REQUEST FOR PROPOSALS

FOR

DOCUMENT PRODUCTION

RFP: 20-667-55-400889

STATE OF NEW MEXICO

ENVIRONMENT DEPARTMENT

MAY 17, 2002

1190 SAINT FRANCIS DRIVE

SANTA FE, NEW MEXICO 87505

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I. INTRODUCTION

A. PURPOSE OF THIS REQUEST FOR PROPOSALS.

The State Purchasing Agent, (SPA), in conjunction with the Secretary of the Environment Department (hereinafter referred to as the Agency), is requesting proposals for Document Production to support Agency bureaus.

The purpose of the this proposal is to select a contractor(s) to provide design, layout and production, printing, binding, trimming, folding, scoring, and mailing of publications including but not limited to newsletters, reports, pamphlets, and brochures.

This will be an Agency-wide Price agreement issued under the statutory authority of the New Mexico SPA (New Mexico Procurement Code, NMSA 1978, Sections 13-1-1 through 13-1-199). The SPA reserves the right to award contracts to multiple vendors. The purpose of this Request for Proposals (RFP) is to select an offeror or offerors as prime contractors.

B. SUMMARY, SCOPE OF WORK.

The scope of work shall consist of design, layout, production, printing, binding, trimming, folding, scoring and mailing of publications, to include the selection of materials and technical guidance necessary to produce the best quality product. Throughout this document, the terms 'printing' and 'document production' may be used interchangeably.

1. Goal. The goal of this RFP is to put into place price agreement(s) for document production and distribution services.

2. Price Agreement start date. The contract(s) shall begin on August 29, 2002 or as soon as possible thereafter, and end on August 29, 2004, with the possibility of renewal for an additional two-year extension.

3. Price Agreement extension. In no case will the price agreement(s), including all extensions thereof, exceed a total of four years in duration.

C. SCOPE OF PROCUREMENT.

The scope of procurement is to establish a contract(s) and a Services Schedule(s) covering a specified range of document production and distribution services from qualified offerors for a period of two years. Additional services not listed in this RFP or in the accompanying contract may be requested by the Agency.

The initial price agreement(s) will end on August 29, 2004, regardless of when the price agreement(s) are initiated.

This procurement may result in a multiple source award if it is deemed in the best interest of the State.

D. PROCUREMENT MANAGER.

The Agency has designated a Procurement Manager who is responsible for the conduct of this procurement. Name, address, and telephone number of the Procurement Manager are listed below.

Tacy Van Cleave
New Mexico Environment Department
2905 Rodeo Park Drive East, Building 1
Santa Fe, NM 87505-6303
(505) 845-5824 (Telephone, Albuquerque number)
(505) 845-5853 (Fax)
Tacy_VanCleave@nmenv.state.nm.us (E-mail)

All deliveries via express carrier or USPS should be addressed to the Procurement Manager at the address above.

Any inquiries or requests regarding this procurement should be submitted to the Procurement Manager in writing. Offerors must contact ONLY the Procurement Manager regarding the procurement; other state employees do not have the authority to respond on behalf of the Agency.

E. DEFINITION OF TERMINOLOGY.

1. Agency. Agency means the New Mexico Environment Department.

2. Agreement. Agreement means an agreement for the procurement of fixed price services.

3. Contractor. Contractor shall mean successful offeror(s).

4. Determination. Determination means the written documentation of a decision of a procurement manager including findings of fact required to support a decision. A determination becomes part of the procurement file to which it pertains.

5. Desirable. Desirable means that the terms “may”, “can”, “should”, “preferably”, or “prefers” identify desirable or discretionary items or factors.

6. DFA. DFA means the Department of Finance and Administration for the State of New Mexico.

7. Evaluation Committee. Evaluation Committee means a body appointed by the Agency management to evaluation offeror proposals.

8. Evaluation Committee Report. Evaluation Committee report means the report prepared by the Procurement Manager and the Evaluation Committee for submission to the State Purchasing Agent for contract award. The Evaluation Committee Report

contains all written determinations resulting from the conduct of a procurement requiring the evaluation of competitive sealed proposals.

9. Finalist. Finalist means an offeror who meets all the mandatory specification of the Request for Proposal and whose score on evaluation factors is sufficiently high to qualify that offeror fur further consideration by the Evaluation Committee.

10. Mandatory. Mandatory means that the terms "must", "shall", "will", "is required", or "are required" identify a mandatory item or factor. Failure to meet a mandatory item or factor will result in the rejection of the offeror's proposal, unless all of the offerors fail to meet the same mandatory item.

11. Multiple source award. Multiple source award means an award of an indefinite quantity price agreement for one or more similar services or items of tangible personal property to more than one offeror.

12. NMED. NMED means the New Mexico Environment Department.

13. Offeror. Offeror means any person, partnership, or corporation who chooses to submit a proposal.

14. Procurement Manager. Procurement Manager means the person or designee authorized by the Agency to manage or administer a procurement requiring the evaluation of competitive sealed proposals.

15. Purchase order. Purchase order means the document which directs a contractor to deliver services pursuant to an existing contract.

16. Request for Proposal, or RFP. Request for Proposal, or RFP, means all documents, including those attached or incorporated by reference, used by the Agency for soliciting proposals.

17. Responsible offeror. Responsible offeror means an offeror who submits a responsive proposal and who has furnished information and data to prove its financial resources, production and service facilities, personnel, service reputation, and experience are adequate to make satisfactory delivery of the services described in the proposal.

18. Responsive offer or responsive proposal. Responsive offer or responsive proposal means an offer or proposal which conforms in all material respects to the requirements set forth in the RFP. Material respects of an RFP include, but are not limited to price, quality, quantity and delivery requirements.

19. State Purchasing Agent, or SPA. State Purchasing Agent, or SPA means the purchasing agent for the State of New Mexico, or a designated representative.

20. Services Schedule, or SS. Services Schedule, or SS, means a complete list, grouped by major product categories, of the products and services provided by the offeror which consists of an item number, item description, and the Agency's price for each product or service.

F. BACKGROUND INFORMATION.

The Department's mission is to provide the highest quality of life throughout the State of New Mexico by promoting a safe, clean, and productive environment.

1. Our commitment. Meeting the goals of our mission, we are committed to:

    a. Providing clear articulation of our goals, standards, and expectations in a professional manner so that employees and the public can make informed decisions and be actively involved in setting priorities;

    b. Promoting environmental awareness through the practice of open and direct communication and sound decision-making by carrying out the mandates and initiatives of the Department in a fair and consistent manner.

