

Printing Services Bid Excerpt

Background

The County outsources all of its professional print services work to a pool of vendors selected through a competitive bid process. All vendors must be certified by the County's [Small, Local and Emerging Business \(SLEB\) program](#). We also encourage them to become certified by the [California Green Business Program](#) as a Green Printer. We set a minimum standard of 30% post-consumer recycled content for certain paper types where it is available at competitive prices.

Bid Details

Bid Type: Request for Quotation (RFQ)

Master Contract Number: 902542

Contract Start Date: December 1, 2025

Contract Length: Three years with the option for two one-year renewals

Services Awarded: Printing services

Vendors: AdMail Express, Bay Central Printing, City Print & Mail, Dakota Press, East Bay Blue Print & Supply, First Impressions Printing, Folgergraphics, Grand Copy LLC, In and Out Printing Service, KORE Print Solutions, Litho Process Company, Pacific Coast Concepts, Fremont Minuteman Press, Schroder Dent Printing, Vision Isle

Contract Pricing: Submit a [public records request](#) to the GSA Procurement Department.

More Information: For more information, or to request a copy of the bid, contract or award summary, call the Alameda County General Services Agency Procurement Department at (510) 208-9623 or submit a [public records request](#).

Disclaimer

This document provides an excerpt of the environmental specifications from this bid. It is compiled from the original bid and all addendums issued during the procurement process. It may not include all of the product or service specifications, e.g., those unrelated to environmentally preferable purchasing. It is provided for informational purposes only. Agencies interested in evaluating this bid for a piggybacking opportunity should obtain a full copy of the bid and other relevant documents as they require.

Environmental Specifications Excerpt: RFQ No. 901925

I. STATEMENT OF WORK

A. INTENT

It is the intent of these specifications, terms, and conditions to describe the outsourcing of printing services required by the County, its departments and agencies. The intent is to solicit and qualify multiple Contractors to provide printing services throughout the County. The choice of qualified Contractors to provide printing services will be at the discretion of the individual County departments and agencies, based on the distributed price lists.

The County intends to award a three-year contract (with the option to renew for two years) to a pool of up to fifteen (15) Bidders selected as the lowest responsive and responsible Bidders whose response meets the County's requirements.

It is the County's intent to increase participation of certified small, local and emerging business (SLEB). **In order to participate in this RFQ, a business must be certified by the County as a small local or emerging local business at the time of bid submittal.**

These specifications, terms, and conditions are to procure the most environmentally preferable products with equivalent or higher performance and at an equal or lower cost than traditional products. Specific requirements from the County's Sustainability Program related to this RFQ are included in the appropriate sections.

B. SCOPE

The General Services Agency (GSA) will develop and implement a program that will utilize an approved Contractor list, compiled by way of this RFQ, to provide duplicating services, high quality four-color offset printing and specialized product printing and finishing at competitive prices. Printing services Contractors will be located throughout the various geographic areas of the County.

C. BACKGROUND

One of the goals of GSA is to provide reliable, high quality printing services and reproduction/copying services to County departments and agencies in a responsive, professional manner at competitive rates and to form viable partnerships with outside sources throughout the County.

The County is subject to regulations set forth in California Code of Regulations Title 14, Division 7, Chapter 12, Article 12 – Procurement of Recovered Organic Waste Products (14 CCR Section 18993.1 et seq.), heretofore referenced as ‘SB 1383 paper purchasing requirements.’ Contractors will be required to comply with procedures set by the County to ensure compliance with these regulatory requirements.

D. BIDDER QUALIFICATIONS

BIDDER Minimum Qualifications

- a. Bidder must be regularly and continuously engaged in the printing and copying services industry for customers of similar size and complexity as the County of Alameda for at least the past three (3) years, which must be clearly stated or demonstrated in the bid response packet.
- b. Bidder must be certified by the County as a small, local and emerging business (SLEB) by the bid submission due date, which must be clearly stated or demonstrated in the bid response packet.
- c. Bidder must certify that an employee on the Bidder’s Key Personnel must be engaged in the printing and copying services industry as a principal, which must be clearly stated or demonstrated in the bid response packet. This RFQ is not open to Print Broker or Print Agents.
- d. Bidder must also possess all permits, licenses, and professional credentials necessary to supply products and perform services specified under this RFQ. Unless noted otherwise in the RFQ, including any Addendum, Bidder is not required to submit copies or verification of the permits, licenses, and credentials; however, Bidder must provide such proof if requested by County.

