



## **REQUEST FOR PROPOSALS (RFP)**

### **RFP 24-001**

#### **LIONS ROAR NEWSLETTER PRODUCTION SERVICES**

The City of Leon Valley (“City”) is seeking proposals from qualified and experienced parties (“Vendor”) for printing, binding, and delivery of the City’s Lion’s Roar Newsletter. This bi-monthly newsletter is an essential communication tool that keeps the City of Leon Valley’s residents informed about city news, events, and important announcements.

The City is conducting a competitive solicitation process that includes evaluating and recommending a Vendor for award. Prospective Vendors are invited to respond to this Request for Proposals (“RFP”). Enclosed is the RFP packet, which outlines the following:

1. Background and Overview
2. Scope of Services
3. Proposal Requirements
4. Evaluation Criteria
5. Submission Instructions
6. Forms

To ensure the proper processing of your proposal please submit a *complete* proposal to the Community Relations Office at 6400 El Verde Rd, Leon Valley, TX 78238 by **2:00 p.m. on Thursday, September 12, 2024**. The City of Leon Valley reserves the right to reject any and all responses.

Listed below are specific and anticipated dates and times of action related to this RFP. The actions with specific dates must be completed as indicated unless otherwise changed.

Milestone	Anticipated Timeline
RFP Issuance	8/8/2024
Pre-RFP Conference (non-mandatory)	8/22/2024
Proposals Due From Vendor	9/12/2024
Evaluation of Proposals	9/24/2024
Contract Award Date	10/24/2024

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## Mayor's Mes

By Mayor Chris Riley

"If you want to go **FAST**, go alone. If you want

Manager Dr. Crystal Caldera's summary of the progress made on goals and issues discussed from the January, 2023 Town Hall Meeting.

- New topics for discussion and survey by our citizens at the 14th annual meeting will include:
- 1. Bandera Road (SH 16) Re-development from 410 to 1604** progress to date and timeline going forward by Chad Gardiner, Half & Associates consultant. The Environmental assessment is 60% complete; purchasing of right of way and moving utilities are next to get the project shovel ready so funding can be secured.
  - 2. Solid Waste /Neighborhood Survey** - the current 7 year solid waste contract with Tiger Sanitation expires at the end of 2024. What specific types of services do we want, such as adding a hazardous waste collection and/or adding a third bin for compostable material? How much will it cost and what is the consensus of the
  - 3. Law 1 and Infor lice Depa Gonzalez** our comm (statistics to combat
  - 4. Press sion on L City Own at Willian Samaria** proximat received t this area a project jo Bear Con been com reviewed ed the city developer this meeti feedback.
  - 5. Citiz izens are j**

**ANNUAL TOWN HALL MEETING**  
**Saturday, January 27, 2024 at the Conference Center - 8:30 am - 12:30 pm.**  
 The 14th Annual Town Hall Meeting will take place on Saturday, January 28th at the Conference Center, beginning at 8:30 a.m. Over the years, we have used this meeting as a way of setting goals and working together to get things done. Some of the topics addressed in recent years: Hike & Bike trails from Crystal Hills park to Rimkus park, Spending of American Rescue Funds, Support for establishing Red Light cameras, Amending the Home Rule Charter, City's Infrastructure needs, including Google fiber and ADA compliance

## Park Etiquette - Please Do Your Part!

Leon Valley's Raymond Rimkus Park is the place to be on the weekend, especially in the spring and summer months. There is a bustle of activities including soccer, softball, volleyball, barbecues in the pavilions, children playing on the playground and much more. The new neighborhood parks also have a lot of amenities for residents to enjoy.

As everyone is enjoying our parks, it is important to remember to be respectful of others and not block the walking paths with shade structures, chairs, coolers, bikes, vehicles, or other miscellaneous items.

Additionally, all pets must be kept on a leash at all times while visiting the parks and pet waste must be removed and disposed of properly.



One of the most common complaints we receive is about dog owners not picking up after their pets. Dog waste stations have been installed at me convenience. Dogs are not allowed in the Huebne Park, as they can and do disturb the deer and oths allowed in the Huebner-Onion Natural Area Park. The natural environment in the park can easily ca becomes dry and flammable during the heat of su when the grass and other vegetation is dead.

Finally, please remember to be good stewards of it and pick up after yourself and others if necessary. water bottles and soda cans and throw away any

For more park information, please visit our websi [www.leonvalleytexas.gov](http://www.leonvalleytexas.gov).



