



LOWER MANHATTAN DEVELOPMENT CORPORATION

REQUEST FOR QUALIFICATIONS for PHOTOCOPYING AND RELATED SERVICES

*The Lower Manhattan Development Corporation, a subsidiary of the
New York State Urban Development Corporation
d/b/a Empire State Development Corporation,
seeks statements of qualifications for
photocopying services relating to LMDC projects.*

Lower Manhattan Development Corporation
John C. Whitehead, Chairman
Kevin M. Rampe, President

November 03, 2003

Deadline for responses: Monday, November 24, 2003 5:00 PM EST

Questions must be submitted in writing no later than Friday, November 14, 2003, to Robert G. Goelet by mail, e-mail (rgoelet@renewnyc.com), or by facsimile to: (212) 962-2431. Addenda to this RFP, including responses to any questions, will be posted on the LMDC web site www.renewnyc.com by Wednesday, November 19, 2003. LMDC will not accept, and cannot respond to, questions via any other methods.

I. GENERAL INFORMATION

A. Mission and Structure of the Lower Manhattan Development Corporation

The Lower Manhattan Development Corporation (“LMDC”) was established in late 2001 to develop and revitalize Lower Manhattan in the aftermath of the September 11, 2001 terrorist attacks. LMDC defines Lower Manhattan to mean all areas in 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 16-member Board of Directors, of which half was nominated by the Governor of the State of New York and half 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 and another \$783 million is anticipated through a second grant. (*See* Defense Appropriations Act of 2002, Public Law 107-117 and Supplemental Appropriations Act of 2002 for Further Recovery from and Response to Terrorist Attacks on the United States, Public Law 107-206).

B. Overview of Services Requested and the Submission Process

In fulfilling its responsibility of revitalizing Lower Manhattan, LMDC will need to obtain the services of one or more firms who generally provide photocopying and related services. LMDC seeks to create a pool of qualified firms from which it may select one or more firms to provide such services in the future. Firms interested in submitting a statement of qualifications to provide such services are required to 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 by addenda posted on the LMDC web site:

<http://www.renewnyc.com>.

Statements of Qualification should provide a straightforward, complete and concise description of the firm’s capabilities and qualifications to provide photocopying and related services to the LMDC. Please prepare five (5) copies of your statement of qualifications and one (1) set of work samples. Each copy of the statement of qualifications should be bound in a single volume and include any documentation you may wish to submit.

Statements of qualifications must be received no later than **5:00 PM EST, Monday, November 24, 2003**. Deliver all statements of qualifications to:

RFP/RFQ PROCESSOR
Lower Manhattan Development Corporation
One Liberty Plaza, 20th Floor
New York, NY 10006
Attn: Photocopying and Related Services RFQ

LMDC may reject any or all statements of qualifications submitted if such election is deemed to be in the best interest of LMDC. LMDC assumes no obligation, no responsibility and no liability for costs incurred by the responding firms prior to the issuance of a contract.

The current schedule for this effort is as follows:

- November 03, 2003 – RFQ Issued
- November 24, 2003 – Responses Due
- December 11, 2003 – Qualified Firm(s) Selected

Subject to annual review and approval by the LMDC Board of Directors, the selected firm(s) will be retained for 1 year with an option for LMDC to renew.

II. ANTICIPATED SCOPE OF SERVICES

LMDC seeks one or more firms to assist LMDC in its planning, development and revitalization work in Lower Manhattan. Specifically, LMDC would like to create a pool of several firms that it deems qualified from which it can draw on to obtain photocopying and related services in the future on an as-needed basis. A firm's selection into this pool does not necessarily guarantee actual retention of such firm for the proposed services.

LMDC requests statements of qualifications for one or more firms to provide services to LMDC in the future, as requested, which will include, but will not be limited to the services identified below.

A. Services Needed

1. Provide photocopying services, both black & white and color.
2. Provide photocopying related materials and services, including collating, producing and/or inserting tabs, and binding.
3. Provide additional services, which may include distribution of photocopies.

NOTE: In this RFQ, LMDC is **not** seeking services for graphic design, offset printing, production design, or other high end reproduction.

