

**RFP2022-03 DEVELOPMENT, PREPARATION, PRINTING, AND MAILING SERVICES OF THE  
CONSUMER CONFIDENCE REPORT FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND  
SEWER, TRENTON WATER WORKS PROPOSALS OPENED 1/26/2022 AT 11:00AM**

RFP2022-03 DEVELOPMENT, PREPARATION, PRINTING, AND MAILING SERVICES OF THE CONSUMER CONFIDENCE REPORT FOR THE CITY OF TRENTON, DEPARTMENT OF WATER AND SEWER, TRENTON WATER WORKS		
NUMBER OF RESPONDENTS:		
NAME OF BIDDER	CONCEPT PRINTING, INC.	VAN NOTE-HARVEY ASSOCIATES, INC.
ADDRESS	40 LYDECKER STREET	103 COLLEGE ROAD EAST
CITY, STATE, ZIP	NYACK, NEW YORK 10960	PRINCETON, NEW JERSEY 08540
CONTACT NAME	KERRY MONAHAN GAUHAN	AGHA S. HASAN, PE
TELEPHONE	845-353-4040 OR 201-618-5071	609-987-2323
FAX	845-353-3030	609-987-0005
E-MAIL	<a href="mailto:KERRY@CONCEPTPRINT.COM">KERRY@CONCEPTPRINT.COM</a>	<a href="mailto:AHASAN@VANNOTEHARVEY.COM">AHASAN@VANNOTEHARVEY.COM</a>
STATEMENT OF OWNERSHIP DISCLOSURE	INCLUDED	INCLUDED
EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED
DISCLOSURE OF INVESTED ACTIVITIES IN IRAN	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED
EIC	CERT.#18105 EXP. 05/15/2023	CERT.#1491 EXP. 06/15/2022
CERTIFICATE OF INSURANCE	REQUIRED FROM THE AWARDED VENDOR PRIOR TO AWARD	REQUIRED FROM THE AWARDED VENDOR PRIOR TO AWARD
60-DAY EXTENSION COMPLIANCE	YES	YES
PROVIDE PRIORITY EMERGENCY SERVICES	YES	YES
REFERENCES	INCLUDED	INCLUDED
W-9	INCLUDED	INCLUDED
EXCEPTIONS (IF ANY)	NONE	NONE
UNIT COST PER THOUSAND FOR 64,500 QUANTITY TO PRODUCE THE WATER QUALITY REPORT DELIVER IT TO THE MAILING SERVICE	\$0.95	\$601.975
TOTAL COST FOR DEVELOPMENT AND PREPARATION	\$8,627.50 (SEE ATTACHED BREAKDOWN OF PRICING PER TASK ITEM)	\$38,827.71 (SEE ATTACHED BREAKDOWN OF PRICING PER TASK ITEM)
FATAL FLAW	NONE	NONE

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 2021
15. All pertaining data necessary to complete the CCR including but not limited to 2021 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 64,500 copies of the CCR
21. The vendor is responsible to insert the customer address labels (about 64,000) and the Mailing indicia shall be provided by a mailing service which is yet to be determined.
22. The completed 64,500 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 **days**  
this time

- |   |                  |                    |
|---|------------------|--------------------|
| <p>24. Turnaround time in working days for changes to the proof.</p>  | <p><u>2</u></p>  | <p><b>days</b></p> |
| <p>25. Turnaround time in working days from when you receive the final go ahead to complete the job until completion of the job and</p> | <p><u>15</u></p> | <p><b>days</b></p> |

# Concept Printing, Inc

delivery to mailing service. Use working days to calculate this time.

3 days

PDF, EPS

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

27. Cost of making changes to the final document

2 days days

\$60.00 per hour

\$ 60.00

Description	Unit Cost	Qty	Final Cost
Cost per thousand to produce the Water Quality Report and deliver it to the mailing service	<u>.095</u>	64,500	\$ <u>6127.50</u>
Total cost for Development and Preparation of the RFP	<u>2500.00</u>		<u>2500.00</u>
	<del>km 2400.00</del>		\$ <del>2400.00 e km</del>
			<u>\$ 8,627.50</u>

# 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



Since 1894

January 26, 2022

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

**RE: Trenton Water Works RFP No. 2022-03 - FEE PROPOSAL  
 Development, Preparation, Printing, and Mailing Services  
 of the 2022 Consumer Confidence Report  
 VNHA #45727-070-01**

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, VNHA proposes as follows for Items 23 through 27:

<u>Task 23</u> Turnaround time in working days from when VNHA first receives the document in electronic form to the time first proof is generated. Use working days to calculate the time.	Thirteen (13) days
<u>Task 24</u> Turnaround time in working days for changes to the proof.	Seven (7) day
<u>Task 25</u> Turnaround time in working days from when VNHA the final go ahead to complete the job and delivery to mailing service. Use working days to calculate the time.	Seven (7) days
<u>Task 26</u> List of electronic format(s) VNHA can receive the document.	CCR document in Microsoft Word format; mailing indicia in Microsoft Excel format.
<u>Task 27</u> Cost of making changes to the final document	One (1) Day. \$0.*

\*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.

Description	Unit Cost per thousand	Quantity	Final Cost
Cost per thousand to produce the Water Quality Report and deliver to the Post Office	\$601.975	64,500	\$36,288.00
<b>Total cost for Development and Preparation of the RFP</b>			<b>\$38,827.71</b>

**FEE PROPOSAL**

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.	\$37,479.18
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)	\$1,348.53
<b>Grand Total</b>	<b>\$38,827.71</b>

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

- A. Items 1 through 21 of Van Note-Harvey Associates Standard Provisions of Agreement (copy attached).
- B. 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 March 4, 2022.
- C. 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.
- D. 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.