

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

**INVITATION TO BID (IFB) No.: 22/23-05**

**DISTRICT WIDE CLASS SCHEDULES FOR 2023-2025**



**IFB Due:**

**January 19, 2023 at 2:00 pm**

**Return Sealed Bids To:  
District Office  
Purchasing & Warehouse Services Department  
7600 Dublin Blvd., 3<sup>rd</sup> Floor  
Dublin, California 94568  
Attn: Marie Hampton.  
Purchasing Manager**

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**1. INVITATION TO BID**

The Board of Trustees of the Chabot-Las Positas Community College District, Dublin, California through the Office of Purchasing is, hereby requesting sealed bids for District Wide Class Schedules for 2023 through 2025.

The successful Contractor will be required to furnish all labor, material, equipment, and supplies to provide class schedules for Chabot College and Las Positas College.

**2. BACKGROUND AND GENERAL INFORMATION**

The Chabot-Las Positas Community College District is a public, two-year California Community College District founded in 1961 serving the San Francisco Bay Area, particularly southern Alameda County, through its two colleges: Chabot College in Hayward; and Las Positas College in Livermore. The Colleges specialize in providing education services for four-year university transfers, technical training, continuing education, contract education with local businesses and community cultural enrichment. The District serves in excess of 20,000 students and employs more than 1,200 faculty members and staff. A seven-member elected Board of Trustees sets policy for the District.

**3. BID SCHEDULE**

The following is the schedule of this IFB:

The District reserves the right to alter or amend the timetable below as required to conclude the process to the District’s satisfaction.

Event	Date: Summer/Fall 2023 - 2025
Schedule Publication Dates	December 16, 23, 2022
Bid Due Date	January 19, 2023
Deadline for Submission of Request for Information	January 05, 2023
Addenda Issuance Answers	January 12, 2023
Issuance of Award to the selected qualified vendor	January 23, 2023

**4. HOW TO OBTAIN BID DOCUMENTS**

**Copies of the Bid documents may be obtained at:**

- 1. Chabot Las Positas Community College District  
Purchasing Department  
7600 Dublin Blvd, 3<sup>rd</sup> Floor  
Dublin, CA 94568  
Phone: (925) 485-5233**
- 2. Office Hours: 8 A.M. to 4 P.M.**

**By visiting our website at: [Bidding Opportunities \(clpccd.org\)](http://Bidding Opportunities (clpccd.org))**

## A. Bid Submittal

- a. All Bids must be submitted by mail to the following address, no later **than 2:00 p.m. on January 19, 2023**:

Bill Pagano, Buyer  
Chabot-Las Positas Community College District  
7600 Dublin Blvd. 3<sup>rd</sup> Floor  
Dublin, CA 94568

- b. Bids must be submitted in a sealed envelope including two (2) original hard copies *and* a complete electronic copy on a flash drive in Microsoft Word or PDF format. The total volume of the bid may be no longer than ten (10), 8 ½ X 11 pages (single or double sided). The face of the sealed envelope shall be clearly marked “DISTRICT WIDE CLASS SCHEDULES IFB# 22/23-05

## B. IFB Format

- a. Cover Page – The cover page shall provide the name, physical address, e-mail address, and telephone number of the person(s) available for contact regarding the Bid. Such person(s) must be authorized to make representations on behalf of the Respondent.
- b. Table of Contents – List the sections in Respondent’s Bid and their corresponding page numbers.
- c. Organizational Structure - Describe your firm’s organizational structure. Supply the name or names of the individuals who will be working with the District, the roles and locations of each individual.
- d. Relevant Experience – Provide details of your relevant experience which reflect the skills, knowledge, and other qualifications to successfully provide and prepare District Wide Class Schedules.
- e. References - A list of similar projects relevant to this RFP which includes the name of the company and contact information.
- f. Timeline – Please provide timelines for each stage of print production once, CLPCCD submit it’s order.
- g. Pricing – Describe what (all) is included in the total cost to print the class schedules. Please describe what type of changes can be made and what are the total costs associated with each change.
- h. Non-Collusion Affidavit (Attachment 1) – By submittal and signing the response, the Responder is certifying that the response document is genuine and not a sham or collusive, and not made in the interest of any person not named and that the Responder has not induced or solicited others to submit a sham offer, or to refrain from responding.

