

Questions & Answers  
RFP for Multifamily Property Manager Recycling Toolkit  
Job No. 19-14-PW  
March 4, 2014

The following questions were received regarding this Request for Proposals by 4:00 p.m. on March 4th. Following are the questions and the City's responses:

1. I just saw your RFP and noticed you are going to do some USB drives. I was wondering if you already purchased those or if I could bid on those?

*Response - The source for the purchase of the thumb drives will be determined after the RFP process has been completed and the consultant has had time to work on the project. The City has a variety of sources for computer accessories of this nature.*

2. Can you tell me the deadline for questions concerning Job #19-14-PW, an RFP for Multifamily Property Manager Recycling Toolkit?

*Response- No specific cutoff date for questions was published in this RFP. However, since you've asked, we recommend that questions be submitted by the close of business on March 4th in order to give the City sufficient time to formulate a response and, if felt necessary, let other prospective firms know of the question asked and the response provided.*

3. What does storage have to do with the product?

*Response- We aren't worried about storage from an end user standpoint (property manager). City staff would like to be able to store the packages in a reasonable way to save space. We will use these toolkits for outreach efforts throughout the year.*

4. Do you have a requirement for recyclable content?

*Response- We do not have a requirement. Ideally the package would be a showcase of recyclable materials, keeping in mind the audience we are trying to reach (property managers). We have left the type of packaging open ended to allow creativity.*

5. Has anything like this been done before?

*Response- No, not to our understanding. We survey Property Managers on how the City can provide assistance to their tenants and most responded electronically.*

6. Will the contractor be responsible for all printing costs? Does the budget include these costs?

*Response- Yes, the hired contractor for this proposal will manage any sub contracts to get the end result of the proposed item(s) such as printing and production costs.*

7. Are you accepting proposals from individuals outside of Washington?

*Response- Yes, we are accepting proposals outside of the state. However, the scope of work with the hired applicant/firm would include in-person meetings to review mock ups and proofs.*

8. Are you expecting applicants to include an estimate on printing costs as well as design costs? If so, do you have a quantity in mind? And, do you have a preferred printer you work with?

*Response- This project will include 250 units/containers/packages to hold a thumb drive & business card. It will also include 3 copies of a portfolio that will be used to explain what is inside the thumb drive (for doing outreach to Property Managers). The budget for this project does not include the thumb drives or business cards- but it includes all other costs. Subcontracting a printer would be the hired applicant's responsibility. We have worked with the following printers in the past on misc. projects: Printing Control, Minute Men Press, Detail Marketing Group, and Printwest. We did not ask for an estimated breakdown of printing/design costs in the RFP, but we would like it!*

9. Does the thumb drive packaging need to be a self-mailer or will you distribute the package via site visits?

*Response- The thumb drive packaging will be distributed in person- using the portfolio to explain (some) of the material on the thumb drive.*

10. Will the City assemble the loaded thumb drives into the packaging or is the consultant expected to do that? I see you'd like the empty packaging-just verifying that the City will indeed assemble them.

*Response- Yes-the City will assemble the loaded thumb drives into the packages.*

11. How many materials (approximately) will the notebook be expected to hold?

*Response- The goal is to use the notebook as a tool to showcase what is on the thumb drive. During outreach, you have limited time to go over all the material so we are thinking 10 items or less would take the max time a property manager has to discuss resources.*

12. I assume print estimates are to be included in the RFP.

*Response- We did not ask for an estimated breakdown of printing/design costs in the RFP, but we would like it!*

Issued by:

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