



Lower Manhattan Development Corporation
1 Liberty Plaza, 20th Floor
New York, NY 10006

Tel: (212) 962-2300 Fax: (212) 962-2431

REQUEST FOR QUALIFICATIONS:

PRINTING SERVICES

The Lower Manhattan Development Corporation,
a subsidiary of the New York State Urban Development Corporation
d/b/a Empire State Development Corporation,
seeks proposals from printing businesses
to provide printing services on LMDC projects.

LOWER MANHATTAN DEVELOPMENT CORPORATION

John C. Whitehead, Chairman
Louis R. Tomson, President

DECEMBER 9, 2002

DEADLINE FOR RESPONSES: JANUARY 3, 2002

Questions must be submitted to Nancy Poderycki at LMDC by fax (212) 962-2431 or by e-mail at npoderycki@empire.state.ny.us **no later than 5:00pm on Friday, December 13, 2002.** Addenda to this RFQ, including responses to questions, will be posted by 5:00pm EST on Wednesday, December 18, 2002 on the LMDC web site at www.ReNewNYC.com.

GENERAL INFORMATION

The Lower Manhattan Development Corporation (“LMDC”) was created in the aftermath of September 11, 2001 to oversee the rebuilding and revitalization of Lower Manhattan, south of Houston Street. LMDC is a subsidiary of the New York State Urban Development Corporation, doing business as Empire State Development Corporation (“ESDC”), a political subdivision and public benefit corporation of the State of New York, created by Chapter 24 of the Laws of New York, 1968, as amended. LMDC is governed by a sixteen member Board of Directors, eight of whom were nominated by the Governor of the State of New York and eight of whom were nominated by the Mayor of the City of New York.

LMDC is funded by federal appropriations administered by the United States Department of Housing and Urban Development (“HUD”) through its Community Development Block Grant (“CDBG”) program. To date, approximately \$2 billion has been allocated to LMDC under such appropriations and another \$783 million is anticipated through a second grant. (*See* Defense Appropriations Act of 2002, Public Law 107-117; Supplemental Appropriations Act of 2002 for Further Recovery from and Response to Terrorist Attacks on the United States, Public Law 107-206).

Due to the worldwide interest following this project, LMDC has implemented an extensive public outreach campaign. In turn, LMDC will require the services of a printing company to assist the staff with all printing needs (e.g., publications, newsletters, pamphlets, posters, flyers, booklets, banners).

Respondents interested in submitting statements of their qualifications should follow the recommended guidelines and instructions contained in this Request for Qualifications (“RFQ”). In the event it becomes necessary to revise any part of this RFQ, revisions will be provided to all those who received the initial RFQ.

Proposals should be prepared to provide a straightforward and concise description of the capabilities of the respondent(s) to satisfy the requirements of the RFQ. Emphasis should be on completeness and clarity of content. Each copy of the proposal should be bound in a single volume and include examples of previous work.

LMDC reserves the right to reject any or all proposals submitted if such election is deemed to be in the best interest of LMDC. LMDC assumes no responsibility and no liability for costs incurred by the responding team(s) prior to selection. **If you choose to respond to this RFQ, please prepare six (6) copies of your statements of qualifications and deliver them to:**

Matthew Higgins, Vice President
Department of Communications
Lower Manhattan Development Corporation
1 Liberty Plaza, 20th Floor
New York, NY 10006
Attn: PRINTING SERVICES RFQ

Questions must be submitted to Nancy Poderycki at LMDC by fax (212) 962-2431 or by e-mail at npoderycki@empire.state.ny.us **no later than 5:00pm EST on Friday, December 13, 2002.** Addenda to this RFQ, including responses to questions, will be posted by 5:00pm EST on Wednesday, December 18, 2002 on the LMDC web site at www.ReNewNYC.com

Statements of qualifications must be received no later than 5:00pm EST on January 3, 2003. Respondents to this RFQ may be required to give an oral presentation to LMDC. This will provide an opportunity for the respondents to clarify or elaborate on their proposals but will not be an opportunity to alter the original submission.

The current schedule for this RFQ is as follows:

- ? December 9, 2002 – RFQ issued
- ? December 13, 2002 – Deadline for questions
- ? December 18, 2002 – Addenda posted on web site
- ? January 3, 2003 – Responses due
- ? January 9-10, 2003 – Oral presentations (if required)
- ? January 13-17, 2003 – Printer(s) selected

CONTRACT TERMS AND OTHER REQUIREMENTS

Selected firm(s) will be required to enter into a formal contract with LMDC that will include the terms and conditions set forth in Schedule A to this RFP, subject to applicability and amendment. The contents of the statement of qualifications prepared by the selected business(es), with any amendments approved by LMDC, will become a part of the contract awarded. The contract will be awarded based on the stated specifications. The resulting contract(s) will be subject to quarterly reviews.

Selected business will be required to:

- 1) Work with LMDC staff, consultants and government partners on a time and materials basis in connection with LMDC's public outreach, planning, marketing, public service and other campaigns.
- 2) Maintain complete, accurate accounting records and other evidence pertaining to costs incurred in providing all services to LMDC. These records must be made available to LMDC at any time during the contract period and for a period of no less than six (6) years after a final payment has been made to the business.
- 3) Assume sole responsibility for the complete effort and duration of the project as specified by this RFQ; and fulfill the role as sole point of contact regarding all contractual matters.
- 4) Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interests therein or its power to execute such agreement to any other person, business, partnership, company or corporation without the prior written consent of LMDC.

