

BOARD MEETING DATE: December 4, 2020

AGENDA NO. 9

PROPOSAL: Establish List of Prequalified Vendors for Mailing Services

SYNOPSIS: On September 4, 2020, the Board approved release of an RFQ to establish a prequalified list for outside mailing services, including folding, inserting, sealing, removing duplicate addresses, labeling, tabbing and metering, as well as pick-up and delivery of mailing materials. This action is to establish a prequalified vendor list that will be used for mailing services for a three-year period, from January 1, 2021 to December 31, 2023, and vendors on the list will be given an opportunity to bid competitively on mailing jobs, as the need arises.

COMMITTEE: Administrative, November 13, 2020; Recommended for Approval

RECOMMENDED ACTION:

Approve the vendors listed in Attachment A as prequalified vendors to provide mailing services, as needed, from January 1, 2021 to December 31, 2023.

Wayne Nastri
Executive Officer

AJO:VR

Background

On September 4, 2020, the Board approved release of RFQ #Q2021-02 to establish a list of prequalified vendors for mailing services for the next three-year period of January 1, 2021 to December 31, 2023. South Coast AQMD conducts various types of mailings and the Subscription Services unit coordinates many of these mailings, including South Coast AQMD's subscription publications. Other mailings include, but are not limited to, scheduled mailings for public workshops, rule notification, and permit fee billings. The RFQ included services such as folding, inserting, sealing, removing duplicate addresses, labeling, tabbing and metering, as well as pick-up and delivery of mailing materials.

When mailing services are needed, competitive bids are solicited from all prequalified providers listed for the respective job category. Final selection of a vendor is based on vendor ability to provide the service, as specified, and lowest cost. If a service cannot be met by any of the prequalified vendors, another vendor may be selected to provide such mailing services.

Outreach

In accordance with South Coast AQMD's Procurement Policy and Procedure, a public notice advertising the RFQ and inviting bids was published in the Los Angeles Times, the Orange County Register, the San Bernardino Sun, and Riverside County's Press Enterprise newspapers to leverage the most cost-effective method of outreach to the South Coast Basin. Additionally, potential bidders may have been notified utilizing South Coast AQMD's own electronic listing of certified minority vendors. Notice of the RFQ was emailed to the Black and Latino Legislative Caucuses and various minority chambers of commerce and business associations, and placed on South Coast AQMD's website (<http://www.aqmd.gov>).

Bid Evaluation

For RFQ 2021-02 to prequalify vendors to provide mailing services to South Coast AQMD, 85 copies of the RFQ were mailed out. Three proposals were received by the close of bidding at 2:00 p.m. on October 7, 2020. The three proposals evaluated received a qualifying score and Table 1 summarizes the results of the evaluation process.

The evaluation panel consisted of three South Coast AQMD employees: a Mail/Subscriptions Services Supervisor, a Print Shop Supervisor, and a Mail/Subscription Services Clerk. Of these three panel members, two are African American, one is Caucasian; all are male.

This action seeks approval of the vendors listed in Attachment A as prequalified vendors to provide mailing services, as needed, from January 1, 2021 to December 31, 2023.

Of the three proposed prequalified vendors, all were self-certified as a Small Business, one was self-certified as a Local Business, and one was self-certified as a Woman-Owned Business.

Resource Impacts

Sufficient funds have been appropriated for these services in the FY 2020-21 Budget and will be requested in subsequent fiscal year budgets.

Attachment

Prequalified Vendors for Mailing Services

ATTACHMENT A

Table 1
PREQUALIFIED VENDOR LIST
MAILING SERVICES
RFQ #2021-02

Name	Qualifying Score	Additional Points	Total Points
Direct Connection Mailing	85	4	89
McPrint Direct	79	2	81
SoCal Mailing Services Inc.	82	4	86