

RFP2024-07 CONSULTING SERVICES FOR DEVELOPMENT, PREPARATION, PRINTING AND MAILING SERVICES FOR THE CONSUMER CONFIDENCE REPORT FOR THE DEPARTMENT OF WATER AND SEWER, TRENTON WATER WORKS - VIRTUAL BID OPENING - FEBRUARY 23, 2024 AT 11:00AM		
NUMBER OF PROPOSERS:	2	
NAME OF BIDDER	VAN NOTE-HARVEY DIVISION OF PENNONI ASSOCIATE, INC.	GRAPHIC IMAGE, INC.
103 COLLEGE RAOD EAST	103 COLLEGE ROAD EAST	561 BOSTON POST ROAD
CITY, STATE, ZIP	PRINCETON, NJ 08540	MILFORD, CT 06460
CONTACT NAME	THOMAS E. O'SHEA, PE,PP PE	RANDY DANENBERG
TELEPHONE	609-987-2323	203-877-8787
FAX	N/A	203-877-8237
E-MAIL	<a href="mailto:toshea@pennoni.com">toshea@pennoni.com</a>	<a href="mailto:randy@graphicimage.net">randy@graphicimage.net</a>
SUB-CONTRACTS	YES (ARC OR INVOKE)	NONE
STATEMENT OF OWNERSHIP DISCLOSURE	INCLUDED	INCLUDED
PROHIBITED ACTIVITIES IN RUSSIA AND BELARUS & INVESTMENT ACTIVITIES IN IRAN	INCLUDED	INCLUDED
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA	INCLUDED	INCLUDED
REQUIRED EVIDENCE AFFIRMATIVE ACTION REGULATIONS QUESTIONNAIRE	INCLUDED	INCLUDED
NON-COLLUSION AFFIDAVIT	INCLUDED	INCLUDED
AMERICANS WITH DISABILITIES ACT OF 1990 LANGUAGE	INCLUDED	INCLUDED
NJ BUSINESS REGISTRATION CERTIFICATE FOR CONTRACTOR	INCLUDED	REQUIRED FROM AWARDED PROPOSER
EIC	CERT#2929 EXP. 10-15-2024	REQUIRED FROM AWARDED PROPOSER
MANDATORY EQUAL EMPLOYMENT OPPORTUNITY EXHIBIT A	INCLUDED	INCLUDED
STATE & FEDERAL DEBARMENT CERTIFICATIONS	INCLUDED	INCLUDED
ETHICS COMPLAINT DISCLOSURE	INCLUDED	INCLUDED
CERTIFICATE OF INSURANCE	REQUIRED FROM AWARDED PROPOSER	REQUIRED FROM AWARDED PROPOSER
CITY OF TRENTON RESIDENT EMPLOYMENT POLICY	INCLUDED	INCLUDED
60-DAY EXTENSION COMPLIANCE	INCLUDED	INCLUDED
COMPLIANCE WITH EMERGENCY SERVICES	YES	YES
THREE (3) REFERENCES	YES	YES
W-9	N/A	N/A
GRAND TOTAL FOR THE SERVICES SEE ATTACHED	\$70,000.00	\$9,979 + POSTAGE
EXCEPTIONS (IF ANY)	NONE	NONE
FATAL FLAW	NONE	NONE

# van note - harvey

103 College Road East  
Princeton, New Jersey 08540  
609-987-2323 Fax: 609-987-0005  
www.vannoteharvey.com



February 23, 2024

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. 2024-07 - FEE PROPOSAL  
Development, Preparation, Printing, and Mailing Services  
of the 2024 Consumer Confidence Report  
PENNONI #CTRN24001P**

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, Van Not-Harvey Associates division of Pennoni Associates (VNHA) proposes as follows for Items 23 through 27:

<u>Task 22</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 23</u> Turnaround time in working days for changes to the proof.	Seven (7) day
<u>Task 24</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 25</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 26</u> Cost of making changes to the final document	One (1) Day. \$0.*

Task 27

It is understood that all work will be in accordance with Scope of Work Items 1 through 27 as indicated under Scope of Work on pages 4 through 7 of the RFP. It is further understood that "Proposals that deviate by reducing tasks listed in the scope of work may be considered non-compliant and therefore may not be considered."

\*The zero cost for Task 26 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	\$1,085.27	64,500	\$70,000.00
<b>Total cost for Development and Preparation of the RFP</b>			<b>\$70,000.00</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.	\$46,500.00
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)	\$7,000.00
Lump Sum postage fee for postmaster (assuming 64,000 copies provided to postmaster and 500 copies provided to Trenton Water Works), Should the USPS increase their Rates, our fee will increase proportionally	\$16,500.00
<b>Grand Total</b>	<b>\$70,000.00</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 30, 2024.
- 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.

**NOTICE OF INTENT TO SUBCONTRACT FORM  
(MANDATORY)**

This notice of intent **must** be completed and included as part of each proposer's proposal. Failure to submit this form will be cause for rejection of the RFP as non-responsive.

