

REQUEST FOR QUALIFICATIONS 2009-04
PRINTING, REPRODUCTION AND/OR COPYING SERVICES
for
FLORIDA HOUSING FINANCE CORPORATION

October 9, 2009

SECTION ONE INTRODUCTION

Florida Housing Finance Corporation (Florida Housing) is soliciting responses from qualified firms in the printing and reproduction and/or copying business to provide services for printing, reproduction, copying and binding. Florida Housing produces a variety of printed publications annually and also has an ongoing need for comprehensive copying services related to approximately nine Board of Directors meetings that occur around the state each year. Florida Housing's printing needs range from the production of its 40-60-page annual report to other publications, newsletters, pamphlets, posters, flyers, booklets, banners, etc. Florida Housing will require the services of qualified printing and copying companies to assist staff with all its publication needs. Offerors shall be selected and determined through Florida Housing's review of each response, considering the factors identified in this Request for Qualifications (RFQ) and any other factors that are considered relevant to serving the best interests of Florida Housing. Florida Housing expects to select multiple offerors that propose to provide all or some of the services specified in this RFQ.

SECTION TWO DEFINITIONS

For purposes of this document:

“Board”	The Board of Directors of Florida Housing Finance Corporation.
“Committee”	The review committee appointed by the Executive Director pursuant to Fla. Admin. Code R. 67-49.007.
“Days”	Calendar days, unless otherwise specified.
“Florida Housing”	Florida Housing Finance Corporation, a public corporation and public body corporate and politic created by Section 420.504, Fla. Stat.
“Interested Party”	A person or entity that obtains a copy of this Request for Qualifications from Florida Housing.
“Offeror”	Any person or entity that submits a response to this Request for Qualifications.
“Response”	The written submission by an Offeror.
“RFQ”	This Request for Qualifications, including all exhibits referenced in this document and all other documents incorporated by reference.

“Staff”	Any employee of Florida Housing, including the Executive Director.
“Threshold Item”	A mandatory requirement of the RFQ. Failure to meet any requirement in the RFQ designated as a “Threshold Item” shall result in rejection (no further action) of a Response.
“Website”	The Florida Housing Finance Corporation Web site, the home address of which is www.floridahousing.org .

SECTION THREE PROCEDURES AND PROVISIONS

A. An Offeror must submit an original and six (6) copies of the Response in a sealed envelope marked “RFQ 2009-04.” In addition, an Offeror must submit an electronic copy of the Proposal on a compact disc at the time the hard copies are submitted. Each envelope or package containing Responses must clearly state the name of the Offeror. Failure to follow these instructions shall result in automatic rejection of the Response. The Response that is the original must clearly indicate “Original” on that Response. Florida Housing shall not accept a faxed or e-mailed Response. Florida Housing must receive any Responses on or before 2:00 p.m., Eastern Time, on Thursday, November 5, 2009. Responses shall be opened at that time. Responses must be addressed to:

Sherry Green
Contract Administrator
Florida Housing Finance Corporation
227 North Bronough Street, Suite 5000
Tallahassee, FL 32301-1329
(850) 488-4197; Fax (850) 414-6548
email: sherry.green@floridahousing.org

B. This RFQ does not commit Florida Housing to award a Contract to any Offeror or to pay any costs incurred in the preparation or mailing of a Response.

C. All services under the Contract awarded are to be performed solely by the contractor, and may not be subcontracted or assigned without the prior written approval and consent of Florida Housing, which consent shall not be unreasonably withheld. Any subcontracting must be disclosed in the Offeror’s Response to this RFQ.

D. Florida Housing reserves the right to the following:

1. To waive minor deficiencies and informalities;

2. To accept or reject any or all Responses received as a result of this RFQ;
3. To obtain information concerning any or all Offerors from any source;
4. To request an oral interview before the Board from any or all Offerors;
5. To select for Contract negotiation or for award, a Response other than that with the highest score if, in the judgment of Florida Housing, its and the public's interest shall be best served; and
6. To negotiate with the successful Offeror with respect to any additional terms or conditions of the Contract.

E. Any Interested Party may submit any questions regarding this RFQ in writing via mail, fax or e-mail to Sherry Green at the address given in Section Three, paragraph A. All questions are due by 5:00 p.m., Eastern Time, on Tuesday, October 20, 2009. Phone calls will not be accepted. Florida Housing expects to respond to all questions by 5:00 p.m., Eastern Time, on Friday, October 23, 2009. Florida Housing shall post a copy of all inquiries received and their answers on http://apps.floridahousing.org/StandAlone/FHFC_ECM/AppPage_LegalRFQs.aspx. Florida Housing will also send a copy of those inquiries and answers in writing to any Interested Party that requests a copy. Florida Housing will determine the method of sending its answers, which may include regular U.S. mail, overnight delivery, fax, e-mail or any combination of the above. Only written responses or statements from Sherry Green or her designee that are posted on the Website shall bind Florida Housing. No other means of communication, whether oral or written, shall be construed as an official response or statement from Florida Housing.