2. The Agency's goals and objectives. We, as custodians of our environment, will:

    a. Continue to meet our statutory responsibilities to protect the health of our citizens and environmental quality of the State of New Mexico.

    b. Focus our attention on the highest risk environmental problems.

    c. Deliver the best possible service at the lowest possible cost to our customers, and will effectively manage our financial and human resources.

    d. Implement innovative programs and operating procedures which help department functions to be more efficient and cost effective, including reorganization, outsourcing, and privatizing where appropriate.

    e. Increase public understanding and awareness of environmental issues, promote health and workplace safety, and attain voluntary compliance wherever possible in preference to legal enforcement actions.

    f. Work with our congressional delegation, the U.S. Environmental Protection Agency, the State Legislature and the regulated community to amend statutes when necessary to benefit New Mexico.

    g. Eliminate rules and regulations that have proven non-beneficial.

    h. Emphasize pollution prevention, conservation and recycling programs that are founded on common sense and economic benefit; and

i. Encourage the use of cost-effective and innovative environmental technologies while working to promote New Mexico's environmental equipment and service sector.

The New Mexico Environment Department was established under the provisions set forth in the Department of the Environment Act by the 40th Legislature, enacted July 1, 1991 (Laws of 1991, Chapter 25).

The New Mexico Environment Department Secretary's Office is located in the Harold Runnels Building, 1190 St. Francis Drive, Santa Fe, New Mexico.

II. CONDITIONS GOVERNING THE PROCUREMENT

A. SEQUENCE OF EVENTS

The Procurement Manager will make every effort to ensure that the following sequence of events is followed. Offerors who do not meet the required dates may be disqualified from further competition. The following chart lists all actions associated with the procurement, the due date, and which party is responsible for meeting the due date.

Action	Responsibility	Date
1 . Issue the RFP	Agency, SPA	05/17/02
2. Pre-Proposal Conference	Agency, Potential Offerors	05/30/02
3. Distribution List Response	Potential Offerors	06/10/02
4. Distribute Proposal Sample Requirements	Evaluation Committee	06/11/02
5. Deadline to Submit Final Questions	Potential Offerors	06/12/02
6. Provide Response to Written Questions	Agency	06/24/02
Provide RFP Amendments, if any	Agency	06/24/02
7. Submission of Proposal	Offerors	07/03/02
8. Proposal Evaluation	Evaluation Committee	07/08/20-7/17/02
9. Selection of Finalists	Evaluation Committee	07/18/02
10. Distribute Demonstration Agenda	Evaluation Committee	07/23/02
11. Best and Final Offer from Finalist(s)	Offeror	08/01/02

12. Product Demonstration and Oral Presentation by Finalists	Offeror	08/06/02
13. Finalize Price Agreement(s)	Agency, Offeror	08/16/02-08/28/02
14. Price Agreement(s) Award	Agency, SPA	08/30/02
15. Protest Deadline	Offeror	09/16/02

B. EXPLANATION OF EVENTS

The following paragraphs describe the activities listing in the sequence of events shown in Section II, Paragraph A, page 5.

1. Issue the RFP. The RFP is being issued by the Agency and the State Purchasing Division of the General Services Department May 17, 2002. Additional copies of the RFP can be obtained from the Procurement Manager or from the State Purchasing Division at www.state.nm.us/spd.

2. Pre-Proposal Conference. A pre-proposal conference will be held on May 30, 2002 at 9:30 AM Mountain Standard Time in Conference Room A in 2905 Rodeo Park Drive East, Santa Fe, NM. Potential offerors are encouraged to submit written questions in advance of the conference to the Procurement Manager (see Section I, Paragraph D, page 2). The identity of the organization submitting the question(s) will not be revealed to other potential offerors. Additional written questions may be submitted at the conference. All written questions will be addressed at the conference. A public log will be kept of the names of potential offerors that attended the pre-proposal conference. Attendance at the pre-proposal conference is not a prerequisite for submission of a proposal.

3. Distribution List Response. Potential offerors must hand deliver, return by facsimile, or by registered or certified mail the "Acknowledgment of Receipt of Request for Proposals Form" that accompanies this document (see Appendix A) to have their organization placed on the procurement distribution list. The form should be delivered to the Procurement Manager. The form must be signed by an authorized representative of the organization, dated, and received by the Procurement Manager by the close of business on June 10, 2002. If offerors choose to return the distribution list response by facsimile, they should follow up to ensure it has been received. If the offeror chooses to use registered or certified mail, the Procurement Manager is under no obligation to accept responses that are received after the Distribution List Response deadline, even if the mailing date should have been adequate to ensure receipt by deadline. The procurement distribution list will be used for the distribution of written responses to questions and distribution of any RFP Amendments, and also the Sample Distribution list. Failure to return the form under the conditions described above shall constitute a presumption of receipt and rejection of the RFP, and the potential offeror's organization name shall not appear on the distribution list.

4. Distribute Proposal Sample Requirements. Proposal sample requirements packets will be distributed to offerors on June 11, 2002. Each offeror should specify on the Distribution List Response which method they wish to utilize to receive their proposal sample requirements. Offerors have the opportunity to receive the sample requirements via diskette, CD, or e-mail. Each proposal sample requirements packet will contain news articles, pictures, clip-art, and graphics. Each proposal packet will be the same; the Agency reserves the right to submit other or additional materials as part of the packet. CDs and diskettes will not be mailed or delivered; offerors should contact the Procurement Manager to make arrangements to pick up their packet on the appointed date should they wish to receive their packets via CD or diskette. If the offeror fails to pick up CDs or diskettes, or fails to notify Procurement Manager that the email distribution was not received, the Agency will not extend the sample preparation due date.

5. Deadline to Submit Final Questions. Potential offerors may submit additional written questions as to the intent or clarity of the RFP until close of business on June 12, 2002. All written questions must be addressed to the Procurement Manager (see Section I, Paragraph D).