## C. IFB Process

- a. No other collateral or reference materials should be submitted.

b. This Invitation for Bid does not commit the District to award a contract or to pay any costs incurred in the preparation of a response to this request.

c. Cancellation/Amendments

The District reserves the right to cancel or amend this IFB by issuance of written addenda. If addenda to this IFB are issued, respondents must acknowledge receipt of addenda in their IFB responses and IFB responses must address materials/requirements relating to this IFB as described in addenda issued by the District. Failure to acknowledge and respond to any addenda issued by the District may render the Respondent's IFB submittal to be deemed Non-Responsive and it may be rejected.

d. Questions

Any questions or clarifications pertaining to this IFB by the Respondents will be considered by the District only if submitted in writing to Bill Pagano, Buyer by email at [bpagano@clpccd.org](mailto:bpagano@clpccd.org) no later than 2:00 P.M. on **Thursday, January 05, 2023**. Respondents may not rely upon any verbal response to respondent's questions or requests for clarification. All questions will be responded to in the form of an Addendum and will be placed on CLPCCD website [Bidding Opportunities \(clpccd.org\)](http://Bidding Opportunities (clpccd.org)) by **January 12, 2023**

e. Rejection of Bid

The District will reject summarily as Non-Responsive any IFB response which is submitted after the date/time set forth above or which is considered by the District in sole and absolute discretion as Non- Responsive to material requirements of the IFB.

f. Bid is District Property

Public Records Act: By submittal and signing the response, responses to this bid will become the exclusive property of the District. All materials submitted will not be returned. At the time a vendor/firm is hired and the decision is made public, all documents shall be considered public records. Exceptions to this policy will be those elements in each response that are defined by your firm as business or trade secrets and marked "proprietary" "trade secret" or "Confidential". The District shall not be held responsible for the disclosure of any business or trade secrets that are not clearly identified.

g. Compliance with Laws and Regulations

The Responder shall comply with federal, state and local laws, regulations, and industry standards. The proposer shall also comply with the Drug-Free Workplace Act requirements of the California Government Code Section 8350 et seq.

## 5. SELECTION PROCESS

The District retains the sole discretion to determine issues of compliance and to determine whether a submittal is responsive.

### AWARD PROCESS

- A. As the basis of award the District intends to utilize the determination of the "lowest most responsive quote". There is no guarantee expressed or implied that the District will provide work to all or any of the Respondents that submit a response to this IFB.
- B. District staff will notify the successful Respondent of the intention to enter into a successful agreement. However, the recommendation is not binding on the District. Formal award of any Agreement will only be affected after the District's Board of Trustees has formally approved of such award. The District reserves the

right to waive minor irregularities in the solicitation process. The District may award one or more Contract(s), or no Contract, as a result of this solicitation.

**6. CONTRACT**

- A. The District reserves the right to enter into one contract, or award one contract, for this work or related work.
- B. If contractual agreement cannot be reached with the apparent successful firm(s), the District may cancel the award and negotiate with the next highest ranked Responder.

**\*\*\*END PAGE\*\*\***

NON-COLLUSION AFFIDAVIT

STATE OF CALIFORNIA )
COUNTY OF \_\_\_\_\_ )

PROJECT:

I, \_\_\_\_\_, being first duly sworn, deposes and says that I am
(Typed or Printed Name)
the \_\_\_\_\_ of \_\_\_\_\_, the party submitting
(Title) (Bidder Name)
the foregoing Bid Proposal ("the Bidder"). In connection with the foregoing Bid Proposal, the undersigned
declares, states and certifies that:

- 1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership,
company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or
sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or
anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or
conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost
element of the bid price or that of any other bidder, or to secure any advantage against the public body
awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted the bid price or any breakdown thereof, or the
contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any
person, corporation, partnership, company, association, organization, bid depository, or to any member or
agent thereof to effectuate a collusive or sham bid.

Executed this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ at \_\_\_\_\_
(City, County and State)

I declare under penalty of perjury under the laws of the State of California that the foregoing is true
and correct.