**LEON VALLEY**  
 DEEP ROOTS. BIG IDEAS.  
 Leon Valley City Hall  
 6400 El Verde Road  
 Leon Valley, TX 78228

PHOTO: DEO  
 U.S. POSTAGE  
 PERM  
 SAN ANTONIO, TX  
 PERMIT NO. 501

## HB 3186 Texas Youth Diversion and Early Interv

On the heels of the 88th Legislative Session several bills were effective September 1st Youth Diversion and Early Intervention Act became effective January 1st, 2024. This Valley Municipal Court to adopt and implement a youth diversion plan no later than The objective of the bill is to accomplish:

1. Through intervention, reduce recidivism and problem behaviors without having to cate children in the municipal court.
2. Identify at risk youth and where appropriate, make a referral to early youth and in



**CITY COUNCIL**  
 Mayor: Chris Riley  
 City Manager: Crystal Caldera, PhD  
 Place 1: Benji Martinez  
 Place 2: Josh Stevens  
 Place 3: Philip Campos  
 Place 4: Ray Guaco  
 Place 5: Will Bradshaw

**CITY STAFF**  
 City Secretary: Saundra Pennington  
 Finance Department: Carol Gearing, Director  
 Planning & Zoning Department: Minny Rouse, Director  
 Fire Department: Michael Naughton, Fire Chief

**CITY MEETINGS**  
 All meetings at City Hall unless otherwise specified. All meetings subject to change due to Covid-19.  
 City Council: 1st & 3rd Tuesday - 6:30 p.m.  
 Citizens Police Advisory Committee: Quarterly, 3rd Wednesday - 8:00 p.m.  
 Coffee with the Mayor: Quarterly, 4th Saturday - 9-11 a.m.  
 Earthwise Living Committee: 2nd Wednesday  
 Economic and Community Development Advisory Committee: 1st & 3rd Tuesday - 5:30 p.m. - Library

**CITY NUMBERS**  
 Keep these numbers handy!  
 Emergency Number for POLICE, FIRE and EMS: 911  
 City Web Site Address: www.leonvalleytexas.gov  
 City Hall: 210-884-1391  
 Animal Control & Code Compliance: 210-884-6057  
 Non-Emergency: 210-884-8899  
 Fire: 210-884-5119  
 Police: 210-884-3219  
 Human Resources: 210-884-1391  
 Dead Animal Pickup: 210-884-6057  
 Public Works: 210-881-1332  
 Library: 210-884-0720  
 Tiger Sanitation: 210-335-6267  
 Community Center: 210-884-1391 ext. 228

## **BACKGROUND AND OVERVIEW:**

The City of Leon Valley has created and distributed a City Newsletter since the early 1960's. This publication has featured information regarding budget, City improvements, upcoming events, and general municipal news within the City of Leon Valley.

Leon Valley is a home-rule, incorporated city with a 2020 census population of approximately 11,542. The city encompasses approximately 3.4 square miles located in the northwest quadrant of Bexar County.

The Lion's Roar is an educational, factual, and informative newsletter currently produced six times a calendar year according to the outlined time schedule in this RFP. In an effort to reach every resident the newsletter is mailed to every home within the limits of Leon Valley and a bulk amount is delivered to the apartment complexes and City Hall. This contract begins with the December 2024/January 2025 edition of the newsletter and ends with the October/November 2025 edition (with the option to renew for two additional years).

The purpose of this RFP process is to select a qualified Vendor that provides the best value to the City for the typesetting, printing, saddle stitching, and mail delivery of the Lions Roar Newsletter.

## **SCOPE OF SERVICES:**

The newsletter is relatively similar for each coverage period and it is estimated that the majority of the issues will be a maximum of twelve (12) pages. However, it is possible that the pages of each issue could vary throughout the year as well, due to unknown or unpredictable content. The City shall provide articles, information, images, branding artwork, and reserves the right to approve any additional artwork and graphics from the Vendor for each newsletter edition. The criteria that may fluctuate include the following:

- The number of pages per issue;
- The quantity to be printed and mailed – based on new homeowners added to the mailing list and past homeowners being removed; and
- The delivery date of the files to the printer – based on the timing of the receipt and/or confirmation of information relevant to the content.

