

***Central Virginia Waste Management Authority  
Invitation to Bid  
Printing of 2009 Curbside Recycling Collection Schedule***

**Background:**

The Central Virginia Waste Management Authority (CVWMA) is a public service authority created pursuant to the provisions of the Code of Virginia § 15.2-5100 et seq. Virginia Water and Waste Authorities Act to assist the 13 member jurisdictions in developing and implementing effective solid waste management and recycling programs. Members include Charles City, Chesterfield, Goochland, Hanover, Henrico, New Kent, Powhatan and Prince George Counties, the Town of Ashland, and the Cities of Colonial Heights, Hopewell, Petersburg and Richmond.

The CVWMA administers a contract with Tidewater Fibre Corporation (TFC), to provide curbside recycling collection to 244,000 homes in Chesterfield, Goochland, and Henrico Counties, the Cities of Colonial Heights and Richmond, the Town of Ashland and two subdivisions in Hanover County. Approximately 236,000 homes are serviced every-other-week; 8,000 receive weekly collection.

Annually, in December, the CVWMA mails eligible households a schedule of curbside recycling collections for the upcoming year. The document is a three-color piece that may hang on a refrigerator by a magnet attached to the piece. Two versions of the document are required, one customized to a weekly collection schedule and one to an every-other-week schedule.

**Scope of Services:**

Printing the 2009 Curbside Recycling Collection Schedule, with possible annual renewals for printing the 2010 and 2011 Schedules for a maximum award of three years. CVWMA is seeking bids from qualified firms to provide the services described below:

**Schedule (see samples)**

Print and deliver to selected mailing house 250,000 units with the following specifications:

- Quantity: 250,000 (maximum 5 per overrun, no underrun) of 2 versions:  
- 242,000 version A (“red/blue” or “every-other-week”).  
- 8,000 version B (“green” or “weekly”).
- Paper: Recycled-content, 80# C2S dull white cover (please specify recycled-content on sample).
- Flat size: Approximately 5½” by 16”.
- Folded size: Approximately 5½” by 4”.
- Bleed: Both sides.
- Plate changes: Both sides: 3 colors (green, red and blue), 2 versions.
- Inks: PMS.
- Artwork: Supplied by Mac disk with color separated and composite black and white laser proofs by October 6, 2008.
- Proofing: Blueline and press proof.
- Folding: Scored, tri-folded into four approximately equal panels. Placement of folds critical.
- Assembly: Attach magnet to each unit (see below).
- Weight: Total weight of the paper, magnet, and a clear wafer seal (to be applied by mailhouse selected by CVWMA) in finished form (including printing, folding, etc) cannot exceed 0.8 oz and must meet postal requirements for Presorted Standard U.S. postage. Sample of magnet and paper is required; see Submittal Requirements section for more detail. Please contact CVWMA to request sample of wafer seal.
- Packaging: Box units in marked containers. See Packaging and Shipping section for more details.
- Delivery: Packaged units must be delivered to the mailing house selected by CVWMA by December 1, 2008. The mailing house will be located in the Richmond metro area.

**Magnet (see samples)**

Magnet is affixed to the printed schedule to support the weight of the schedule when attached to a refrigerator. Magnet must meet the following specifications:

- Quantity: 250,000
- Size: No larger than 5½” by 1½”
- Thickness: 15 mil
- Color: Black
- Strength: Sufficient to hold paper unit in place on a refrigerator
- Weight: See above.

### **Printing/Proofing**

Bluelines for the schedule must be submitted to CVWMA for review and approval prior to printing/production. Press proof for all three colors must be reviewed and approved by CVWMA prior to printing.

### **Finishing**

The artwork for the schedule will include space for the magnet. Magnet must be attached to the printed unit in the designated area without obscuring design or text elements of the schedule.

Magnets must be affixed to the units with an environmentally acceptable adhesive (glue or other appropriate means) that will ensure that the magnet will remain attached to the schedule during the mailing process and when the schedule is attached to a refrigerator for a period of one year. Samples of the magnet and paper are required. See Submittal Requirements section for more details.