6. Provide Response to Written Questions and Amendments to RFP, if any. Written responses to written questions and any RFP Amendments will be distributed on June 24, 2002 to all potential offerors whose organization name appears on the procurement distribution list. An Acknowledgment of Receipt Form will accompany the distribution package. The form should be signed by the offeror's representative, dated, and hand-delivered or returned by facsimile or by registered or certified mail by the date indicated, to the Procurement Manager. If the offeror chooses to return the form by facsimile, they should follow up to ensure it has been received. If the offeror chooses to use registered or certified mail, the Procurement Manager is under no obligation to accept responses that are received after the deadline, even if the mailing date should have been adequate to ensure receipt by deadline. Failure to return this form shall constitute a presumption of receipt and withdrawal from the procurement process. Therefore, the offeror's organization name shall be deleted from the procurement distribution list.

7. Submission of Proposal. **ALL OFFEROR PROPOSALS MUST BE RECEIVED FOR REVIEW AND EVALUATION BY THE PROCUREMENT MANAGER OR HER DESIGNEE NO LATER THAN 4:00 PM MOUNTAIN STANDARD TIME ON JULY 03, 2002. PROPOSALS RECEIVED AFTER THIS DEADLINE WILL NOT BE ACCEPTED**. The date and time will be recorded on each proposal. Proposals must be addressed and delivered to the Procurement Manager at the address listed in Section I, Paragraph D, page 2. Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Printing Services Request for Proposals. Proposals submitted via facsimile or email will NOT be accepted.

8. Proposal Evaluation. The evaluation of proposals will be performed by an evaluation committee appointed by Agency management. This process will take place between July 08, 2002 and July 17, 2002. During this time, the Procurement Manager may, at her option, initiate discussions with offerors who submit responsive or potentially responsive proposals for the purpose of clarifying aspects of the proposals, but proposals may be accepted and evaluated without such discussion. Discussions shall NOT be initiated by the offerors. Offerors who contact the Procurement Manager or evaluation committee during the evaluation period may, at the Procurement Manager's discretion, be excluded from consideration.

9. Selection of Finalists. The Evaluation Committee will select and Procurement Manager will notify the finalist offeror(s) on July 18, 2002. Only finalists will be invited to participate in the subsequent steps of the procurement. The schedule for oral presentations and product demonstrations will be determined at this time.

10. Distribute Demonstration Agenda. To ensure that offerors have an equal opportunity for adequate preparation, demonstration agenda will be distributed by the Procurement Manager to all offerors on July 23, 2002. A demonstration agenda will be prepared which will identify the items to be shown and the products to be used during the demonstration. This material will be the foundation for the evaluation of the demonstration phase of the procurement. The Evaluation Committee may, at its option, request that an offeror demonstrate any product or capability included in the offeror's proposal.

11. Best and Final Offer from Finalist(s). Finalist offeror(s) may be asked to submit revisions to their proposals for the purpose of obtaining best and final offers by August 01, 2002. Best and final offers may be clarified and amended at the finalist offeror's oral presentation and demonstration.

12. Product Demonstration and Oral Presentation by Finalist(s). Finalist offeror(s) will be required to present their proposals to the Evaluation Committee. The Procurement Manager will schedule the time for each offeror presentation. All offeror presentations will be held in the Hazardous Waste Bureau's Conference room located at 2905 Rodeo Park Drive East, Building 1, Santa Fe, New Mexico, beginning August 06, 2002. Each presentation will be limited to a maximum duration of 1.5 hours and should entail both oral presentations and product demonstration.

13. Finalize Price Agreement(s)/Contract Negotiations. The contract will be finalized with the most advantageous offeror(s) between August 16, 2002 and August 28, 2002. In the event that mutually agreeable terms cannot be reached within the time specified, the Agency reserves the right to finalize a contract with the next most advantageous offeror(s) without undertaking a new procurement process.

14. Price Agreement(s) Award. After review of the Evaluation Committee Report, the recommendation of the Agency management and the signed Price Agreement, the

State Purchasing Agent will award Price Agreement(s) on August 30, 2002. This date is subject to change at the discretion of the SPA. The Price Agreement(s) shall be awarded to the offeror(s) whose proposal is most advantageous, taking into consideration the evaluation factors set forth in the RFP. The most advantageous proposal may or may not have received the most points. The award is subject to appropriate State approvals.

15. Protest Deadline. Any protest by offeror must be timely and in conformance with Section 13-1-172 NMSA 1978 and applicable procurement regulations. The fifteen (15) day protest period for responsive offerors shall begin on the day following the contract award and will end as of close of business fifteen (15) days thereafter. Protests must be written and must include the name and address of the protester and the RFP number. It must also contain a statement of grounds for protest including appropriate supporting exhibits, and it must specify the ruling requested from NMED. The protest must be delivered to NMED, to the representative whose name and address are given below.

Ms. Margaret Trujillo, Bureau Chief
NMED - Procurement Bureau
Harold Runnels State Building, Room S4100
1190 Saint Francis Drive
Santa Fe, New Mexico 87505

Mailing Address:
PO Drawer 26110
Santa Fe, NM 87502-0110.

PROTESTS RECEIVED AFTER THE DEADLINE OF SEPTEMBER 16, 2002 WILL NOT BE ACCEPTED.

C. GENERAL REQUIREMENTS

This procurement will be conducted in accordance with the SPA's procurement regulations, 1.4.1 NMAC.

1. Acceptance of Conditions Governing the Procurement. Offerors must indicate their acceptance of the Conditions Governing the Procurement section in their letter of transmittal. Submission of a proposal constitutes acceptance of the Evaluation Factors contained in Section V of this RFP.

2. Incurring Cost. Any cost incurred by the offeror in preparation, transmittal, or presentation of any proposal or material submitted in response to this RFP shall be borne solely by the offeror.

3. Prime Contractor Responsibility. Any contract(s) that may result from this RFP shall specify that the prime contractor is solely responsible for fulfillment of the contract

with the Agency. The Agency will make contract payments to only the prime contractor(s).

4. Subcontractors. Subcontracting of services is permissible with the prior approval of the agency. Use of subcontractors must be clearly explained in the proposals, and subcontractors must be clearly identified by name. The prime contractor shall be wholly responsible for the terms and conditions in the contract whether or not subcontractors are used.

5. Amended Proposals. An offeror may submit an amended proposal before the deadline for receipt of proposals. Such amended proposals must be complete replacements for a previously submitted proposal and must be clearly identified as such in the transmittal letter. Agency personnel will not merge, collate, or assemble any proposal materials.