Signature
Name Printed or Typed

(Address)
(City, County and State)

( )
(Area Code and Telephone Number)

# **CLASS SCHEDULES WORKSHEET**

## **Section I. Project Overview**

Chabot-Las Positas Community College District (CLPCCD) is soliciting formal bids to print the class schedules for its two (2) colleges for the following school period:

Summer Term 2023 and Fall Term 2023 (combined)  
Spring Term 2024  
Summer Term 2024 and Fall Term 2024 (combined)  
Spring Term 2025  
**Campuses: Chabot College**

Produce a Flipbook/Digital edition for each school period.

## **Section II. Scope of Services**

### **A. General Services: Below are the specifications for printing Chabot-Las Positas Community College District Class Schedules for summer/fall 2023 (combined) – Spring 2025:**

#### **1. Art Work**

- a. Artwork will be created in CMYK PDF Files.
- b. Printer to provide digital color match proof for text and cover.

#### **2. Paper Stock**

- a. Cover stock – 80# gloss. 4-page gloss cover and 4-page gloss center
- b. Text pages – 30# newsprint.

**Note: All paper shall be at least 30% post-consumer waste (recycled).  
All white paper must be 100% post-consumer waste (recycled).**

#### **3. Page Size**

- a. 8 ¼" x 10 ¾", finish size, Spring, Summer and Fall.

#### **4. Ink.**

- a. Cover front and back outside – 4 color process.
- b. Inside front and back cover – 4 color process.
- c. Text pages – 4 color process.

**Note: Petroleum-based inks are disallowed in all contracted printing.**

#### **5. Bindery**

- a. The class schedules will be saddle stitched.

#### **6. Press Run**

- a. The press run will be:
  - Summer/Fall 2023 = 175,000 copies
  - NOTE: Approximately 157,600 copies are mailed out to our community. The rest are delivered to our college.
  - Spring 2024 = 165,000 copies
  - Summer/Fall 2024 = 175,000 copies**
  - NOTE: Approximately 157,600 copies are mailed out to our community. The rest are delivered to our college.
  - Spring 2025 = 165,000 copies
  - Fall / Summer = 175,000 copies

## **7. Delivery**

a. Delivery of class schedules will be to the Chabot-Las Positas Community College District, to each college's Warehouse.

- Chabot College, 25555 Hesperian Drive, Hayward, CA 94545
- Las Positas College, 3000 Campus Hill Drive, Livermore, CA 94551

## **8. Flip Book/Digital Edition (OPTIONAL)**

Pre-Media Customer to supply final PDF document for conversion to web based "Flip Book/Digital Edition".

Table of Table of Contents built to include major headings/chapters.

Customer may supply an unlimited number of URL Links embedded in the source PDF file. Additional links requiring hand coding and embedding are available at additional charge.

Hosting

Vendor will supply customer with the URL link data as well as a thumbnail graphic for posting to customers web site. Technical assistance is available for customers who need help with web site and hosting details.

### **Alternative Specifications:**

- 1. Cost per author's changes must be detailed in advance and as part of the original bid.**

**Section III. Cost Proposal**

**COST PROPOSAL**

<u>ITEM</u>	<u>SEASON</u>	<u>YEAR</u>	<u>REQUIRED LOCATIONS</u>	<u>ESTIMATED QUANTITY</u>	<u>NUMBER OF TEXT PAGES</u>	<u>DATE DUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1	SUMMER AND FALL	2023	COLLEGES					
			CHABOT COLLEGE	175,000	150	Friday, April 7, 2023		
			LAS POSITAS COLLEGE					
2	SPRING	2024	COLLEGES					
			CHABOT COLLEGE	165,000	130	Monday, November 6, 2023		
			LAS POSITAS COLLEGE					
3	SUMMER AND FALL	2024	COLLEGES					
			CHABOT COLLEGE	175,000	150	Friday, April 5, 2024		
			LAS POSITAS COLLEGE					
4	SPRING	2025	COLLEGES					
			CHABOT COLLEGE	165,000	130	Monday, November 4, 2024		
			LAS POSITAS COLLEGE					
						<b>Subtotal</b>		
						<b>Tax</b>		
						<b>TOTAL</b>	\$	\$

# **CLASS SCHEDULES WORKSHEET**

## **Section I. Project Overview**

Chabot-Las Positas Community College District (CLPCCD) is soliciting formal bids to print the class schedules for its two (2) colleges for the following school period:

Summer Term 2023 and Fall 2023 (combined)  
Spring Semester 2024  
Summer Term 2024 and Fall Semester 2024 (combined)  
Spring Semester 2025

**Campuses: Las Positas College**

Produce a Flipbook/Digital edition for each school period.

