



PRE-PRESS • PRINTING • PUBLICATIONS • BINDERY • MAILING

City of San Carlos
Request for Proposals & Qualifications
For Activity Guide Printing Services
Due: May 27, 2024 by 4PM



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May 23, 2024

Summary of Bidder Background:

Bidder's Name: FolgerGraphics, Inc. (Kirk Folger)

Bidder's Address: 21093 Forbes Avenue, Hayward, CA 94545

Bidder's Contact Information: Kirk Folger will be your contact person and he can be reached by phone at 510-887-5656x103, Cellphone 510-468-9141 or by email at kirkfolger@folgergraphics.com.

Communication by phone or email will be just fine. Meeting in person too is also quite fine and doable for me.

Legal Form of Bidder: FolgerGraphics is a California Corporation.

Date of Bidder's Company Formed: The company was formed in 1980 and the Folger Family has been in the printing business since 1959.

Description of Bidder's Company: FolgerGraphics has been in the printing and design business for over 60 years and we would be happy to assist your staff with the production of their recreation guides and any other projects throughout the year. The company is in two neighboring buildings in Hayward with about 38M square feet of space. We have about 35 employees and produce over \$7.5 million in sales per year. We have three open web presses, three sheet-fed presses, bindery and mailing services, digital services for short runs and we have a production team that has many years of experience in the industry.



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Bidder's Principal Officers:

Richard Folger, CEO (64 years)

Kirk Folger, VP of Sales and Treasurer (33 years)

Tom Jansen, VP of Production (43 years)

Bidder's Federal Tax ID#: 94-2697798

Evidence of Legal Authority to do business in CA: CA Small Bus. #4975

Evidence of Established Track Record: We have been in business for a while and have a list of long term customers to prove our worthiness to produce a good printed product in a timely manner. Contact our references for more details or call me to answer any questions you might have.

Financial Information: The company FolgerGraphics, Inc. has never filed for bankruptcy and has a steady track record of providing profit sharing checks to its employees year after year.

Proposed Timeline: Most projects will take 5-10 days to complete. Of course some smaller projects can be done under five days, if needed.

Equipment Service: All work for your projects requested in this RFQ will be produced here at FolgerGraphics. There will be no need to outsource any of this work.



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References:

Reference #1: City of Redwood City Recreation Department

Contact Person: Jordana Freeman

Phone# 650-780-7325 jfreeman@redwoodcity.org

(We have produced recreation guides, after school booklets, signage and other items for the City of RWC.)

Reference #2: City of Palo Alto Recreation Department

Contact Person: Cayla Koga

Phone# 650-463-4902 cayla.koga@cityofpaloalto.org

(We have produced recreation guides, postcards and calendars for the City of Palo Alto.)

Reference #3: City of San Carlos Recreation Department

Contact Person: Janet Guerry

Phone# 650-802-4116 jguerry@cityofsancarlos.org

(We have produced recreation guides, newsletters & annual reports for the City of San Carlos.)



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Licensing and Bonding: FolgerGraphics is insured with auto, worker's comp, liability insurance and more to give our customers a sense of comfort that they are covered if something should occur of any concern.

Proposal Pricing: Please see Appendix B attached.

If you would like to see samples of our work or would like more references, then please give me a call and I will be happy to provide you with some samples and references. A recent sample of our work would be your San Carlos Recreation Guide that we completed for Janet back in late February.

FolgerGraphics looks forward to hopefully helping you with these upcoming recreation guides of yours and thank you for this opportunity to extend our working relationship.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Kirk Folger', with a long, sweeping horizontal line extending to the right.

Kirk Folger

FolgerGraphics, Inc.

APPENDIX B

Cost Proposal Pricing Page

Activity Guide Printing Services

This Cost Proposal Pricing Page must itemize the cost to the City for all services to perform the Scope of Services outlined in Section III of the RFP. A narrative may be attached to clarify any pricing data submitted (e.g. hourly rates).

In addition to the Cost Proposal Pricing Page, please include an itemized list of all products and services available.

PART 1		COST PER ACTIVITY GUIDE
A.	FALL 2024	\$ 8465 ⁰⁰ + 736 ⁵⁰ TAX
B.	WINTER 2025	\$ 8465 + 736 ⁵⁰ TAX
C.	SPRING/SUMMER 2025	\$ 8465 + 736 ⁵⁰ TAX
D.	SUMMER CAMP 2025 500 copies 3600x600	\$ 2,765 ⁰⁰ + 229 ²² TAX
Total New Production Cost		\$ 28,528 ⁰⁰

PART 2		2024-2025	2025-2026	2026-2027	2027-2028	2028-2029
E.	PRINTING SERVICES PER YEAR FOR ALL 4 GUIDES	\$ 28,528 ⁰⁰	\$ 29,955 ⁰⁰	\$ 31,452 ⁰⁰	\$ 33,025 ⁰⁰	\$ 34,784 ⁰⁰

City of San Carlos, Parks and Recreation Department
600 Elm Street, San Carlos CA 94070 | (650) 802-4421