LMDC reserves the right to terminate any agreements entered into contract as a result of this RFQ at any time, provided that written notice has been given to the business at least thirty (30) days in advance of the proposed termination date.

STATEMENT OF QUALIFICATIONS CONTENT

Please letter and number your responses so they correspond with the listed questions. Your submission must be limited to ten (10) one-sided pages, except items: A.2, B5, and D. Interested respondents are asked to submit proposals that contain the following information:

A. Background, Experience and Personnel

1. A history of the business's experience in providing printing services as well as a description of the range of services offered by the business.
2. Up to seven (7) samples of projects the business has completed that demonstrate the business's product diversity and competence in completing projects. These samples must be accompanied by the client information, including the name of a contact person who can act as a reference, a description of the nature, size and complexity of the project and the agreed fee arrangements.
3. A description of the business's approach/methodology for completing the types of work discussed above (A2).
4. Any additional information explaining why your business would produce work superior to that of another business.

B. Fees and Costs

5. Due to the billing practices of printing businesses (i.e. costs dependent upon scope of the project), LMDC requests the submission of a general pricing guide to supplement the fee arrangements already discussed in section A2.
6. A schedule of labor costs.
7. Any reduced fees charged to other municipalities, economic development or nonprofit organizations, and governmental agencies.
8. A list of any other fees or charges that may be applied.

NOTE: The fee proposal must be submitted in a separate clearly marked, sealed envelope. This envelope will not be opened until all proposals have been initially evaluated.

C. Conflicts of Interest

- 9. A statement describing whether providing printing services to LMDC would create any potential conflict of interest, or appearance of impropriety, relating to other clients of the business or employees, directors, and employees of LMDC. Also indicate what procedures will be followed for detection, notification and resolution for any conflicts of interest.
- 10. Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the business's ability to serve as a printer to LMDC.

D. Contact Information Form

A separate sheet of paper indicating clearly:

- a. Business name;
- b. Contact person;
- c. Telephone, fax and wireless numbers; e-mail address;
- d. Street address of business;
- e. Year business was established;
- f. Indicate if business is a New York State certified Minority or Women-owned Business Enterprise (M/WBEs);

NOTE: Business owner(s) must sign and date this form.

CRITERIA FOR SELECTION

In evaluating your response to this RFQ, LMDC places high emphasis on the following factors (not necessarily listed in order of importance):

- ? Quality of work product as demonstrated in submitted work samples.
- ? Capability of the business to work on projects varying in scope.
- ? Experience in providing printing services to other organizations.
- ? Business's success in development and completion of projects.
- ? Business's efficiency and ability to meet deadlines.
- ? Business's availability and facility for working with LMDC staff.
- ? Anticipated costs and services.

ORAL PRESENTATION

Organizations submitting a statement of qualifications in response to this RFQ may be required to give an oral presentation to LMDC. This will provide an opportunity for respondent(s) to clarify or elaborate on the proposals. It will not be an opportunity for respondents to change original submissions. Such a request will prohibit LMDC from offering a contract.

MISCELLANEOUS CONDITIONS

The issuance of this RFQ and the submission of a response by any proposing business(es) or the acceptance of such response(s) by LMDC do not obligate LMDC in any manner. Legal obligations will only arise on the execution of a formal contract by LMDC and the business(es) selected by LMDC. Responses to this RFQ will be prepared at the sole cost and expense of the proposing business(es). No materials submitted in response to this RFQ will be returned.

LMDC may (i) amend, modify, or withdraw this RFQ, (ii) revise any requirements of this RFQ, (iii) require supplemental statements or information from any business, (iv) accept or reject any or all responses hereto, (v) extend the deadline for submission of responses thereto, (vi) negotiate or hold discussions with any respondent and to waive defects and allow corrections of deficient responses which do not completely conform to the instructions contained herein, and (vii) cancel this RFQ, in whole or in part, if LMDC deems it in its best interest to do so. LMDC may exercise the foregoing rights at any time without notice and without liability to any proposing business or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

It is the policy of the State of New York and the LMDC to comply with all federal, state and local laws, policy, orders, rules and regulations which prohibit unlawful discrimination because of race, creed, color, national origin, sex, sexual orientation, age, disability or marital status, and to take affirmative action in working with contracting parties to ensure that New York State Business Enterprises, Minority and Women-owned Business Enterprises (M/WBEs), Minority Group Members and women share in the economic opportunities generated by LMDC's participation in projects or initiatives and/or the use of LMDC funds. LMDC is a subsidiary of the Empire State Development Corporation ("ESDC"). Accordingly, ESDC's nondiscrimination and affirmative action policy will apply to this initiative. The selected consultant(s) shall be required to use its best efforts to achieve American M/WBE participation of not less than 20% of the total dollar value of the contract. A copy of each respondent's equal employment opportunity policy statement and Staffing Plan (Schedule A-1) of the anticipated workforce to be utilized on the contract, shall be included as part of the response to any RFQ. The ESDC Affirmative Action Unit ("AAU") is available to assist you in identifying New York State certified M/WBEs that can provide goods and services in connection with the contract. If you require M/WBE listings, please call the AAU at (212) 803-3224.