title: MAGAZINE PRINT SERVICES

Having carefully examined all the specifications and requirements of this RFP and any attachments thereto, the undersigned proposes to furnish the services required pursuant to the above-referenced Request for Proposal upon the terms quoted below.

5.1 Pricing for Services

Proposer shall include in Proposal a pricing list of all services required for this project as described in Section 5. Do NOT use “To Be Determined” or similar annotations for cost estimates

Price per Magazine: $______________ Each
Price per Edition: $______________
Price per Year: $__________

Additional fees must be itemized and defined below:
SECTION 6

PROPOSER’S GENERAL QUESTIONNAIRE

Proposals must include responses to the questions contained in this Proposer’s General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

6.1 Proposer Profile

6.1.1 Number of years in Business: _____________

State of incorporation: ______________________

Number of Employees: ______________________

Name of Parent Corporation, if any ________________________________

6.1.2 State whether Proposer will provide a copy of its financial statements for the past two (2) years, if requested by the Township.

6.1.3 Is Proposer currently for sale or involved in any transaction to expand or to become acquired by another business entity? If yes, Proposer will explain the expected impact, both in organizational and directional terms.

6.1.4 Is Proposer currently in default on any loan agreement or financing agreement with any bank, financial institution, or other entity? If yes, Proposer will specify the pertinent date(s), details, circumstances, and describe the current prospects for resolution.

6.1.5 Proposer will provide a customer reference list of no less than three (3) organizations with which Proposer currently has contracts and/or to which Proposer has previously provided services (within the past five (5) years) of a type and scope similar to those required by Township’s RFP. Proposer will include in its customer reference list the customer’s company name, contact person, telephone number, project description, length of business relationship, and background of services provided by Proposer.

6.1.6 Does any relationship exist (whether by family kinship, business association, capital funding agreement, or any other such relationship) between Proposer and any employee of Township? If yes, Proposer will explain.
6.2 Miscellaneous

6.2.1 Proposer will provide a list of any additional services or benefits not otherwise identified in this RFP that Proposer would propose to provide to Township.

6.2.2 Proposer will provide details describing any unique or special services or benefits offered or advantages to be gained by Township from doing business with Proposer. Additional services or benefits must be directly related to the goods and services solicited under this RFP.

6.2.3 Does Proposer have a contingency plan or disaster recovery plan in the event of a disaster? If so, then Proposer will provide a copy of the plan.
SECTION 7
EXECUTION OF OFFER

Proposal of: ____________________________________________

(Proposer Company Name)

To: The Ypsilanti Township

RFP Title: MAGAZINE PRINT SERVICES

This Proposal shall remain in effect for the Proposal Validity Period (ref Section 3.3) and shall be exclusive of federal excise and state and local sales tax (exempt).

The person signing this Response on behalf of the Proposer represents to Owner that:

(1) The information provided herein is true, complete and accurate to the best of the knowledge and belief of the undersigned; and

(2) He/she has full authority to execute this response

(3) Proposer has received the Addenda to this RFP.

Executed this _____ day of _____________________, 2020

_________________________________  __________________________
Entity Name                                               Signature

_________________________________
Street & Mailing Address                               Print Name of Signatory

_________________________________
Township, State, and Zip                                Title of Signatory

_________________________________
Telephone Number                                               Email Address

_________________________________
Mobile Number