The completed folded, saddle stitched Lions Roar Newsletter is 8.5" x 11". The quantity to be printed is approximately 3,700 newsletters, six (6) times annually, for a total of approximately 22,200 newsletters. Proposals should include price per edition, price per page (4, 6, 8, 12, or 16), and the price for each additional "special edition". Special editions may occur up to two (2) times per year and include any special important City information for circulation. There shall be no additional charges for corrections and/or changes made prior to final proof. After final proof has been approved by the City, any corrections made will be at the City's expense, unless it is an error made by the successful Vendor. Additional printing specifications are below:

- Finished Size: 8.5 x 11
- Stock Description: Coated, White, 80#
- Ink: 4-Color Process
- Total Pages in Newsletter: Range 4, 8, 12, 16
- Binding: Saddle-Stitching
- Additional: Ship/Deliver Bulk Amount - 100 to City of Leon Valley, and 300 to the seven apartment complexes within the city limits. (50 per complex)

- Bi-monthly Newsletter Schedule:

Issue I	Coverage Period: December – January
Issue II	Coverage Period: February – March
Issue III	Coverage Period: April – May
Issue IV	Coverage Period: June – July
Issue V	Coverage Period August – September
Issue VI	Coverage Period October -November

A digital copy of each edition will be delivered to the City’s Community Relations Director via email to post on the City’s website. Any delivery and freight charges are to be included in the proposal price.

The Vendor shall provide mailing services, which include processing mailing lists, filing necessary paperwork with USPS, utilize and prepare address files through the NCOA system or equivalent to confirm matches and remove duplicates, and provide best practice for postage delivery to afford the best and lowest prices in the most expeditious delivery fashion possible.

Copies of previously issued newsletters are available on the City’s website or upon request: <https://www.leonvalleytexas.gov/relations/page/lions-roar-newsletter>

Termination of Contract: The City of Leon Valley reserves the right to terminate the contract immediately in the event the successful respondent:

1. Fails to complete project in a timely manner agreed upon by both parties;
2. Otherwise, fails to perform in accordance with this contract;
3. Becomes insolvent and/or files for protection under bankruptcy laws.

Such termination is in addition to and not in lieu of an other remedies that the City of Leon Valley may have in law or equity. Respondent, in submitting this proposal, agrees that the City of Leon Valley shall not be liable to prosecution for damages in the event that the City declares the respondent in default.

Termination for Convenience: The contract may be terminated, without penalty, by either party by providing thirty (30) days’ written notice to the other party.

**Proposal Format**

To facilitate an accurate analysis of responses, Vendors will be required to submit proposals as outlined in this section. Vendors not adhering to these instructions may be disqualified without further consideration.

1. Qualifications and Experience
  - Provide a brief description and history of the company including current size.
  - Include the names, qualifications, years of experience and other detailed background information of the personnel directly involved in the proposed services.
  - Discuss the company’s prior services experience in providing the proposed services to other municipalities.
  - Provide a list of municipalities, government, school districts, or higher education customer contracts in Texas where printing services were provided.
  - Provide a minimum of three (3) with a maximum of five (5) references for clients, preferably governmental, school district, or non-profit agencies, for which you have provided this type of service. Include the name of the agency, contact name, telephone numbers, email address, date/length of contract, and a brief description of work.
2. Price Proposal

- All rates and fees must be listed on the proposal cost sheet. The city will not be responsible for paying any fees not specifically listed.
  - The submitted proposal should not include any amount of sales or use taxes, or any other tax form from which the City is exempt.
  - Identify and list all special services and identify charges pertaining to such services.
3. Samples
- Provide a minimum of two (2) with a maximum of four (4) sample newsletters from production jobs that were previously produced from clients that are similar to the printing requirements of the City of Leon Valley.
4. Forms
- Completed City of Leon Valley Texas Public Information Act.
  - Insurance Requirements: Proposer shall maintain, at his sole cost, at all times while performing work hereunder, the insurance and bond coverage set forth below with companies satisfactory to the Owner with full policy limits applying, but not less than stated. A certificate evidencing the required insurance and specifically citing the indemnification provision set forth in the Agreement shall be delivered to the Owner within fifteen (15) days after the Notice to Proceed has been accepted by Contractor.
    - i. Workman's Compensation Insurance as required by laws and regulations applicable to and covering employees of Contractor engaged in the performance of the work under this agreement with a limit of not less than \$1,000,000.00;
    - ii. Employers Liability Insurance protecting the Proposer against common law liability, in the absence of statutory liability, for employee bodily injury arising out of the master-servant relationship with a limit of not less than \$100,000.00.
    - iii. Comprehensive General Liability Insurance including products/completed operation with limits of liability of not less than: Bodily Injury \$1,000,000.00 per each person, \$1,000,000.00 per each occurrence/\$2,000,000.00 aggregate; Property Damage \$1,000,000.00 per each occurrence;
    - iv. Excess Liability Insurance Comprehensive General Liability, Comprehensive Automobile Liability and coverages afforded by the policies above, with the minimum limits of \$5,000,000.00 excess of specified limits;
  - If required, provide a completed copy of the Conflict of Interests Questionnaire (Form CIQ). This form is available online at: [Form CIQ \(Conflict of Interest Questionnaire\) \(state.tx.us\)](http://www.state.tx.us/Form_CIQ_(Conflict_of_Interest_Questionnaire)_state.tx.us)
  - CERTIFICATE OF INTERESTED PARTIES: Applies to all contracts that must be approved by the City Council. In accordance with House Bill 1295, for certain contracts entered into on or after January 1, 2016, the successful proposer must submit a Certificate of Interested Parties (Form 1295) at the time the signed contract is submitted to the City. This applies to any contract of any amount that must be approved by the City Council. Form 1295 must be filed electronically with the Texas Ethics Commission using the online filing application located at: [1295.pdf \(state.tx.us\)](http://www.state.tx.us/1295.pdf)