### **Packaging and Shipping**

The two versions of the printed units must be kept separated and packaged with labels on the outside of the boxes. Label boxes as “Weekly - Green” or “Every Other Week – Red/Blue” with the quantity contained in each.

Successful bidder shall deliver necessary quantity of boxed units to the mailhouse selected by CVWMA and the remainder to CVWMA. Extras delivered to CVWMA shall be in equal-sized boxes with each weighing no more than 25 pounds.

## **Submittal Requirements:**

**Sealed Bids will be accepted by mail or hand delivery only. Faxed or emailed bids are not acceptable.**

### **Sealed Bids must be addressed to:**

2009 Collection Schedule Printing IFB  
Central Virginia Waste Management Authority  
2100 W. Laburnum Avenue, Suite 105  
Richmond, Virginia 23227-4357

### **Bids must include:**

- *The completed Bid Form*
- *Sample*  
Sample should demonstrate:
  - size and weight of paper to be used
  - placement of folds
  - size and weight of magnet to be used
  - glue/adherence technique to be used to attach magnet to paper
- *Written verification from the Bidder that the weight of each total unit will not exceed the 0.8 oz. limit once completed.*
- *Examples of similar work (preferably three)*

**All sealed bids must be received by the CVWMA no later than Friday, September 12, 2008 at 2:00 p.m. (Eastern Daylight Time).**

*Note: The successful Bidder shall be responsible for meeting CVWMA's specifications and standards for: printing, proofing, finishing, packaging and shipping of the 2009 Curbside Recycling Collection Schedule to the mailhouse, regardless of any subcontractors used by the successful Bidder.*

### **Job Award**

The award will be made on or about September 19, 2008. The CVWMA can *at its option* award the contract for a one time printing of the 2009 Schedule, or can award one year renewals for mailing for a maximum of three years, as deemed in the best interest of the Authority. The CVWMA reserves the right to reject any and all bids in the best interest of the Authority.

### **Questions**

Questions regarding this Invitation to Bid should be addressed in writing to Nancy Drumheller at CVWMA and received no later than August 29, 2008. Questions may be submitted by mail to the address above or by fax to (804) 359-8421.

Any interpretation to Bidders other than for clarification will be made only by addendum, and a copy of such addendum will be mailed or delivered to Bidders who received the original Invitation to Bid from CVWMA.

### **Acceptance/Rejection of Submittals**

The CVWMA reserves the right to waive irregularities or to accept submittals in whole or portions thereof, which, in the CVWMA's judgment, best serve the interests of the CVWMA or its member jurisdictions. References supplied as requested in the Bid Form will be checked and considered as part of the selection process.

### **Non-Warranty of Specifications**

Due care and diligence have been used in preparing this Scope of Services. The CVWMA shall not be responsible for any error or omission in these specifications, nor for the failure on the part of the Bidders to ensure that they have all information necessary to effect their submittal.

*Invitation to Bid*  
*Printing of the 2009 Curbside Recycling Collection Schedule*

**Bid Form**

Bidder Name:

Bidder Address:

Bidder Telephone Number:

Please describe your bid relevant to the current year and indicate your anticipated price changes for the next two successive years.

|  | <b>2009</b> | <b>2010</b> | <b>2011</b> |
|--|-------------|-------------|-------------|
| A. Price per unit:                             |             |             |             |
| B. Extended Cost (unit price x 250,000 units): |             |             |             |
| C. Additional Costs (explain below):           |             |             |             |
| D. TOTAL COST (B + C):                         |             |             |             |

If any portion of the scope of services is to be subcontracted, please indicate the vendor and the services to be provided:

If any of the scope of services is not included in the bid, please indicate which service(s):

Additional information relevant to your bid:

**References**

Provide three references, including contact names and phone numbers for firms/individuals who have knowledge of your performance in completing projects that are similar in nature (scope, quantity, schedule).