F. Any person who wishes to protest the specifications of this RFQ must file a protest in compliance with Section 120.57(3), Fla. Stat., and Chapter 28-110, F.A.C. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

G. The term of the Contract shall be for three years, subject to satisfactory performance at the sole discretion of Florida Housing. If the parties mutually agree in writing, the Contract may be renewed twice. Each renewal shall be for an additional one-year period.

SECTION FOUR SCOPE OF SERVICES

The services that the Contractor shall perform include, but are not limited to, the following functions:

Printing and Reproduction

Products and Quantity:	The estimated printing of 200 bound annual reports annually; 6,000 full-color, four-page newsletters annually; 5,000-7,000 full-color, multi-page brochures annually; 1,000 CD-Rom sleeves; 1,000 full color one-page documents annually; corporate stationery such as 10,000 letterhead and 5,000 business envelopes.
Binding:	Variety of binding, including saddle stitched, spiral bound, perfect bound, etc.
Graphics:	Linked as CMYK for four-color process, spot and/or grayscale.
Ink:	Ability to print CMYK plus spot PMS.
Stock:	Ability to provide a variety of paper products.
Finishing:	Ability to provide a variety of finishes on documents, including spot varnish, acquiesce coating, etc.
Proofing:	Ability to provide blueline, laser color or Insite computer proof within three working days after receipt of materials to be printed.
Delivery:	Local delivery of materials either to Florida Housing or to a mail house for shipping.

Copying

Board Package:	Copying of Florida Housing's Board Package for approximately nine board meetings per year. Varies from one volume to six separate volumes each consisting of approximately 200 pages each time. Approximately 40 copies of each volume with card stock covers and backs, index tabs throughout, double-sided printing, comb binding. Turnaround time, two to three days.
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Affordable Housing Study Commission (AHSC) Package:

Copying of the AHSC agenda package for six meetings per year. The AHSC package consists of one volume containing approximately one hundred (100) pages. Approximately 30 copies with card stock covers and backs, index tabs throughout, double-sided copies, three hole-punched. Turnaround time will be two to three days.

SECTION FIVE CERTIFICATION

Do not reproduce the language of Section Five in the Response. By inclusion and execution of the statement provided in Section Six, subsection I, of this RFQ, each Offeror certifies that:

A. The Offeror submits this Response without prior understanding, agreement, or connection with any person or entity submitting a separate Response for the same services. However, any agreement with a person or entity with whom the Response is jointly filed, and such joint filing is made clear on the face of the Response, shall be an exception if the Response is in all respects fair and without collusion or fraud.

B. Any material submitted in response to this RFQ is a public record pursuant to Chapter 119, Fla. Stat., and subject to examination upon request, after Florida Housing provides a notice of decision pursuant to Section 120.57(3), Fla. Stat., or within 10 Days after the Response is opened, whichever is earlier.

C. The Offeror is in compliance with Section 420.512(5), Fla. Stat., which provides:

“Service providers shall comply with the following standards of conduct as a condition of eligibility to be considered or retained to provide services. For purposes of paragraphs (a), (b), and (c) only, the term ‘service provider’ means and is limited to a law firm, an investment bank, or a credit underwriter, and the agents, officers, principals, and professional employees of the service provider.

(a) A service provider may not make contributions in any amounts, directly or indirectly, for or on behalf of candidates for Governor, nor shall any service provider make a contribution in excess of \$100 to any candidate for a member of the State Board of Administration other than the Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(b) The service provider shall not participate in fundraising activities for or on behalf of candidates for Governor in Florida while the service provider is included in an applicant pool from which service providers are selected to provide services to the corporation, while the service provider provides services to the corporation, and for the longer of a period of 2 years thereafter or for a period through the next general election for Governor.

(c) Service providers shall provide to the corporation a statement that the service provider has not contributed to candidates for Governor or contributed in excess of the amounts allowed by this section for a member of the State Board of Administration or engaged in fundraising activities for or on behalf of candidates for Governor in Florida since the effective date of this section or during the 24 months preceding the service provider's application to provide services to the corporation, whichever period is shorter.

(d) The service provider may not engage in prohibited business solicitation communications with officers, members, or covered employees of the corporation.

