



## Bergen County Chamber Of Commerce

### REQUEST FOR PROPOSAL (RFP)

The Bergen County Chamber of Commerce (BCCC) Is Looking For The Following

Items Printed:

- 200x Stickers Approx. 6"x6"
- 1x New Retractable Banner for Stand and Repeat Photo Ops 6-8' Wide
- 1x Retractable Banner Approx 3' Wide
- 5x Name Tags for Board Members
- 1x Dry Erase - Big Check for Grant Pictures (*Logo Graphic Will Be Provided*)

# PRINTING SERVICES NEEDED

Bergen County Chamber of Commerce

189 N. Franklin Tpk.

Ramsey, New Jersey 07446

Phone: 888-598-2507

[membership@bergencountychamber.com](mailto:membership@bergencountychamber.com)

**RFPID: 1**

**Prepared By: Bergen County Chamber Of Commerce**

**Date: May 10, 2024**

REQUEST FOR PROPOSAL  
PRINTING SERVICES NEEDED

Ramsey - New Jersey

**RFPID: 001**

**QUESTION SUBMISSION DEADLINE: May 24, 2024**

**PROPOSAL SUBMISSION DEADLINE: May 31, 2024**

Questions may be submitted in written form to:

**Contact Name:**

**JOSEPH VANACORE III**

**Email**

**JVANACORE@THEFORTISAGENCY.COM**

**Phone**

**(201) 458-2146**

## **INTRODUCTION**

Bergen County Chamber Of Commerce invites and welcomes proposals for their Printing Services Needed project. Based on your previous work experience, your firm has been selected to receive this RFP and is invited to submit a proposal. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the timeline specified above under the "PROPOSAL SUBMISSION DEADLINE."

*BIDDERS SHOULD NOTE THAT ANY AND ALL WORK INTENDED TO BE SUBCONTRACTED AS PART OF THE BID SUBMITTAL MUST BE ACCOMPANIED BY BACKGROUND MATERIALS AND REFERENCES FOR PROPOSED SUBCONTRACTOR(S) - NO EXCEPTIONS.*

## **PROJECT AND LOCATION**

The project associated with this RFP is or shall be located at 189 N. Franklin Tpk., Ramsey. New Jersey 07446.

## **PROJECT MANAGER CONTACT INFORMATION**

The following individual(s) are the assigned contacts for the following:

For questions or information regarding Graphic Design Files (Logos), contact:

Name: Kurt Steinbruch  
Title: Board Member  
Phone: (201) 961-3254  
Fax:  
Email: [kurt@isnwebsites.com](mailto:kurt@isnwebsites.com)

## **PROJECT OBJECTIVE**

The objective and ultimate goal for this project is the goal of this project to have market the Bergen County Chamber better to its members and provide more signage at our local events.

## **PROJECT SCOPE AND SPECIFICATIONS**

The Project Scope and Specification are:

Printing Services a must. Graphic Design service is a plus.

## **SCHEDULED TIMELINE**

The following timeline has been established to ensure that our project objective is achieved: however, the following project timeline shall be subject to change when deemed necessary by management.

<b>MILESTONE</b>	<b>DATE</b>
Bid Deadline	05/31/2024
Project Start Date	06/21/2024
Estimated Project Completion	07/12/2024

## **PROPOSAL BIDDING REQUIREMENTS**

### **PROJECT PROPOSAL EXPECTATIONS**

Bergen County Chamber Of Commerce shall award the contract to the proposal that best accommodates the various project requirements. Bergen County Chamber Of Commerce reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder. and (iii) refuse any proposal or contract.

### **DEADLINE TO SUBMIT PROPOSAL**

All proposals must be received by Bergen County Chamber Of Commerce no later than May 06, 2024 for consideration in the project proposal selection process.

### **PROPOSAL SELECTION CRITERIA**

Only those proposals received by the stated deadline will be considered. All proposals, submitted by the deadline. will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
1. Bidder's alleged performance effectiveness of their proposal's solution.
2. Bidder's performance history and alleged ability to timely deliver proposed services.
  1. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to execute proposed services effectively and efficiently.
1. Overall cost effectiveness of the proposal.

Bergen County Chamber of Commerce reserves the right to cancel, suspend and/or discontinue any proposal at any time. without obligation or notice to the proposing bidder.

## **PROPOSAL SUBMISSION FORMAT**

The following is a list of information that the Bidder should include in their proposal submission:

### **Summary of Bidder Background**

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Formation of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was formed.
6. Description of Bidder's company in terms of size, range and types of services offered and clientele.
7. Bidder's Federal Employee Identification Number (FEIN)
8. Evidence of legal authority to conduct business in New Jersey (e.g. business license number).
9. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.

### **Financial Information**

- State whether the Bidder or its parent company (if any) has ever filed for bankruptcy or any form of reorganization under the bankruptcy code.
- State whether the Bidder or its parent company (if any) has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

### **Proposed Outcome**

- Summary of timeline and work to be completed.

### **Equipment or Service**

- List any or equipment or services required of a subcontractor, along with a brief explanation.

### **Cost Proposal Summary and Breakdown**

- A detailed list of any and all expected costs or expenses related to the proposed project.
- Summary and explanation of any other contributing expenses to the total cost
- Brief Summary of the total cost of the proposal

### **Licensing and Bond**

- Provide details of licenses and bonds (if any) for any proposed services that the bidder/contractor may plan on providing for this project

### **Insurance**

- Details of any liability or other insurance provided with regard to the staff or project

### **References**

- Please Provide 2 references of work.

By submitting a proposal, Bidder agrees that Bergen County Chamber of Commerce may contact all submitted references to obtain any and all information regarding Bidders performance.