

**Parkrose School District  
Request for Proposals – Reproduction & Print Services for Bond Projects  
January 24, 2012**

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Overview:

The Parkrose School District (District) is seeking proposals for Reproduction & Print Services for Bond Projects, associated with the selection of subcontractors for the Parkrose School District Bond Projects. The District estimates the need for full-size sets of documents (project manual and drawings) and half-sized documents (half-sized drawings and full sized project manual). Posting of the plan holders list and addenda lists on the Internet will also be required. The successful firm will be responsible for the reproduction of project documents and addenda, creation and maintenance of a plan holders list, collection and return of plan set deposits and the coordination and distribution of documents and addenda.

Selection Criteria

The District shall select the successful firm(s) by evaluating the responses provided to information delineated in the Bid Form (See Attachment A). The selection of the successful firm(s) is determined solely by the District's judgment of the most qualified to provide the specified services.

The District may conduct interviews with any firm (either by phone or in person) in order to clarify information in the proposal.

The District reserves the right to make any investigation deemed necessary to confirm information provided in the proposal.

Questions Regarding the RFP

All questions or comments associated with this RFP shall be made by e-mail or in writing and directed to:

Becky Nino  
Administrative Assistant  
Parkrose School District  
10636 NE Prescott Street  
Portland, OR 97220  
Phone: 503-408-2123  
E-mail: [becky\\_nino@parkrose.k12.or.us](mailto:becky_nino@parkrose.k12.or.us)

Proposal Requirements

1. Proposals must be provided in writing. Proposal should clearly identify the proposing firm name, point of contact and telephone number.
2. Submit ten (10) bound copies of the proposal in a sealed envelope to the address listed below. The envelope should be marked "Reproduction & Print Services Proposal for Bond Projects" along with the firm's name and address.
3. Provide a completed bid form contained within this Request for Proposal (see Attachment A) with each proposal. The proposal should generally follow the order reflected on the bid form.
4. Only packets submitted to the District administrative office by the time specified below will be considered. Any proposal received after the deadline will be returned unopened to the proposing firm without being considered.
5. Proposals received via electronic transmission will not be accepted.
6. Critical dates and timelines for the RFP process are located in Attachment "B" of this RFP.

Proposal Deadline and Location

Proposals are due by February 7, 2012, 2:00 p.m. local time. Proposals shall be submitted to:

Becky Nino  
Administrative Assistant  
Parkrose School District  
10636 NE Prescott Street  
Portland, OR 97220

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Additional Information

1. The District reserves the right to reject any or all proposals.
2. The RFP and submitted proposals will become the basis for the District/Consultant Agreement.
3. The information contained in this RFP shall in no way relieve the proposing firm from complying with all applicable laws, codes, requirements or similar guidelines of any agency, whether local, state or federal in nature. Should any information contained in this RFP conflict such a guideline, the more stringent requirement shall apply.

List of Attachments

Attachment "A" – Bid Form

Attachment "B" – RFP Schedule

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**Attachment 'A' – Bid Form**

Proposing firm: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ E-mail: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature of authorized representative: \_\_\_\_\_ Date: \_\_\_\_\_

1. Describe experience with production of architectural documents, including specifications and drawings. Include five (5) recent projects with references. Priority should be on school district projects.
2. Do you provide document storage of electronic files? Do you have the capability to convert architectural drawings to pdf files? Please describe cost for this service in Item 5 below.
3. Describe availability of your services: Are there limits on when printing can be done? What is the usual turnaround time for a set of architectural drawings (assume a set of 100 – 200 drawings, with production of 5 sets total)?
4. Describe experience with bidding services for architectural projects. Include five (5) recent projects with references. Priority should be on school district projects.
5. Describe the cost of your services, including delivery costs. Do you have any experience with special pricing for school districts? If so, please describe.
6. Describe any other qualifications your firm has that would be a benefit to this project.
7. Provide additional information regarding the firm's capabilities and services as required by this project. Such information should include, but not be limited to,
  - a. Hours of service
  - b. Staff size and experience
  - c. Internet capabilities and services
  - d. Special services
  - e. Plan deposits
  - f. Addenda coordination and distribution methods

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**Attachment “B” – RFP Schedule**

Request for Proposals Advertised: January 24, 2012  
Proposals Due by 2:00 p.m.: February 7, 2012  
Proposal Review: February 10, 2012  
Notice of Intent to Award: February 15, 2012  
Final Selection/Board Action: February 27, 2012  
Services to Begin: March 1, 2012

District reserves the right to modify the dates of the RFP at any time.