(e) If a service provider is in doubt as to whether its activities, or the activities of its principals, agents, or employees, violate the provisions of this section, it may request a declaratory statement in accordance with the applicable rule and Section 120.565, Fla. Stat.

(f) If the corporation determines that a service provider has failed to meet the provisions of this section, it shall consider the magnitude of the violation and whether there has been a pattern of violations in determining whether to terminate or decline to enter into Contracts with the service provider.”

D. For the purpose of Section 420.512(5), Fla. Stat., “Prohibited Business Solicitation Communications” is defined by Section 420.503(31), Fla. Stat., which provides:

“ ‘Prohibited business solicitation communication’ means a private written or verbal communication between a member, officer, or covered employee of the corporation and a service provider regarding the merits of the service provider and whether the corporation should retain the services of the service provider. The term does not include:

(a) A verbal communication made on the record during a public meeting;

(b) A written communication provided to each member and officer of the corporation and made part of the record at a public meeting;

(c) A written proposal or statement of qualifications submitted to the corporation in response to a corporation advertisement seeking proposals or statements of qualifications as part of a competitive selection process.

(d) A verbal or written communication related to the contractual responsibilities of a service provider who was selected to provide services or who was included in a pool of service providers eligible to provide services as a result of a competitive selection process, so long as the communication does not relate to solicitation of business.

(e) A verbal or written communication related to a proposed method of financing or proposed projects, so long as the communication does not relate to solicitation of business.”

E. The Offeror is in compliance with Section 287.133(2)(a), Fla. Stat., which provides in part:

A person or affiliate who has been placed on the convicted vendor list, following a conviction for a public entity crime, may not:

a. submit a bid on a contract to provide any goods or services to a public entity;

b. submit a bid on a contract with a public entity for the construction or repair of a public building or public work;

c. submit bids on leases of real property to a public entity;

d. be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and;

e. transact business with any public entity in excess of the threshold amount provided in Section 287.017, Fla. Stat., for CATEGORY TWO: \$25,000, for a period of 36 months from the date of being placed on the convicted vendor list. Any contract in violation of this provision shall be null and void.

F. The Offeror acknowledges that any Offeror selected shall be prohibited from engaging in activities in connection with services related to Florida Housing transactions that produce direct or indirect financial gain for the Offeror other than for the compensation agreed upon in the Contract that results from this RFQ, unless that Offeror has Florida Housing's written consent after Florida Housing has been fully informed of such activities in writing.

G. In addition to the conflict of interest rules imposed by the Florida Statutes, the Offeror(s) that is (are) selected to provide these services may not engage in any actual, apparent, or potential conflict of interest. Should any such actual apparent, or potential conflict of interest come into being subsequent to the effective date of the Contract and prior to the conclusion of the Contract, the Offeror shall provide notification (Notice of Conflict of Interest) to Florida Housing, through first class certified mail, return receipt requested, within 10 working days, seeking written consent from Florida Housing's Executive Director. If the Offeror is found to be in non-compliance with this provision, without written consent from Florida Housing's Executive Director, any compensation received in connection with the Contract shall be subject to forfeiture to Florida Housing.

SECTION SIX INFORMATION TO BE PROVIDED IN RESPONSE

In providing the following information, restate each item and sub-item (with its letter and number), limit your proposal to one bound volume. Responses to the items should be included immediately after the restated items without any reference to any appendix.

A. GENERAL INFORMATION

1. The name, job title, address, office and cellular telephone numbers, fax number, and e-mail address of a primary contact person, who will be responsible for day-to-day contact with Florida Housing, and any backup personnel who would be accessible if the primary contact cannot be reached.
2. Legal business status (individual, partnership, corporation, etc.) and address and telephone number of the Offeror.
3. Provide evidence of certification from the Department of State that the Offeror is qualified to do business in the State of Florida.

B. BACKGROUND, EXPERIENCE AND PERSONNEL

1. A history of the business' experiences in providing printing services as well as a description of the range of services offered by the business.
2. Describe the Offeror's experience with providing services and meeting qualifications that are similar to those being requested in Section Four of this RFQ.

3. Provide information about availability of staff and other resources that will be needed to complete the services requested in Section Four of this RFQ.
4. Provide at a minimum seven (7) samples of projects the Offeror has completed that demonstrate product diversity and competence in completing projects. These samples must be accompanied by the client information, including the name of a contact person who can act as a reference, a description of the nature, size and complexity of the project and the agreed fee arrangements.
5. Provide a description of the Offeror's approach/methodology for completing the services requested in Section Four of this RFQ.
6. Provide any additional information explaining why the Offeror would produce work superior to that of another business.

