

RFP2023-02 DEVELOPMENT PREPARATION PRINTING AND MAILING SERVICES OF THE CONSUMER CONFIDENCE REPORT FOR THE CITY OF TRENTON DEPARTMENT OF WATER AND SEWER PROPOSALS
OPENING DATE: 01/19/2023 AT 11:00AM

RFP2023-02 DEVELOPMENT PREPARATION PRINTING AND MAILING SERVICES OF THE CONSUMER CONFIDENCE REPORT FOR THE CITY OF TRENTON DEPARTMENT OF WATER AND SEWER OPEN DATE 01/19/23 AT 11:00AM			
NUMBER OF RESPONDENTS:	3		
NAME OF BIDDER	GRAPHIC IMAGE, INC	DE&P TECHNICAL SERVICES, LLC	VAN NOTE-HARVEY ASSOCIATES, INC
ADDRESS	561 BOSTON POST ROAD	41 LAKESIDE DRIVE	103 COLLEGE ROAD EAST
CITY, STATE, ZIP	MILFORD, CT 06460	MARLTON, NJ 08053	PRINCETON, NJ 08540
CONTACT NAME	RANDY DANENBERG	DR. PATRICK JJEMBA, MBA	AGHA S. HASAN
TELEPHONE	203-877-8787	856-834-6246	609-987-2323
FAX	203-877-8237	N/A	609-987-0005
E-MAIL	RANDY@GRAPHICIMAGE.NET	DEPSERVICES@OUTLOOK.COM	AHASAN@VANNOTEHARVEY.COM
STATEMENT OF OWNERSHIP DISCLOSURE EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED	INCLUDED
REQUIRED EVIDENCE EEO/AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	INCLUDED	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE	INCLUDED	INCLUDED	INCLUDED
NON-COLLUSION AFFADAVIT	INCLUDED	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED	INCLUDED
DEBARMENT NOTICE	INCLUDED	INCLUDED	INCLUDED
CERTIFICATION AND DISCLOSURE OF POLITICAL CONTRIBUTIONS	INCLUDED	INCLUDED	INCLUDED
PROHIBITED RUSSIA-BELARUS ACTIVITIES & IRAN INVESTMENT ACTIVITIES	INCLUDED	INCLUDED	INCLUDED
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED	INCLUDED
EIC	CERT.#19815 EXP. 09/15/2025	CERT.#52956 EXP. 09/15/2029	CERT.#1491 EXP. 06/15/2025
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR	REQUIRED FROM AWARDED VENDOR
60-DAY EXTENSION COMPLIANCE	YES	YES	YES
EMERGENCY SERVICES	YES	YES	YES
REFERENCES	INCLUDED	INCLUDED	INCLUDED
W-9	INCLUDED	INCLUDED	INCLUDED
EXCEPTIONS (IF ANY)	NONE	NONE	NONE
GRAND TOTAL FOR SERVICES FOR TWLEVE MOTNHS	\$9,577.00 + POSTAGE	\$14,200.00	\$59,231.11
FATAL FLAW	NONE	NONE	NONE

BID PROPOSAL FORM
RESPONDENT MUST COMPLETE

We the undersigned propose to furnish and deliver the above services pursuant to the scope of services and requirements and made part hereof: **PROPOSERS ARE WELCOME TO SUBMIT THEIR OWN PROPOSAL PAGES.**

GRAND TOTAL FOR THE SERVICES FOR TWELVE MONTHS \$ 9,557.00 + Postage

(ORIGINAL SIGNATURE BY AUTHORIZED REPRESENTATIVE)

The undersigned is a Corporation, Partnership or Individual under the laws of the State of Connecticut having its principal office at 561 Boston Post Road, Milford, CT 06460

COMPANY Graphic Image, Inc.

ADDRESS 561 Boston Post Road

ADDRESS Milford, CT 06460

FED. ID #

NAME Randy Danenberg

TELEPHONE 203-877-8787

FAX 203-877-8237

EMAIL randy@graphicimage.net

DATE 1/16/2023

SIGNATURE 

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 this time	3 Business Days	days
24.	Turnaround time in working days for changes to the proof.	2 Business Days	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 Microsoft Excel (For Charts & Data)	days
27.	Cost of making changes to the final document		

Mail list to be provided by City of Trenton.

\$ Included

Description	Unit Cost	Qty	Final Cost
Cost per thousand to produce the Water Quality Report and deliver it to the mailing service	\$.1481705/piece	64,500	\$ 9,557.00 + Postage (See Postage Estimate Below)
Total cost for Development and Preparation of the RFP	Included		\$ Included

Proposal Format and Content

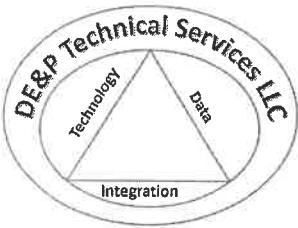
Postage Estimate = \$.183/piece saturation SCF Rate.
Addresses that do not qualify for saturation rates \$.183 - \$.446/piece.
Total postage to be confirmed after processing mail list.

The consultants shall submit their proposals in accordance with the following:

Technical Proposal

Cover Letter - the cover letter shall summarize the key points of the firm's proposal.

Project Objectives - a general description of the firm's approach to providing the services required.



Fee Proposal

City of Trenton
Division of Purchasing
Attn: Ms. Isabella C. Garcia
Purchasing Agent,
319 East State Street
Trenton, NJ 08608

Date: 01-16-2023
BID# RFP2023-02

Due date: January 19th, 2023 at 11:00AM

Description	Unit Cost	Qty	Final Cost
Cost per thousand to produce the Water Quality Report and deliver it to the mailing service	\$100	64,500	\$6,450
Total cost for Development and Preparation of the RFP			\$7,750
Grand Total			\$14,200

Sincerely,

Dr. Patrick Jjemba, MBA

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 19, 2023

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

**RE: Trenton Water Works RFP No. 2023-02 - Fee Proposal
 Development, Preparation, Printing, and Mailing Services
 of the 2023 Consumer Confidence Report
 VNHA #46217-070-01**

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>	Thirteen (13) days
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.	
<u>Task 24</u>	Seven (7) day
Turnaround time in working days for changes to the proof.	
<u>Task 25</u>	Seven (7) days
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.	
<u>Task 26</u>	CCR document in Microsoft Word format; mailing indicia in Microsoft Excel format.
List of electronic format(s) VNHA can receive the document.	
<u>Task 27</u>	One (1) Day. \$0.*
Cost of making changes to the final document	

*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	\$630.10	64,500	\$40,641.36
Total cost for Development and Preparation of the RFP			\$59,231.11

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.	\$39,225.40
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)	\$1,415.96
Lump Sum postage fee for postmaster (assuming 64,000 copies provided to postmaster and 500 copies provided to Trenton Water Works)	\$18,589.75
Grand Total	\$59,231.11

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 February 27, 2023.
- 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 monthly 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, 2023. 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, 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). Vendor 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.