6. Offerors' Rights to Withdraw Proposal. Offerors will be allowed to withdraw their proposals at any time prior to the deadline for receipt of proposals. The offeror must submit a written withdrawal request signed by the offeror's duly authorized representative addressed to the Procurement Manager. The approval or denial of withdrawal requests received after the deadline for receipt of the proposals is governed by the applicable procurement regulations.

7. Proposal Offer Firm. Responses to this RFP, including proposal prices, will be considered firm for ninety (90) days after the due date for receipt of proposals or sixty (60) days after the receipt of a best and final offer, if one is submitted.

8. Disclosure of Proposal Contents. The proposals will be kept confidential until a contract is awarded by the SPA. At that time, all proposals and documents pertaining to the proposals will be open to the public, except for materials which are proprietary or confidential. The Procurement Manager will not disclose or make public any pages of a proposal on which the offeror has stamped or imprinted 'proprietary' or 'confidential', subject to the following requirements.

    a. Proprietary or confidential data shall be readily separable from the proposal in order to facilitate eventual public inspection of the non-confidential portion of the proposal. Confidential data is normally restricted to confidential financial information concerning the offeror's organization, and data that qualifies as a trade secret in accordance with the Uniform Trade Secrets Act, 57-3A-1 to 57-3A-7 NMSA 1978. The price of products offered or the cost of services proposed shall not be designated as proprietary or confidential information.

    b. If a request is received for disclosure of data which the offeror has designated confidential or propriety, the SPA shall examine the offeror's request and make a written determination that specifies which portions of the proposal should be disclosed. Unless the offeror takes legal action to prevent the disclosure, the proposal will be so disclosed. The proposals shall be open to

public inspection subject to any continuing prohibition on the disclosure of confidential data.

9. No Obligation. This procurement in no manner obligates the State of New Mexico or any of its agencies to the eventual rental, lease, purchase, etc. of any equipment, software, or services offered until a valid written contract is approved by the SPA and other appropriate authorities.

10. Termination. This RFP may be canceled at any time, any and all proposals may be rejected in whole or in part when the Agency determines such action to be in the best interest of the State of New Mexico.

11. Sufficient Appropriation. Any contract awarded as a result of this RFP process may be terminated if sufficient appropriations or authorizations do not exist. Such termination will be effected by sending written notice to the contractor. The Agency's decision as to whether sufficient appropriations and authorizations are available will be accepted by the contractor as final.

12. Legal Review. The Agency requires that all offerors agree to be bound by the General Requirements contained in this RFP. Any offeror concerns must be promptly be brought to the attention of the Procurement Manager.

13. Governing Law. The laws of the State of New Mexico shall govern this procurement and any contract with offerors that may result.

14. Basis for Proposal. Only information supplied by the Agency in writing, email, CD, or diskette through the Procurement Manager or in this RFP should be used as the basis for the preparation of an offeror proposal.

15. Contract Terms and Conditions. The contract between the Agency and a contractor will follow the format specified by the Agency and contain the terms and conditions set forth in Appendix B, "Contract Terms and Conditions". However, the Agency reserves the right to negotiate with a successful offeror provisions in addition to those contained in this RFP. The contents of this RFP, as revised and/or supplemented, and the successful offeror's proposal will be incorporated into and become part of the contract.

    a. Should an offeror object to any of the Agency's terms and conditions, as contained in this Section or in Appendix B, that offeror must proposed specific alternative language. The Agency may or may not accept the alternative language. General references to the offeror's terms and conditions or attempts at complete substitutions are not acceptable to the Agency and will result in disqualification of the offeror's proposal.

    b. Offerors must provide a brief discussion of the purpose and impact, if any, of each proposed change followed by the specific proposed alternate wording.

16. Offeror's Terms and Conditions. Offerors must submit, with the proposal, a complete set of any additional terms and conditions which they expect to have included in a contract negotiated with the Agency.

17. Agreement Deviations. Any additional terms and conditions, which may be subject of negotiation, will be discussed only between the Agency and the selected offerors and shall not be deemed an opportunity to amend the offeror's proposal.

18. Offeror Qualifications. The Evaluation Committee may make such investigations as necessary to determine the ability of the offeror to adhere to the requirements specified within this RFP. The Evaluation Committee will reject the proposal of any offeror they deem to be an irresponsible offeror, or who fails to submit a responsive offer as defined in 1.4.1.38 NMAC.

19. Right to Waive Minor Irregularities. The Evaluation Committee reserves the right to waive minor irregularities. The Evaluation Committee also reserves the right to waive mandatory requirements provided that all of the otherwise responsive proposals failed to meet the same mandatory requirements and the failure to do so does not otherwise materially affect the procurements. This right is at the sole discretion of the Evaluation Committee.

20. Change in Contractor Representatives. The Agency reserves the right to require a change in contractor representatives if the assigned representatives are not, in the opinion of the Agency, meeting its needs adequately.

21. Notice. The Procurement Code, Sections 13-1-1 through 13-1-199 NMSA 1978, imposes civil and misdemeanor criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for offerors who proffer bribes, gratuities, and kick-backs.

22. Agency Rights. The Agency reserves the right to accept all or a portion of an offeror's proposal.

23. Right to Publish. Throughout the duration of this procurement process and contract term, potential offerors, offerors, and contractors must secure from the Agency written approval prior to the release of any information that pertains to the potential work or activities covered by this procurement or the subsequent agreement. Failure to adhere to this requirement may result in disqualification of the offeror's proposal or termination of the agreement.

24. Ownership of Proposals. All documents and samples submitted in response to this RFP shall become the property of the Agency and the State of New Mexico.

25. Services Schedules (SS). The contractor may offer only equipment and services that are included in its individual SS. The items included on the contractor's SS must be within the scope of the procurement. The contractors will be encouraged to amend their SS on a periodic basis to ensure that the items under contract keep pace with advances in technology.

III. RESPONSE FORMAT AND ORGANIZATION

A. NUMBER OF PROPOSALS.

Only one proposal shall be submitted by each offeror for final consideration.

B. NUMBER OF COPIES.

Offerors shall deliver one original and four identical copies of their proposal to the location specified in Section 1, Paragraph D, on or before the closing date and time for receipt of proposals.

C. PROPOSAL FORMAT.

Responses consisting solely of marketing materials will be deemed non-responsive and rejected on that basis.

All proposals must be electronically printed on standard 8 1/2 x 11 paper and placed within a binder with tabs delineating each section. Larger paper is permitted for charts, spreadsheets, et cetra. The appropriate supporting forms provided to the offeror in Appendices A, C, and D must be completed. Proposals must be clear, complete, and concise.