Please check one of the below-listed boxes:

☒ If awarded this contract, I will engage subcontractors to provide certain goods and/or services.

ALL PROPOSERS THAT INTEND TO ENGAGE SUBCONTRACTORS MUST ALSO SUBMIT A COMPLETED AND CERTIFIED SUBCONTRACTOR UTILIZATION PLAN WITH THEIR PROPOSALS. PROPOSERS SHOULD ALSO SUBMIT A NEW JERSEY BUSINESS **REGISTRATION CERTIFICATE** FOR EACH SUBCONTRACTOR AS WELL AS ANY **LICENSES** HELD BY SUBCONTRACTORS WITH THEIR REQUEST FOR PROPOSAL.

☐ If awarded this contract, I do not intend to engage subcontractors to provide any goods and/or services.

**ALL PROPOSERS THAT DO NOT INTEND TO ENGAGE SUBCONTRACTORS MUST  
ATTEST TO THE FOLLOWING CERTIFICATION:**

I hereby certify that if the award is granted to my firm and if I determine at any time during the course of the contract to engage subcontractors to provide certain goods and/or services, I will submit the Subcontractor Utilization Plan for approval to the Business Administrator or his legal representative in advance of any such engagement of subcontractors. Additionally, I certify that in engaging subcontractors, I will make a good faith effort to achieve the subcontracting set-aside goals established for this contract, and I will attach to the plan documentation of such efforts.

Respectfully submitted by:

(Seal—if bid is by a  
corporation)



TEG. O'IL, PE

Signature

Thomas E. O'Shea, PE, PP

Name, typed or printed

Principal Engineer

Title

Pennoni Associates Inc.

Name of Firm

103 College Road East, Princeton, NJ 08540

Business Address/Zip

609-987-2323

Telephone

N/A

Fax

**PROVIDE A LIST SUB-CONTRACTORS  
COPY OF LICENSES SUBMITTED WITH PROPOSAL SUBMITTAL  
(MANDATORY IF APPLICABLE)**

Printing, and associated services will be sub-contacted either to ARC, or Innvoke Print and Marketing Solutions depending upon quote amount received

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ADDRESS \_\_\_\_\_  
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TRADE \_\_\_\_\_  
LICENSE NO. \_\_\_\_\_

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TRADE \_\_\_\_\_  
LICENSE NO. \_\_\_\_\_



# GRAPHIC IMAGE

PRINT | MAIL | DIGITAL

561 BOSTON POST ROAD • MILFORD, CT 06460-2635 • 203-877-8787  
800-553-0220 • FAX 203-877-8237 • WWW.GRAPHICIMAGE.NET

## Quotation #27621

City of Trenton, New Jersey  
Isabel C. Garcia  
Division of Purchasing  
1<sup>st</sup> Floor  
319 East State Street  
Trenton, NJ 08608  
2/13/2024

<b>DESCRIPTION</b>	<b>Development, Preparation, Printing and Mailing Service of the Consumer Confidence Report</b>
<b>TRIM SIZE</b>	11" x 17", folds to 3 5/8" x 8 1/2"
<b>QUANTITY</b>	64,500 (64,000mail, 500 Office Copies)
<b>PAPER</b>	80# Gloss Text
<b>INK/BLEED</b>	4 Color Process with Bleeds
<b>ART</b>	Graphic Image to Design & Format for Print and Mail Service from Supplied Copy, Data & Charts (all technical data/copy to be provided by Trenton Water) Graphic Image has an extensive library of Stock Photographs & Images available
<b>PROOF</b>	PDF
<b>FINISHING</b>	Fold, Wafer Seal, Office Copies Bulk Pack in Cartons
<b>MAILING</b>	Process 1 Supplied Mail List, CASS, Presort, Inkjet, Sort, Tray, USPS Mail Prep Graphic Image Standard Mail Permit
<b>DELIVERY</b>	Mail Trenton, NJ SCF & Office Copies to Trenton Water Works
<b>TOTAL</b>	<b>\$9,979 + Postage</b>

**Price Based on Supplied List by City of Trenton**

**Graphic Image Supplied Occupant List = \$568.00**

**Postage Estimate = \$.194/piece saturation SCF Rate**

**Addresses that do not qualify for saturation rates \$.229 - \$.512/piece**

**Total postage to be confirmed after processing mail list**

**Thank you for the opportunity to quote on your project!**

*Price based on compatible software or press quality PDFs with all fonts, art and bleeds included. Non-supported software conversion cost. File assistance additional. Does not include author's alterations (AA's). AA's billed at hourly rate. Postage not included. Graphic Image does not mark-up postage and we will always provide you with the maximum discount available for your project. Postage billed at actual cost and will be calculated after processing mailing list(s). Additional list work, processing of multiple lists, subject to additional costs.*

- 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.

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

ASH/sil

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