

Proposal Evaluation Summary

Electronic Plan Room Services – RFP #PUR0816-022

Proposals opened September 6, 2016

Evaluators: Administrative staff for Public Works Engineering

Proposals received in alphabetical order:

Firm Name	Location	Comments
Copyworks	Cedar Rapids, IA	
Info Tech (Bid Express)	Gainesville, FL	electronic service only; no document printing or distribution
Rapids Reproductions, Inc.	Cedar Rapids, IA	

Top two ranked firms:**1. Copyworks**

Criteria	Points
Qualifications and Experience	460.00
Proposed Pricing (see page 2)	290.00
Responsiveness	93.33
Local Preference Points	50.00
Total Evaluation Points	893.33

Facts:

- Local branch in Cedar Rapids with a total of five branches throughout Iowa
- The City has had very positive experience with Copyworks as contracted vendor for printing and high-speed copying over the past six years
- Plan to use idtPlans Procurement for the online plan room software; Copyworks would handle document printing and distribution; City would work directly with idtPlans for the electronic plan room
- Most competitive financial proposal
- Proposal indicates a clear understanding of the City's requirements

2. Rapids Reproductions, Inc.

Criteria	Points
Qualifications and Experience	560.00
Proposed Cost (see page 2)	220.00
Responsiveness	96.67
Local Preference Points	50.00
Total Evaluation Points	926.67

Facts:

- Local company with six offices located across Iowa
- 15 years of experience managing digital plan rooms including the past 5 years for the City of Cedar Rapids
- Full understanding of the construction process and what is required; digital plan room, printing, and distribution of documents are handled in house
- Financial proposal is competitive
- Proposal and past service show a clear understanding of the City's requirements

Recommendation for Award:

The evaluation team scored the responsive proposals and Rapids Reproductions, Inc. was rated as the top proposal. A resolution will be presented to the City Council on Tuesday, October 11, 2016 recommending that the contract be awarded to Rapids Reproductions, Inc.

Financial Submittals:

Description	Copyworks	Info Tech	Rapids Reproductions
Upload of PDF files from City to Plan Room			
Project manuals – price per page	No charge	\$6,500 per project	No charge
Drawings – 1-50 sheets, price per page/drawing	\$10.95		\$15.00
Drawings – 51-150 sheets, price per page/drawing	\$10.95		\$13.00
Drawings – 151+ sheets, price per page/drawing	\$10.95		\$10.00
Printed Project Manuals / Plan Sets			
Project manuals, 8 ½" x 11", double-sided, price per page	\$ 0.05	n/a	\$ 0.062
Front/Back cover w/ plastic comb binding, price per manual	\$ 1.80		\$ 2.34
11" x 17", single-sided, price per page/drawing	\$ 0.06		\$ 0.068
12" x 18", single-sided, price per page/drawing	\$ 0.20		\$ 0.177
15" x 21", single-sided, price per page/drawing	\$ 0.30		\$ 0.26
24" x 36", single-sided, price per page/drawing	\$ 0.59		\$ 0.52
30" x 42", single-sided, price per page/drawing	\$ 0.89		\$ 0.79
36" x 48", single-sided, price per page/drawing	\$ 1.18		\$ 1.05
Project Closeout CD	\$17.95		\$25.00
Option: Online public message board or equivalent	no charge	no charge	pending