B. Anticipated Schedule for Services

- Frequent (monthly) small and large scale projects with tight time frames (<24 hours) including photocopying of informational materials for: public forums, meetings, and events related to LMDC activities.
- Periodic copying and distribution of documents relating to the World Trade Center Memorial and Redevelopment Plan and the World Trade Center Site Memorial.
- Occasional photocopying of administrative and legal documents.

III. SUBMISSION REQUIREMENTS

Please letter your responses exactly as the questions are presented herein, and limit to ten (10) one-sided pages, except work samples, which must be included in a separate, bound appendix. LMDC has no preference that all services be provided by the same firm and firms may choose to submit qualifications to provide less than all of the anticipated scope of services. Responding firms must specify which services they are qualified to provide. LMDC will review all statements of qualifications without prejudice as to which services are proposed.

Interested firms are invited to submit statements of qualifications that contain the following information:

A. Experience, Structure, and Personnel

1. A history of the firm's experience providing photocopying and related services to economic development organizations, governmental entities, businesses, not-for-profits and civic organizations.
2. Samples of at least one (1), but no more than five (5) large scale or complex projects that the firm has completed in the areas of photocopying and related services. Include the client, the name of a contact person who is able to provide a reference, a description of the nature of the work, the size and complexity of the project, and the amount and the agreed fee arrangements.
3. Any other information that you believe would make the firm's work on behalf of LMDC superior to that of other firms or information about your firm's specialty or particular skill to perform a specific requested service.

B. Fees

1. LMDC requests the submission of a general pricing matrix for black & white and color photocopying, collating, binding, and related services.
2. Responding firms are also requested to price (including unit cost/discount) and provide approximate schedules for the following double sided sample jobs (20lb paper)
 - a. 100, 500, 1000, and 5000 black & white stapled copies of a 10 page (20 impressions), double sided document.

- b. 10, 50, 100, and 500 color stapled copies of a 10 page single sided document.
 - c. 100, 500, and 1,000 black & white, ring bound with 25 tabs, copies of a 500 page (1000 impressions), double sided document.
- 3. Any reduced fees offered to other municipalities, governmental entities, economic development or nonprofit organizations, and civic organizations.
 - 4. Any other fees or charges.

NOTE: Although proposed fees will be taken into account, LMDC reserves the right to negotiate a lower or different fee structure with any firm that is selected.

C. Contact Information (NOTE: does not count toward ten-page limit)

On a single cover sheet in your statement of qualifications, please provide:

- 1. The lead firm or individual name;
- 2. The lead firm's contact person;
- 3. Telephone, fax, and wireless numbers for firm principal(s) or individual(s) that are anticipated to work on a LMDC project;
- 4. E-mail address for firm principals or individuals that are anticipated to work on an LMDC project;
- 5. The Street address of lead firm or individual;
- 6. The year the firm or individual practice established;
- 7. The M/WBE status of the firms (Minority-owned Business Enterprise or Women-owned Business Enterprise, as certified by New York State);
- 8. The type of work or specialty and size of firm; and
- 9. The signature of the lead individual, and the date of the signature.

D. Conflicts of Interest (NOTE: does not count toward ten-page limit)

- 1. Submit a statement describing any potential conflict of interest or appearance of impropriety, relating to other clients of the firm, or officers, directors, and employees of LMDC, that could be created by providing services to LMDC.
- 2. Indicate what procedures will be followed to detect and notify LMDC and to resolve any conflicts of interest.
- 3. Indicate any pending litigation and/or regulatory action by any oversight body or entity that could have an adverse material impact on the firm's ability to serve LMDC.
- 4. Indicate if the firm has ever had a prior contract with any governmental entity terminated for any reason, and provide a detailed explanation.
- 5. Submit a completed Standard Background Questionnaire (Attachment 3).

E. Nondiscrimination Policy (NOTE: Does not count toward ten-page limit)

- 1. Firms with fifty (50) or more employees shall submit a copy of their nondiscrimination or affirmative action plan.

2. Firms with less than fifty (50) employees shall submit a statement of their commitment to equal opportunity and affirmative action from their chief executive officer.
3. Each responding firm must also complete and submit both
 - (a) Attachment 1 relating to the anticipated workforce to be utilized on the contract, and
 - (b) Attachment 2 relating to the anticipated participation of minority and women-owned business enterprises as subcontractors, if any.