D. PROPOSAL ORGANIZATION.

The proposal must be organized and indexed in the following format and must contain, at a minimum, all of the listed items in the given sequence. If an optional section is not provided, the tab should still be provided, and the inside page representing the tab should contain the following wordage: Optional Materials not Provided.

Index

Tab	Contents
A.	Letter of Transmittal
B.	Table of Contents

C. Proposal Summary (Optional)

D. Response to Technical Specifications

E. Response to Business Specifications

F. Quality Control/Quality Assessment Manual

G. Completed Cost Response Form (Appendix D)

H. Response to Agency Terms and Conditions

I. Offeror's Additional Terms and Conditions

J. Other Supporting Materials (Optional)

K. Services Schedule Showing Offeror's Services (following format of Cost Response Forms)

E. EXPLANATION OF ORGANIZATION.

Within each section of their proposal, offerors should address the items in the order in which they appear in this RFP. All forms provided in the RFP must be thoroughly completed and included in the appropriate section of the proposal. All discussion of proposed costs, rates, or expenses must occur only on the cost response form.

Any proposal that does not adhere to these requirements may be deemed non-responsive and rejected on that basis upon decision by the Evaluation Committee.

The proposal summary may be included by offerors to provide the Evaluation Committee with an overview of the technical and business features of the proposal; however, this material will not be used in the evaluation process unless specifically referenced from other portions of the offeror's proposal.

Offerors may submit supporting information that they feel enhances the quality of their proposal; these items should be included under Tab J.

If the Offeror feels it advantageous to produce work samples other than the ones required under the Proposal Sample, they may do so. However, these materials may be presented only at the Oral Presentation and Product Demonstration and should not be submitted with the proposal.

1. Tab A. Letter of Transmittal. Each proposal must be accompanied by a letter of transmittal. A copy of the letter of transmittal should be included under Tab A. The letter of transmittal must:

a. Identify the submitting organization.

b. Identify the name and title of the person authorized by the organization to contractually obligate the organization.

c. Identify the name, title, telephone number, and e-mail address (optional) of the person authorized to negotiate the agreement on behalf of the organization.

d. Identify the names, titles, and telephone numbers of persons to be contacted for clarification.

e. EXPLICITLY indicate acceptance of the Conditions Governing the Procurement stated in Section II, Paragraph C.1.

f. Be signed by the person authorized to contractually obligate the organization.

g. Acknowledge receipt of any and all amendments to this RFP.

2. Tab B. Table of Contents. Each proposal must contain a complete Table of Contents for the proposal information provided.

3. Tab C. Proposal Summary. This optional section should contain a brief summary of both the technical and business specifications. To be included in proposal evaluation, this section should be referenced in the main body of the Response to the RFP.

4. Tab D. Response to Technical Specifications. This section must contain the offeror's ability to meet the technical specifications of the RFP.

5. Tab E. Response to Business Specifications. This section must contain the offeror's ability to meet the business specifications of the RFP.

6. Tab F. Quality Control/Quality Assurance Manual. This section must contain the offeror's Quality Assurance Manual and quality assurance control procedures.

7. Tab G. Completed Cost Response Form. This section must contain a set of completed cost response forms, which are Appendix D in the RFP.

8. Tab H. Response to Agency Terms and Conditions. This section should contain the offeror's complete response to the Agency's terms and conditions listed in the RFP. Any items that the offeror disagrees with should be specifically noted in this section.

9. Tab I. Offeror's Additional Terms and Conditions. This section should list any additional terms and conditions the offeror extends to the Agency.

10. Tab J. Other Supporting Material. This section should contain any additional supporting materials the offeror wishes for the Agency to consider, including products and product lines not specifically requested by the Agency. This section should NOT contain additional work samples from the Offeror.

11. Tab K. Services Schedule Showing Offeror's Services. This section should contain a complete listing of the offeror's services. Offeror should follow the format of the cost response forms provided in Appendix D.

IV. SPECIFICATONS

A. TECHNICAL SPECIFICATIONS.

This section contains the technical tasks and other relevant information concerning the tasks to be performed by the contractor.

All offerors should respond to each price category with quotes from 0-500 copies; 501-1000 copies; 1001-1500 copies; 1501-2000 copies. These prices will be used to evaluate the relative price structure of each offeror.

All copy will be provided by the Agency with a hand-written draft, hard-copy typed draft, with PageMaker, with Quark, or MSWord (97 - 2000; to be upgraded yearly). Photographs will be provided in universal .jpg format.

All offerors must demonstrate their capability to perform the services described below.

1. Reports. Offerors need to indicate the capability to produce a report with the following technical specifications.

    a. Finished size: 8 1/2" x 11".

    b. Report sizes of 28 inside pages, 32 inside pages, and 36 inside pages (produced on 7-9 sheets of 8 1/2" x 22" sheets folded in half, and/or 14 - 18 sheets of 11" x 17" sheets folded in half).

    c. Front/back outside covers must include black print, black plus one color, and black plus four colors.

    d. Front/back inside covers must include black print, black plus one color, and black plus four colors.

e. Inside pages must include black print, black plus one color, and black plus four colors.

f. Ink must be soy based or other environmentally preferable ink.

g. Covers must include a 4 page cover; a front/back cover; an inside cover; an 80# wax-coated cover stock, or a 80# Royal cover stock.

h. Paper must include white color, 70# uncoated text inside; a large percentage of recycled (at least 30% post consumer or Kenaf); or some combination of recycled and environmentally preferable papers.

i. Binding must include saddlestitched, saddle-stapled (in crease) and GBC (comb) bindings.

2. Mailing Services. Offerors need to indicate the capability to provide mailing services that meet the following technical specifications:

   a. Tabbing with single tab and double tab.

   b. Labels with imprint address labels.

   c. Insert publications into 9" x 12" envelopes; and insert publications into a size 10 envelope.

   d. Sort by zip code.

   e. Postage services need to include paying bulk mailing of 0.6 ounce publications and 5.7 ounce publications.