## **Section II. Scope of Services**

### **A. General Services: Below are the specifications for printing Chabot-Las Positas Community College District Class Schedules for summer/fall 2023 (combined) – Spring 2025:**

#### **1. Art Work**

- a. Artwork will be created in Indesign CS6 and Adobe Acrobat.
- b. Printer to provide digital color match proof for text and cover.

#### **2. Paper Stock**

- a. Cover stock – 80# gloss.
- b. Text pages – 30# newsprint.

**Note: All paper shall be at least 30% post-consumer waste (recycled). All white paper must be 100% post-consumer waste (recycled).**

#### **3. Page Size**

- a. 8 1/4" x 10 1/2", finish size, Spring, Summer and Fall.

#### **4. Ink.**

- a. Cover front and back outside – 4 color process.
  - b. Inside front and back cover – 4 color process.
  - c. Text pages – 4 color process on all pages.
- Note: Petroleum-based inks are disallowed in all contracted printing.

#### **5. Bindery**

- a. The class schedules will be saddle stitched.

#### **6. Press Run**

- a. The press run will be:

Summer and Fall 2023 = 175,000 copies for Chabot College  
Summer and Fall 2023 = 89,000 copies for Las Positas College

Spring 2024 = 165,000 copies for Chabot College  
Spring 2024 = 89,000 copies for Las Positas College

Summer and Fall 2024 = 175,000 copies for Chabot College  
Summer and Fall 2024 = 89,000 copies for Las Positas College

Spring 2025 = 165,000 copies for Chabot College  
Spring 2025 = 89,000 copies for Las Positas College

## **7. Delivery**

a. Delivery of class schedules will be to the Chabot-Las Positas Community College District, two campuses Warehouse.

- Chabot College, 25555 Hesperian Drive, Hayward, California 94545
- Las Positas College, 3000 Campus Hill Drive, Livermore, California 94551

## **8. Flip Book/Digital Edition (OPTIONAL)**

Pre-Media Customer to supply final PDF document for conversion to web-based "Flip Book/Digital Edition."

Table of Table of Contents built to include major headings and chapters.

Customer may supply an unlimited number of URL Links embedded in the source PDF file.

Additional links requiring hand coding and embedding are available at additional charge.

Customer may select from a selection of host domains. Domain masking is also available. Discuss your options and needs with your sales professional. Standard hosting is for one (1) year. Automatic deactivation is included.

Vendor will supply customer with the URL link data as well as a thumbnail graphic for posting to customers' website. Technical assistance is available for customers who need help with website and hosting details.

### **Alternative Specifications:**

- 1. Cost per author's changes must be detailed in advance and as part of the original bid.**

**Section III. Cost Proposal**

**COST PROPOSAL**

<u>ITEM</u>	<u>SEASON</u>	<u>YEAR</u>	<u>REQUIRED LOCATIONS</u>	<u>ESTIMATED QUANTITY</u>	<u>NUMBER OF TEXT PAGES</u>	<u>DATE DUE</u>	<u>UNIT PRICE</u>	<u>EXTENDED PRICE</u>
1	SUMMER AND FALL	2023	COLLEGES					
			CHABOT COLLEGE					
			LAS POSITAS COLLEGE	89,000	100	Friday, March 24, 2023		
2	SPRING	2024	COLLEGES					
			CHABOT COLLEGE					
			LAS POSITAS COLLEGE	89,000	100	Tuesday, October 24, 2023		
3	SUMMER AND FALL	2024	COLLEGES					
			CHABOT COLLEGE					
			LAS POSITAS COLLEGE	89,000	130	Friday, March 24, 2023		
4	SPRING	2025	COLLEGES					
			CHABOT COLLEGE					
			LAS POSITAS COLLEGE	89,000	100	Thursday, October 24, 2024		
						<b>Subtotal</b>		
						<b>Tax</b>		
						<b>TOTAL</b>	\$	\$