



**TOWN OF LEESBURG, VIRGINIA  
REQUEST FOR QUOTATION (RFQ)**

**LARGE FORMAT PRINTING, COPYING & SCANNING SERVICES  
RFQ NO. 100330-FY19-11**

**September 20, 2018**

The Town of Leesburg is requesting quotations for printing, copying and scanning services for plans and plan documents.

The Town of Leesburg requires various types of printing, copying and scanning services for construction plans. Orders are placed on an as-needed basis. Quantities provided are estimated annual needs and are not guaranteed.

All print jobs must be completed and delivered to Town Hall within two business days of placement of the order.

Vendors must provide the completed bid form (pages 4 and 5) to be considered for this contract.

**Printing Services**

- Printing services are required for sets of construction drawings printed from digital files provided by the Town.
- Typically, construction plan sets range in size from 20 sheets to several hundred sheets. The number of required copies typically ranges from one to twenty sets.
- The majority of the printing is Architectural Size D (24" X 36"), with a smaller percentage being Architectural Size B (12" X 18"). Occasional other sizes of large format printing is required.
- The original plans will be provided to the vendor electronically in Adobe Acrobat (PDF) format. It is desired that these electronic files be transmitted either by e-mail or by uploading the files onto the vendor's website.
- No separate charges will be allowed for data processing services. Rather, the unit price for printing services shall include any data processing required.
- Each copy of the plan sets must be bound using edge binding as appropriate. On very large plan sets where staple binding cannot be used, screw post binding will be required. The cost of edge binding will not be paid for separately, but rather is included in the unit price for printing services.
- Payment for printing services will be made on a unit price per square foot basis. The unit price for these services will include all data processing costs, printing, and edge binding of plan sets.

- Delivery of plan sets to the Town will be paid for separately (see “Pick up and Delivery” below).

### **Copying Services**

- Copying services may be required for sets of construction drawings printed from existing paper copies.
- Typically, construction plan sets range in size from 20 to 100 sheets. Typically the number of required copies typically ranges from one to five sets.
- The majority of the printing is Architectural Size D (24” X 36”), with a smaller percentage being Architectural Size B (12” X 18”). Occasional other sizes of large format copying is required.
- The original paper plan set to be copied must be picked up from the Town of Leesburg, and the original and copy(ies) must be delivered back to the Town. The vendor will be compensated for the pick-up and delivery of the plan sets (see “Pick-up and Delivery” below).
- No separate charges will be allowed for data processing services. Rather, the unit price for printing services shall include any data processing required.
- Each copy of the plan sets must be bound using edge binding as appropriate. On very large plan sets where staple binding cannot be used, screw post binding will be required. The cost of edge binding will not be paid for separately, but rather is included in the unit price for copying services.
- Payment for copying services will be made on a unit price per square foot basis. The unit price for these services will include all data processing costs, copying, and edge binding of plan sets.

### **Scanning Services**

- Scanning services are required to create electronic files from existing paper sets of construction drawings.
- The vendor will provide an electronic file of the scanned plan set in Adobe Acrobat (PDF) format.
- Typically, construction plan sets range in size from 20 sheets to several hundred sheets.
- The majority of the existing hard copy plans are Architectural Size D (24” X 36”), with a smaller percentage being Architectural Size B (12” X 18”). Occasional other sizes of large format plans require scanning.
- The original paper plan set(s) to be copied must be picked up from the Town of Leesburg; after scanning, the original paper plans may be required to be delivered back to the Town or may be requested to be discarded. The vendor will be compensated for the pick-up and delivery (if needed) of the plan sets (see “Pick-up and Delivery” below).
- No separate charges will be allowed for data processing services. Rather, the unit price for scanning services shall include any data processing required.
- If we require that paper plan set(s) are to be returned to the Town, after scanning is completed, new edge binding is required for the original plan sets. No additional compensation will be provided for rebinding the original plan sets. The cost of rebinding the original plan sets is included in the unit cost for scanning.

- Payment for scanning services will be made on a unit price per square foot basis. The unit price for these services will include all data processing costs, and edge binding of original plan set (if original plan set is required to be returned to the Town).
- Pick-up and delivery (if needed) of original plan set to the Town will be paid for separately (see “Pick up and Delivery” below).

### **Pick-up and Delivery**

The Vendor will be compensated at the bid unit price for each trip between the Vendor’s office and Leesburg Town Hall at 25 West Market Street, Leesburg, VA 20175 when the Vendor is required to either pick up or deliver plan sets.

### **Basis of Award**

The award will be made to the lowest responsive and responsible bidder as determined by the Town of Leesburg.

Please respond with unit pricing. The Town of Leesburg is *tax exempt* so please do not add tax to your quote. This will be a one year contract. Upon mutual agreement of both parties, this contract can be renewed up to four (4) additional one-year terms.

Questions must be in writing and emailed to [csteyer@leesburgva.gov](mailto:csteyer@leesburgva.gov) by Tuesday, September 25, 2018 at 5:00 p.m.

Quotes must be emailed to [csteyer@leesburgva.gov](mailto:csteyer@leesburgva.gov), or mailed to:

ATTN: Cindy Steyer, Office of Capital Projects  
Town of Leesburg  
25 W Market St  
Leesburg, VA 20176

**Quotes must be received no later than 5:00 p.m. on September 27, 2018.** A purchase order will be sent to the lowest responsive and responsible bidder. Thank you for your interest in doing business with the Town of Leesburg.

**BID FORM**  
**LARGE FORMAT PRINTING, COPYING & SCANNING SERVICES**  
**RFQ NO. 100330-FY19-11**

**SUBMIT A SIGNED BID FORM BY MAIL OR IN PERSON**

**QUOTES WILL BE DUE NO LATER THAN:  
5:00 P.M. ON THURSDAY, SEPTEMBER 27, 2018**

The undersigned agrees to furnish all necessary labor, equipment, materials, and all things necessary to perform the work as set forth in accordance with the plans and specifications at the following process.

**SUBMITTED BY:**

Vendor Name:	
Address:	
City/State/Zip:	
Authorized Signature:	
Print Name and Title:	
Telephone No.:	Fax No.:
State Corporation ID#:	
Tax ID Number (FIN/SSN):	
Vendor is a: (Insert name of state): _____	
<input type="checkbox"/> Corporation <input type="checkbox"/> Limited Partnership <input type="checkbox"/> Ltd. Liability Company <input type="checkbox"/> General Partnership <input type="checkbox"/> Unincorporated Assoc. <input type="checkbox"/> Sole Proprietorship	
E-mail:	Leesburg BPOL #: (If located in Leesburg)

**ADDENDA**

Bidder acknowledges receipt of the following ADDENDA, which have been considered in the preparation of this bid.

Addendum No. \_\_\_\_\_  
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Dated: \_\_\_\_\_  
Dated: \_\_\_\_\_  
Dated: \_\_\_\_\_

**LARGE FORMAT PRINTING, COPYING & SCANNING SERVICES  
 BID FORM (PRICING) – RFQ # 100330-FY19-11**

**BIDDER MUST RETURN THIS FORM WITH BID**

Item #	Description	Estimated Quantity	Unit	Unit Price	Extended Price
1	Large Format Plan Sheet Printing from Electronic Files, including data processing and edge binding	75,000	SF		
4	Large Format Plan Sheet Copying, including data processing, and edge binding	500	SF		
6	Large Format Plan Sheet Scanning, including data processing, and providing electronic file	5,000	SF		
7	Pickup/delivery fee per one-way trip	15	Each		
	<b>TOTAL BID</b>				