3. Miscellaneous Services. Offerors must indicate the capability to provide additional services that meet the following technical specifications:

   a. Layout of copy, including prepress, formatting, placement, and typesetting; camera scan and manipulation of images; trimming.

   b. Newsletters of 6 or 8 pages (one 11" x 17" sheet plus one 8 1/2" x 11" sheet; or two 11" x 17" sheets or one 8 1/2" x 22" sheet), including collating. Front/back outside covers should be black print, black print plus one color, and black print plus four colors. Front/back inside covers should be black print, black print plus one color, and black print plus four colors. Inside pages should be black print, black plus one color, and black print plus four color. The newsletter should be foldable to 5 1/2" x 8 1/2".

c. Brochures and pamphlets of 8 1/2" x 11" sized; 2 page. Front/back should be printed with black, black plus one color, black plus two colors, black plus three colors, and black plus four colors. Brochures should be trifolded and bifolded.

B. BUSINESS SPECIFICATIONS.

Offerors must meeting the following specifications in their business operations and response to the RFP.

1. Door to Door Shipping. Offerors must provide door to door shipping at no extra cost.

2. Proof Copies. Offerors must consent to include a complete set of blue line and/or proof copies for each completed project, free of charge to the submitting bureau.

3. Acceptance of Draft Materials. Offerors must consent to accept materials in hand-written copy; hard copy; via email, PageMaker, Quark, or MSWord (97 - 2000, upgradable yearly). Photographs will be supplied to the offeror in .jpg format.

4. References. Offerors must submit five (5) customer references for previous clients who have received services similar to those in the RFP. Each reference must include the organization name, name of the contact person, address and telephone number, and description of the services provided. E-mail address can be provided at the offeror's option. While the Agency does not expect each reference to be able to verify each form of document production, the offeror should provide references who will be able to verify as many forms of document production as possible.

5. Financial History. Offerors must complete a financial history forms (included in Appendix C). Offerors must include a resume for the owner, partners, or CEO or corporate principals.

6. Services Scheule. Offerors must include a completed services schedule for all of the services listed in Section IV.A above. A proposed generic service schedule and cost formula should be included for services not listed in Section A above. The proposed costs must include all services required for a completed publication, as well as including any costs associated with the production of the finished product. The Services Schedule should follow the format of the Cost Response Form attached as Appendix D.

7. Software. Offerors must list what software they hold, what versions, what operating system they are using, and what software they can convert, including all versions.

8. Resumes. Resumes for plant manager, project manager, technical manager, and lead operator must be provided.

9. Agency Support. Offerors must include a statement that they are aware that the Agency does not offer in-house support for work completed in response to this RFP; nor will the Agency provide in-house support for work completed as a result of a signed agreement between Agency and offeror.

10. Questions from Evaluation Committee and Procurement Manager. If selected as finalist(s), offerors agree to provide the Procurement Manager and the Evaluation Committee the opportunity to question the offeror's representative and pertinent technical staff regarding any portion of the proposal or work samples at the oral presentation and product demonstration.

V. EVALUATION

A. EVALUATION POINT TABLE.

The following is a summary of evaluation factors and the point value assigned to each. These weighted factors will be used in the evaluation of the individual offeror proposals. Only finalist offerors will received points for project demonstration.

Specification	Points
1. Experience in Document Production and Distribution Services	
a. Proposed project staff members' technical experience	25
b. References	100
2. Ability to perform services; comprehensiveness of services available	100
3. QA/QC Manual and Procedures	25
4. Cost	300
5. Oral Presentation and Product Demonstration	100
6. Ability to Meet Specified Turnaround Times	75
7. Financial History (Financial History Forms and Resumes) (Appendix C)	75
8. Quality of Sample	200
Total	1000

B. EVALUATION FACTORS.

Points will be awarded on the basis of the following evaluation factors.

1. Experience in Document Production and Distribution Services. Up to 125 points will be awarded based on a combination of staff members' technical experience and evaluation of references.

    a. Proposed project staff members' technical experience. Up to 25 points will be awarded based on the experience of staff members responsible for layout, production, structure, and thoroughness of publications and their distribution. Resumes for key personnel include managers, assistant managers, project managers, and lead operators.

    b. References. Up to 100 points will be awarded based on the evaluation of offeror's work for previous clients receiving similar services.

2. Ability to Perform Services; Comprehensiveness of Services Available. Up to 100 points will be awarded based on the offeror's ability to perform all of the services listed in Section IV.A, and the comprehensiveness of the offeror's available services.

3. QA/QC Manual and Procedures. Up to 25 points will be awarded on the thoroughness of the offeror's Quality Control/Quality Assurance Manual, as well as the thoroughness of the quality control in the sample provided to the Agency.

4. Cost. Up to 300 points will be awarded based on the evaluation of the offeror's costs proposal. Evaluation will be conducted using the following formula:

$$\frac{\text{Lowest responsive offer fixed cost}}{\text{this offeror's fixed cost}} \times 300 = \text{Award Points}$$

5. Oral Presentation and Product Demonstration. Up to 100 points will be awarded to finalist offeror(s) for their oral presentation and product demonstration. Points will be based upon clarity of presentation, ability to answer technical questions, and demonstrated abilities of the services listed in section IV.A.

6. Ability to Meet Specified Turnaround Times. Up to 75 points will be awarded based on offeror's ability to meet turnaround times.

7. Financial History based on Financial History Forms and Resumes. Up to 100 points will be awarded based on the financial stability of the offeror. Financial stability will be based on the data submitted on the Financial History Form (Appendix C) and on the evaluation of resumes of the owner, partners, or corporate principals.

8. Quality of Sample. Up to 200 points will be awarded for the quality of the sample produced as part of the proposal package. Points will be awarded for aesthetics,

proofreading, quality assurance, print quality, and design manipulation of text and photographs.

C. EVALUATION PROCESS.

All offeror proposals will be reviewed for compliance with the mandatory requirements stated within the RFP. Proposals deemed non-responsive by the Evaluation Committee will be eliminated from further consideration.

1. Clarification. The Procurement Manager may contact the offeror for clarification of the response at any point in the procurement process, as specified in Section II, Paragraph B, page 6.

2. Other Sources of Information. The Evaluation Committee may use other sources of information to perform the evaluation, as specified in Section II, Paragraph C, page 10.

D. SELECTION OF FINALIST(S)

Responsive proposals will be evaluated on the factors in Section V which have been assigned a point value. The responsible offerors with the highest scores will be selected as finalist offeror(s) based upon the proposals submitted.