### **Proposal Evaluation Process**

An evaluation committee will screen all proposals and rate all submitted responses. Evaluation ratings will be on a 100-point scale, and Vendors selected for a short list may be invited to attend an interview at their own expense. Any invitation for an oral presentation will be solely for the purpose of clarifying proposals received from each qualifying Vendor and will not represent any decision on the part of the evaluation committee as to the selection of a successful Vendor.

The City's process is as follows:

City staff shall recommend an evaluation committee, which will be used to evaluate all proposals. The City will evaluate all proposals based on the following criteria:

Evaluation Criteria	Value
<b>Pricing</b> – The firm’s proposed fees for the services requested.	35
<b>Quality of Work and Services Offered</b> – The firms’ operational and capacity to perform services requested.	30
<b>Qualifications and Experience</b> – The firm’s experience and capacity for providing printing services.	20
<b>References</b> – The firm’s past experience providing similar services to municipalities, school districts, park districts, libraries, non-profit, or other agencies.	15
<b>Total Points</b>	100

**SUBMISSION REQUIREMENTS**

For consideration, one (1) original and five (5) copies of your proposal must be submitted by **5:00 p.m. CST on Thursday, September 12, 2024**, and shall remain valid for a minimum of sixty (60) days. All proposals must be labeled “RFP: Lions Roar Newsletter Production Services,” with the required forms and submitted to:

Crystal Miranda, CPRP  
Community Relations Director  
City of Leon Valley  
6400 El Verde Road  
Leon Valley, TX 78238

Proposals received after this time will be returned unopened. The City of Leon Valley reserves the right to reject any and all proposals.

A pre-proposal conference will be held on Thursday, August 22, 2024, at 2:00 p.m. in the City Council Chambers at 6400 El Verde Road, Leon Valley, Texas. Any questions answered during the conference will be posted as an addendum on the city website.

The City of Leon Valley will not be liable for any costs incurred by any respondent in preparation of a submittal in response to this request, in conduct of a presentation, or any other activities related to the response of this RFP.

Form 1295 must be filed electronically with the Texas Ethics Commission using the online filing application located at: [1295.pdf \(state.tx.us\)](https://www.state.tx.us/ethics/1295.pdf)

Conflict of Interests Questionnaire (Form CIQ). This form is available online at: [Form CIQ \(Conflict of Interest Questionnaire\) \(state.tx.us\)](https://www.state.tx.us/ethics/form-ciq)

## Price Proposal Form

The Vendor is obligated to identify all proposed project costs on this form. In the event services are provided at no additional cost, the time should be noted as, "No Charge." Do not use, "To Be Determined," or similar annotations. The City is asking Vendor(s) to provide pricing for all desired outcomes with the understanding that they may have to make assumptions.

Each issue will require approximately 3,700 copies to be printed. Please list prices based on the stated specifications for 3,700 copies of the newsletter. The submitted proposal shall be stated as the total cost per issue and shall apply to each issue for that contract year.

Edition size	Year 1	Year 2	Year 3
16-page	\$ _____	\$ _____	\$ _____
12-page	\$ _____	\$ _____	\$ _____
8-page	\$ _____	\$ _____	\$ _____
4-page	\$ _____	\$ _____	\$ _____

Special Editions	Year 1	Year 2	Year 3
4-page	\$ _____	\$ _____	\$ _____
8-page	\$ _____	\$ _____	\$ _____
12-page	\$ _____	\$ _____	\$ _____

Price per additional 250 issues: \$ \_\_\_\_\_

Price per additional insert: \$ \_\_\_\_\_

Price per additional fee(s): \$ \_\_\_\_\_  
(specify items and cost)