All information and documents described in subsections A through D above must be included or addressed in the submission.

IV. CRITERIA FOR SELECTION

In evaluating statements of qualifications submitted pursuant to this request, LMDC places high value on the following factors, not necessarily in order of importance:

- Approaches in methodology with respect to the anticipated scope of services that demonstrate maximum comprehension of and ability to provide such services to LMDC.
- Experience of firm providing photocopying and related services to businesses, municipalities, economic development organizations, or other governmental entities.
- Quality of work product as demonstrated through submitted work samples.
- Number, complexity, and nature of photocopying and related services handled by the firm.
- Selected firm's ability, availability, resources, and facility for working with LMDC directors, officers, staff and consultants.
- Conformity with or exceeding applicable LMDC's policies as noted herein, including specific policies relating to nondiscrimination and affirmative subcontracting goals.
- Proposed fee structure relating to services the firm(s) would provide.
- Turn around times, for high priority work, and hours of operation.

V. CONTRACT 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 RFQ, subject to applicability and amendment. The contents of the statement of qualifications prepared by the selected firm(s), with any amendments approved by LMDC, will become a part of the contract awarded as a result of this RFQ process. Entering into such a contract does not guarantee that selected firms will be hired to perform photocopying and related services during the term of the contract.

The selected firm(s) will be required to:

- Work with LMDC staff and its consultants to provide photocopying and related services to LMDC on matters that may arise in connection with the planning, development, and revitalization of Lower Manhattan.
- Maintain accurate accounting records and other evidence pertaining to costs incurred in providing services, and on LMDC request, to make such records available to LMDC at all reasonable times during the contract period and for six (6) years after the date of the final payment to the firms under the contract.
- Assume sole responsibility for the complete effort as required by this RFQ, and be the sole point of contact with regard to contractual matters.
- Refrain from assigning, transferring, conveying, subletting or otherwise disposing of the contract or its rights, titles or interest therein or its power to execute such agreement to any other person, firm, partnership, company, or corporation without the prior consent and approval in writing of LMDC.
- Comply with applicable law governing projects initiated or supported by LMDC, including all applicable HUD requirements and regulations.

LMDC may select more than one firm that responds to this RFQ to create a pool of qualified firms from which to draw from for LMDC's future photocopying and related services needs.

As set forth in Schedule A to LMDC contracts (Attachment 4), LMDC may terminate any contract entered into as a result of this RFQ at any time, provided that written notice has been given to the contractor at least thirty (30) days prior to such proposed termination date.

VI. MISCELLANEOUS CONDITIONS

A. Obligation Only on Formal Contract

The issuance of this RFQ and the submission of a response by any candidate firms or the acceptance of such response 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 firms selected by LMDC. Responses to this RFQ will be prepared at the sole cost and expense of the candidate firms. No materials submitted in response to this RFQ will be returned.

B. LMDC Reservation of Rights

LMDC may (i) amend, modify, or withdraw this RFQ, (ii) revise requirements of this RFQ, (iii) require supplemental statements or information from any firm, (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 firm or any other party for their expenses incurred in the preparation of the responses hereto or otherwise.

C. Nondiscrimination and Affirmative Action Policies

It is the policy of the State of New York, ESDC, and LMDC to comply with all federal, state and local laws, policies, 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 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 ESDC and its non-discrimination and affirmative action policy will apply to this RFQ and any resulting contract(s). LMDC has established a 20% M/WBE participation goal for the entire redevelopment project. The selected firm shall be required to use its best efforts to provide for the meaningful participation of United States M/WBEs, Minority Group Members and women in the execution of this contract. A copy of each responding firm’s equal employment opportunity policy statement, Attachment 1 relating to the anticipated workforce to be utilized on the contract and Attachment 2 relating to the anticipated participation as subcontractors of M/WBEs, shall be included as part of the response to the RFQ. The ESDC Affirmative Action Unit (“AAU”) is available to assist you in identifying M/WBEs certified by the State of New York 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.