Finalists offeror(s) who are asked to choose to submit revised proposals for the purpose of obtaining best and final offers will have their points recalculated accordingly. Points awarded from the oral presentation and product demonstrations will be added to previously assigned points to attain final scores. If more than offeror has attained the same score, the Evaluation Committee can add up to 25 points for a minority owned business and up to 25 points for a female owned business.

The top four (4) responsible offerors whose proposals are most advantageous to the Agency, taking into consideration the evaluation factors in Section V, will be recommended for contract award to the State Purchasing Agent as specified in Section II, Paragraph B, page 6.

Offerors should note that a serious deficiency in the response to any one factor may be grounds for rejection of the proposal, regardless of overall score, if the Evaluation Committee deems the deficiency to be of such import that, in their judgment, the needs of the Agency could not be met by offeror.

APPENDIX A

Acknowledgment of Receipt Form

REQUESTS FOR PROPOSALS
DOCUMENT PRODUCTION

In acknowledgment of receipt of this Request for Proposal the undersigned agrees that they have received a complete copy, beginning with the title page and table of contents, and ending with Appendix D, consisting of a total of 43 pages.

The acknowledgment of receipt should be signed and returned to the Procurement Manager no later than close of business on May 20, 2002. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of all offeror written questions and the Agency's written responses to those questions as well as RFP amendments, if any are issued. Only potential offerors who elect to return this form completed with the indicated intention of submitting a proposal will receive copies of the proposal sample packet.

FIRM: _____

REPRESENTED BY: _____

TITLE: _____ PHONE NO.: _____

E-MAIL:_____FAX NO.: _____

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

SIGNATURE: _____ DATE: _____

This name and address will be used for all correspondence related to the Request for Proposal.

Firm does/does not (circle one) intend to respond to this Request for Proposals.

Tacy Van Cleave
New Mexico Environment Department
2905 Rodeo Park Drive East, Building 1
Santa Fe, NM 87505-6303
(505) 845-5824 (Phone, Albuquerque number)
(505) 845-5853 (Fax)
Tacy_VanCleave@nmenv.state.nm.us

APPENDIX B

STATE OF NEW MEXICO
ENVIRONMENT DEPARTMENT
PRICE AGREEMENT

THIS CONTRACT is made and entered into by and between the State of New Mexico Environment Department, hereinafter referred to as NMED, and _____, hereinafter referred to as Contractor.

IT IS MUTUALLY AGREED BETWEEN THE PARTIES:

1. Scope of Work.

   A.

   B.

   C.

2. Compensation. (this section looks slightly different for Programs)

   A. NMED shall compensate the Contractor for satisfactory performance of specific services according to the Scope of Work. Contractor shall be paid at the rate of _____ per (hour/day/etc).

   B. The total amount payable under this contract shall not exceed _____including New Mexico gross receipts tax.

   C. NMED shall pay to Contractor the New Mexico gross receipts tax levied on the amounts payable under this contract.

   D. Payment shall be made upon receipt of detailed, certified invoices. Invoices shall be submitted to:

      New Mexico Environment Department
      Contact Name
      1190 St. Francis Drive
      P.O. Box 26110
      Santa Fe, NM 87502

   E. Within fifteen days after the date NMED receives written notice from the Contractor that payment is requested for services or items of tangible personal property delivered on site and received, NMED shall issue a written certification of complete or partial acceptance or rejection of the

services or items of tangible personal property. If NMED finds that the services or items of tangible personal property are not acceptable, it shall, within thirty days after the date of receipt of written notice from the Contractor that payment is requested, provide to the Contractor a letter of exception explaining the defect or objection to the services or delivered tangible personal property along with details of how the Contractor may proceed to provide remedial action. Upon certification by NMED that the services or items of tangible personal property have been received and accepted, payment shall be tendered to the Contractor within thirty days after the date of certification. If payment is made by mail, the payment shall be deemed tendered on the date it is postmarked. After the thirtieth day from the date that written certification of acceptance is issued, late payment charges shall be paid on the unpaid balance due on the contract to the Contractor at the rate of .2 percent per month.

3. Term.

This contract shall not become effective until approved by the Department of Finance and Administration. This contract shall terminate on June 30, 2002, unless terminated pursuant to paragraph 4, *infra*, or paragraph 5.

4. Termination.

This contract may be terminated by either party upon written notice delivered to the other party at least sixty (60) days before the intended date of termination. By such termination, neither party may nullify obligations already incurred for performance or failure to perform before the date of termination. THE PROVISION IS NOT EXCLUSIVE AND DOES NOT WAIVE OTHER LEGAL RIGHTS AND REMEDIES AFFORDED THE STATE IN SUCH CIRCUMSTANCES AS CONTRACTOR'S DEFAULT/BREACH OF CONTRACT.

5. Appropriations.

The terms of this contract are contingent upon sufficient appropriations and authorization being made by the Legislature of New Mexico and/or the U. S. Congress for the performance of this contract. If sufficient appropriations and authorization are not made by the Legislature and/or U.S. Congress, this contract shall terminate upon written notice being given by the NMED to the Contractor. The NMED's decision as to whether sufficient appropriations are available shall be accepted by the Contractor and shall be final.

6. Status of Contractor.

The Contractor and its agents and employees are independent contractors performing professional services for NMED and are not employees of the State of

New Mexico. The Contractor and its agents and employees shall not accrue leave, retirement, insurance, bonding, use of state vehicles, or any other benefits afforded to employees of the State of New Mexico because of this price agreement.

7. Assignment.

The Contractor shall not assign or transfer any interest in this price agreement or assign any claims for money due or to become due under this price agreement without the prior written approval of NMED.

8. Subcontracting.

The Contractor shall not subcontract any portion of the services to be performed under this price agreement without the prior written approval of NMED.

9. Records and Audit.

The Contractor shall maintain detailed time records that show the date, time and nature of the services rendered. These records shall be subject to inspection by NMED, the Department of Finance and Administration, and the State Auditor. NMED shall have the right to audit billings both before and after payment. Payment under this price agreement does not foreclose the right of NMED to recover excessive or illegal payments.

10. Release.

Upon final payment of the amount due under this price agreement, Contractor releases NMED, its officers and employees and the State of New Mexico from all liabilities, claims and obligations whatsoever arising from or under this price agreement. The Contractor agrees not to purport to bind the State of New Mexico to any obligation not assumed herein by the State of New Mexico, unless Contractor has express written authority to do so, and then only within the strict limits of that authority.

