Citywide Administrative Services

REQUEST FOR INFORMATION

REQUEST FOR INFORMATION - PERTAINING TO THE CITY RECORD NEWSPAPER SOLICITATION
PIN.85611RFI001 - February 10, 2011

The City of New York's Department of Citywide Administrative Services ("DCAS") is issuing this Request for Information (RFI) seeking feedback from interested parties to assist the agency in its development of a Competitive Sealed Bid for printing, mailing, and delivery of *The City Record*, the official journal of the City.

A. Background Information

The City Record is a publication that includes notices from City agencies concerning public hearings and meetings, court notices, property disposition notices, procurement notices (i.e., solicitations and awards), agency rules, and special materials which include notices of changes in personnel.

B. Contents of Submission

The City is most interested in learning about the current industry processes for printing a newspaper with small print runs. We have identified different topic areas/questions on which we would like to receive information. The items below are meant to provide an indication of the type of information we are seeking. However, we welcome further explanation, where relevant, in a succinct manner.

1. Are you able to work under a requirement that a publication must be printed at a certain time or within specific starting and ending times each day?
2. How do you normally charge a client for papers with small print runs?
3. Are there additional costs associated with printing a newspaper on a large press?
4. Without indicating actual pricing, how do you (or the rest of the industry) normally set pricing for inserts? For labeling? For mailing? For delivery?
5. Without indicating actual pricing, how do you normally set pricing for volume, e.g. the number of copies printed?
6. Without indicating actual pricing, how do you normally set pricing for dimensions, e.g. different paper sizes?

7a. Could you print a newspaper at 11 inches by 17 inches if the print run was 500 copies or less?

7b. Would it be easier or more difficult for you to print a newspaper at different

dimensions (such as 11 inches by 15 inches) if the print run was 500 copies or less?

8. Do you currently print any newspapers? Have you printed newspapers in the past? Which ones?
9. What printing method would you use to print a publication with a print run of 500 copies or less?
10. What size dimensions would the publication need to be to be printed by that method?
11. What paper weight would be the most cost-efficient for you in handling a print run of 500 copies or less?
12. Please discuss how the City's requirement for a minimum of 30% recycled paper stock affects your business model, with respect to size and cost. What size is the most amenable to your operation (keep in mind the City's requirement of 30% recycled stock)?
13. How would you ensure graphics material (pictures or diagrams) is legibly printed?
14. How early would you need to print a newspaper to ensure it could be delivered to the Post Office for next day bulk delivery? The same day? How late?
15. How, when and where would you normally deliver a newspaper so that it can be mailed the same day it is printed?
16. How would you handle a contractual requirement that printed copies must be delivered to a specific post office, such as the General Post Office in Manhattan?
17. How would you handle inserts that may exceed the page count of the paper? Would it be easier if you printed the insert yourself?
18. How long does it take for you to complete a print run of 1,000 copies or less? 500 copies or less?
19. What is the maximum number of pages that the press can print before having to insert?
20. Do you commonly subcontract any portion of your work, such as labeling, mailing, or delivery?
21. Describe any other issues not addressed above that are pertinent to the project.

C. Respondent's Information

Provide contact information, including, the legal name of your firm or entity, business address, name of contact, telephone, email address and website address.

D. Submission and Deadline

Respondents are requested to send written responses (exclusive of pricing information) by mail, fax, or e-mail to the Agency contact, as follows:

The Department of Citywide Administrative Services
1 Centre Street, 18th Floor
New York, NY 10007
Attention: Erkan Solak, Deputy Agency Chief Contracting Officer
FAX #: 212-669-3570
E-Mail: esolak@dcas.nyc.gov

Responses must be received no later than February 24, 2011.

PLEASE NOTE:

(1) THIS REQUEST IS FOR INFORMATIONAL PURPOSES ONLY, AND A CONTRACT AWARD WILL NOT RESULT FROM THE RESPONSES RECEIVED TO THIS RFI.

(2) THE AGENCY WILL NOT REIMBURSE ANY INTERESTED PARTY FOR COSTS INCURRED IN THE PREPARATION OF A RESPONSE, RELATED DISCUSSIONS OR PRESENTATIONS IN CONNECTION WITH THIS RFI.

Due Date	Solicitation	Agency	Contact	Address	Published
02/24/2011	REQUEST FOR INFORMATION	DCAS/ACCO - OFFICE OF CONTRACTS	ERKAN SOLAK FAX (212) 669-3570 esolak@dcas.nyc.gov	1 Centre Street - Room 1860 North	02/10/2011 in the City Record