E. SPECIFIC REQUIREMENTS

Contractor Responsibilities:

3. Green Business Certification:
 - a. The County is vitally interested in promoting sustainable business practices of the vendor community. Contractors resulting from this RFQ who obtain and maintain current certification through

the Alameda County Green Business Program will be promoted as such to County departments and agencies, who will be encouraged to contract with certified Green Businesses whenever feasible.

- b. Certification criteria for becoming a certified Alameda County Green Business can be found online at <https://greenbusinessca.org>.

4. Printing Requirements:

The following requirements apply to all County print and copy jobs executed under the contract resulting from this RFQ:

- a. Contractor must use paper that is whitened without the use of elemental chlorine.
- b. Contractor must recycle, at a minimum, wastepaper from their operations.
- c. Contractor must use waste minimization practices in providing services to the County such as double-siding print and copy jobs, reducing and reusing packing and packaging supplies, and sizing print jobs to reduce overage. Other measures such as those outlined in the [Green Business Program](#) for Printers must be used as appropriate.
- d. Contractor must label recycled-content print products whenever possible. Letterhead, envelopes, and business cards must include post-consumer recycled content and display the percentage of post-consumer recycled content used.
- e. Contractor must stock and utilize paper grades that contain a minimum of 30% post-consumer recycled content as required by the SB 1383 paper procurement requirements (14 CCR 18993.1 et seq.), or as requested by the County, whichever is higher.
- f. Paper products must be eligible to be labeled with an “unqualified recyclable label” as defined in Code of Federal Regulations Title 16, Section 260.12. A product is eligible to be labelled with an unqualified recyclable label if (1) recycling facilities are available to a substantial majority (at least 60 percent) of consumers or communities where the item is sold, and (2) the entire product, excluding minor incidental components, is recyclable.

- g. Paper products that do not meet the recycled-content or recyclability requirements listed in e. and f. above may be offered and sold to the County only if specifically approved in advance by the County. Contractors must provide the reason for selling products that do not meet the recycled content or recyclability requirements on the invoice when submitted for payment or complete the online Paper and Paper Products Certification Form at <https://www.tfaforms.com/5066842>, or provide documentation in an alternate manner approved by the GSA Office of Sustainability and Procurement Departments. An image and link to Paper and Paper Products Certification Form is provided in Exhibit B, for your reference, but is subject to modification by the County at any time.
- h. During the term of the Contract resulting from this RFQ, Contractor must notify the County Contract Administrator when and if SB 1383 compliant paper products offered for purchase or use for services under the Contract resulting from this RFQ are temporarily or permanently unavailable and provide timely recommendations for alternative compliant products. Contractor must provide compliant product samples to County users for fitness and quality testing upon request.

F. DELIVERABLES / REPORTS

3. Invoices and reports requirements:

- a. Invoices must contain County PO number, invoice number, remit to address, price as quoted, and itemized products and/or services descriptions, and must include the quantity, paper type, percentage of post-consumer recycled content and information about the recyclability for each paper type invoiced. Sample invoices describing in further detail the information required on each invoice are provided in Exhibit C.
- b. Alternatively, if Contractor invoice does not include the required information described above, Contractor may complete the online Paper and Paper Product Certification Form at <https://www.tfaforms.com/5066842>. An image and link of this Form is provided in Exhibit B.

- c. Upon request, Contractor must provide electronic usage reports and detailed product order reports to the GSA-Procurement Department and Sustainability Office. The reports must be provided to the County at no charge at intervals required by the County and must include all purchases made as a result of the contract resulting from this RFQ for the time period requested. These reports must be submitted in Microsoft Excel format. The County will work with Contractor to finalize the format of these reports and reserves the right to make changes to the report and to request additional information if deemed necessary.

(1) Detailed Usage Report Formatting

- (a) Information provided in one worksheet (not multiple tabs);
- (b) Formatted to sort chronologically by purchase date and by key categories as defined below; and
- (c) Each row to contain the data for a single transaction including item, quantity, unit cost, and total cost of transaction.

(2) Key Categories for Usage Report

- (a) Purchase date;
- (b) County purchase order number;
- (c) Department name;
- (d) Item description (e.g., brand, size, color, etc.);
- (e) Unit of measure (e.g., ream, carton);
- (f) Number of individual pieces per unit;
- (g) Order quantity;
- (h) Unit price;
- (i) Total order cost;
- (j) Percentage of post-consumer recycled content;

- (k) Verification of recyclability, (per requirements of 14 CCR 18993.1 et seq.); and
- (l) If product does not contain a minimum of 30% post- consumer recycled or meet the recyclability requirement, Contractor must provide reason for selling products that do not meet the stated requirements.