C. SYSTEM SOFTWARE

Describe your technology capabilities with regard to printing equipment and MAC and PC systems that will be used to create the products listed in the scope of services. Please discuss your ability to interface with design software, including all Adobe products such as InDesign, Illustrator, Photoshop, PageMaker, etc.

D. PRESS AND BINDERY EQUIPMENT

Describe your in-house press and bindery equipment such as one, two and six-color press, level of bindery, such as being able to produce spiral bound, wire bound, etc. Describe the kind of collation and folding equipment you have. Describe the type of printing process you employ, such as staccato, offset printing and the kind of printing plates you use.

E. PRODUCTION SCHEDULE

Outline the production schedule to include the amount of time it will take to produce a full-color, multi-page, bound document from receipt of all files to delivery of the product.

F. COSTS/FEES

1. Provide a breakdown of costs for printing, reproduction, copying and binding services.
2. Identify any reduced fees charged to other municipalities, economic development or nonprofit organizations, and governmental agencies.

3. Identify any fees associated with a rush job.
4. Provide a list of any other fees or charges that may be applied to printing, reproduction, copying and binding services.

G. DRUG-FREE WORKPLACE

If the Offeror has implemented a drug-free workplace program, pursuant to Section 287.087, Fla. Stat., the Offeror should submit an affidavit of such.

H. MINORITY BUSINESS ENTERPRISE

If the Offeror is a minority business enterprise as defined in Section 288.703, Fla. Stat., the Offeror should submit an affidavit of such.

I. CERTIFICATION STATEMENT (Threshold Item)

The following shall be repeated in the Offeror's Response and signed by an individual authorized to bind the Offeror. Failure to include and provide a manual signature of the certification statement will result in rejection of the Response.

"I agree to abide by all conditions of RFQ 2009-04 and certify that all information provided in this Response is true and correct, that I am authorized to sign this Response for the Offeror and that the Offeror is in compliance with all requirements of the RFQ, including but not limited to, the certification requirements stated in Section Five of this RFQ."

Authorized Signature

**SECTION SEVEN
EVALUATION PROCESS**

Individual Committee members shall evaluate and rank the Responses independently. As indicated in this section, points shall be assigned to certain items presented in Section Six of this RFQ. The individual Committee members shall evaluate the Responses by reviewing the answers to each of the items and assigning points up to the maximum points allowed for each item. The Committee shall not use those items without points assigned in computing the numerical score, but shall use them as part of their evaluation and recommendation process, for informational purposes, or as a basis for possible disqualification. The Committee shall also use the various scored items as a part of its evaluation and recommendation process. Based on the criteria for selection, committee members shall rank each Response with the highest rank being "1".The Committee may conduct one or more public meetings during which members may

discuss their evaluations, make any adjustments deemed necessary to their evaluations to best serve the interests of Florida Housing’s mission, interview Offerors, observe presentations by Offerors, and develop a recommendation or series of recommendations to the Board. The Committee and/or Staff may make a recommendation, in addition to providing the ranking information and the information from the non-scored items to the Board for the Board to use in making the final selection. The Committee and/or Staff may also give the Board a written and/or verbal narrative describing the reasons for any recommendation. In the event of a tie, Florida Housing shall give preference to the Response certifying a drug-free workplace has been implemented in accordance with Section 287.087, Fla. Stat. If a tie continues to exist, Florida Housing shall give preference to minority business enterprises as defined in Section 288.703, Fla. Stat. Staff may recommend that the Board conduct oral interviews as part of the evaluation process to select the Offeror. The Board may use the Responses, the Committee’s ranking, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Offerors and any other information the Board deems relevant in its selection of Offerors to whom to award a Contract.

The Board may use the Responses, the Committee’s scoring, the non-scored items in the Responses, any other applicable or relevant information or recommendation provided by the Committee or Staff, any oral presentations of Offerors and any other information the Board deems relevant in its selection of Offerors to whom to award a Contract.

<u>Item Reference</u>	<u>Maximum Points</u>
B.1-B.6 Background, Experience and Personnel....	25
C. System Software.....	35
D. Press and Bindery Equipment.....	35
E. Production Schedule.....	25
F. Costs/Fees	15
 Total Points Available.....	 135

**SECTION EIGHT
AWARD PROCESS**

Florida Housing shall provide notice of its decision, or intended decision, for this RFQ on Florida Housing’s Website the next business day after the applicable Board vote. After posting, an unsuccessful applicant may file a notice of protest and a formal written protest in accordance with Section 120.57(3), Fla. Stat., et. al. Failure to file a protest within the time prescribed in Section 120.57(3), Fla. Stat., et. al. or failure to post the bond or other security required by law within the time allowed for filing a bond shall constitute a waiver of proceedings under Chapter 120, Fla. Stat.