11. Confidentiality

Any confidential information provided to the Contractor in the performance of this price agreement shall be kept confidential. Contractor shall not make such information available to any individual or organization without the prior written consent of NMED.

12. Product of Service – Copyright.

All materials the Contractor develops or acquires under this price agreement shall become the property of the State of New Mexico and shall be delivered to NMED

no later than the termination date of this price agreement. Nothing the Contractor produces, in whole or in part, under this price agreement shall be the subject of an application for copyright by Contractor or on Contractor's behalf.

13. Conflict of Interest.

The Contractor warrants that Contractor currently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required under the price agreement. The Contractor certifies that the requirements of the Governmental Conduct Act, Sections 10-16-1 through 10-16-18 NMSA 1978, regarding contracting with a public officer or state employee have been followed.

14. Amendment.

This price agreement shall not be altered, changed or amended except by instrument in writing executed by the parties hereto.

15. Merger.

This price agreement incorporates all the agreements, covenants and understandings between the parties hereto concerning the subject matter hereof, and all such covenants, agreements and understandings have been merged into this written contract. No prior agreements or understandings, verbal or otherwise, of the parties or their agents shall be valid or enforceable unless embodied in this contract.

16. Notice.

The Procurement Code, NMSA 1978, §§13-1-28 through 13-1-199 imposes civil and criminal penalties for its violation. In addition, the New Mexico criminal statutes impose felony penalties for illegal bribes, gratuities and kickbacks.

17. Equal Opportunity Compliance.

The Contractor agrees to abide by all Federal and State laws and rules and regulations, and executive orders of the Governor of the State of New Mexico, pertaining to equal employment opportunity. In accordance with all such laws of the State of New Mexico, the Contractor agrees to assure that no person in the United States shall, on the grounds of race, religion, color, national origin, ancestry, sex, sexual preference, age or handicap, be excluded from employment with or participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity performed under this price agreement. If Contractor is found to not be in compliance with these requirements during the life of this price agreement, Contractor agrees to take appropriate steps to correct these deficiencies.

18. Applicable Law.

This contract shall be governed by the laws of the State of New Mexico.

19. Workers' Compensation.

The Contractor agrees to comply with the state laws and rules applicable to workers' compensation benefits for its employees. If the Contractor fails to comply with the Workers' Compensation Act and applicable rules when required to do so, this agreement may be terminated by the contracting agency.

20. Suspension and Debarment

Contractors receiving individual awards for $100,000 or more and all subrecipients must certify that the organization and its principals are not suspended or debarred. The non-Federal entities may rely upon the certification unless it knows that the certification is erroneous.

21. Other Provisions

None

IN WITNESS WHEREOF, the parties have hereto set their hands.

STATE OF NEW MEXICO	**CONTRACTOR**
By: _____	**By**: _____
Peter Maggiore	Xxxxxxx Xxxxxxxx
Secretary of Environment	President or whatever title
Date: _____	**Date:** _____

AWARD OF CONTRACT FOR THE STATE OF NEW MEXICO ENVIRONMENT DEPARTMENT

By: _____

Louis Higgins
State Purchasing Agent

Date: _____

APPENDIX C

THREE YEAR FINANCIAL HISTORY FORM

OFFEROR NAME:

Signature of Authorized Representative:

Measure	Year 1 (1998)	Year 2 (1999)	Year 3 (2000)
Total Current Assets			
Total Current Liabilities			
Cash & Equivalents			
Trade receivables			
Net Sales			
Cost of sales			
Annual Interest Expenses			
Earnings Before Interest & Taxes			
Net Fixed Assets			
Tangible Net Worth			
Profit Before Taxes			
Total Assets			

Signature of Authorized Representative:

Additional space available on this page

APPENDIX D: COST RESPONSE FORMS

Please provide a price in each of the light-grey highlighted cells

(Also to be used as format for Services Schedule)

REPORTS					
Report size :	# of Copies				
Unit price per four pages	0-500	501-1000	1001-1500	1501-2000	2000+
28 inside pages					
32 inside pages					
36 inside pages					
Color:					
Front/back outside cover – black print					
Front/back outside cover – black print + 1 color					
Front/back outside cover – black print plus 4 color					
Front/back inside cover – black print					
Front/back inside cover – black print + 1 color					
Front/back inside cover – black print + 4 color					
Inside pages – black print					
Inside pages – black print + 1 color					
Inside pages – black print + 4 color					
Ink:					
Soy or other environmentally preferable ink					
Cover:					
Front/back cover					
Inside cover					
80# wax-coated cover stock					
80# Royal Cover stock					

Paper:					
White color 70# uncoated text at least 30% post consumer recycled					
Kenaf paper					
Other combination environmentally preferable paper					

Binding:					
Saddlestitched					
Saddle-stapled (in crease)					
GBC (comb) binding					

	# of Copies				
	0-500	501-1000	1001-1500	1501-2000	2000+
MAILING SERVICES					
Tabbing:					
Single tab					
Double tab					
Label:					
Imprint address labels					
Insert:					
Insert publication into 9" x 12” envelope					
Insert publication into a size 10 envelope					
Sort:					
Zip code sort					
Postage:					
Bulk mailing for 0.6 ounce publication					
Bulk mailing for 5.7 ounce publication					

MISCELLANEOUS					
COPY LAYOUT and DESIGN (enter price per hour) including prepress, format, placement, and typesetting					
CAMERA SCAN (enter price per unit)					

	# of Copies				
	0-500	501-1000	1001-1500	1501-2000	2000+
TRIMMING					

NEWSLETTER	# of Copies				
Newsletter size:	0-500	501-1000	1001-1500	1501-2000	2000+
6 pages					
8 pages					
Color:					
Front/back outside cover – 4 color					
Front/back outside cover – black					
Front/back outside cover – black + 1 color					
Front/back inside cover – 4 color					
Front/back inside cover – black					
Front/back inside cover – black + 1 color					
Inside pages – 4 color					
Inside pages – black					
Inside pages – black + 1 color					
Folding:					
Fold to 5 ½ to 8 ½ “					

BROCHURES/PAMPHLETS	# of Copies				
Brochure Size:	0-500	501-1000	1001-1500	1501-2000	2000+
2 page					
Color:					
Front/back – black					
Front/back – black + 1 color					
Front/back – black + 2 color					
Front/back – black + 3 color					
Front/back – black + 4 color					
Folding:					
Trifold					
Bifold					