

**ATTACHMENT 2  
 BID/BIDDER CERTIFICATION SHEET**

This Bid/Bidder Certification Sheet must be signed and returned along with all the "required attachments" as an entire package in duplicate with original signatures. The bid must be transmitted in a sealed envelope in accordance with IFB instructions.

- A. All required attachments are included with this certification sheet.
- B. The signature affixed hereon and dated certifies compliance with all the requirements of this bid document. The signature below authorizes the verification of this certification.
- C. Completion of this attachment does not preclude the State from confirming and verifying all information submitted and evaluating for compliance with the solicitation requirements.

**An Unsigned Bid/Bidder Certification Sheet May Be Cause For Rejection**

1. Company Name: <i>Print and Fulfillment</i>		2. Telephone Number: <i>(916) 395-4060</i>	2a. Fax Number: <i>(916) 395-4055</i>
3. Address: <i>3200 Dwight Road Suite 450 Elk Grove CA 95758</i>			
Indicate your organization type:			
4. <input type="checkbox"/> Sole Proprietorship		5. <input type="checkbox"/> Partnership	
6. <input checked="" type="checkbox"/> Corporation			
Indicate the applicable employee and/or corporation number:			
7. Federal Employee ID No. (FEIN): <i>[REDACTED]</i>		8. California Corporation No. <i>473-3409-9</i>	
9. Indicate applicable license and/or certification information:			
<i>Certified California Small Business 22144</i>			
10. Bidder's Name (Print): <i>Jim Anderson</i>		11. Title: <i>Vice President-Co Owner</i>	
12. Signature: <i>[REDACTED]</i>		13. Date: <i>6-7-2012</i>	
14. Are you certified with the Department of General Services, Office of Small Business Certification and Resources (OSBCR) as:			
a. Small Business Enterprise Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, enter certification number: <i>22144</i>		c. Disabled Veteran Business Enterprise Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, enter your service code below: _____	
d. Non-small business subcontracting 5% to a small business Yes <input type="checkbox"/> No <input type="checkbox"/> _____			
NOTE: A copy of your Certification is required to be included if either of the above items is checked "Yes".			
Date application was submitted to OSBCR, if an application is pending: _____			





Department of  
**General Services**

BUILDING GREEN · BUYING GREEN · WORKING GREEN

## ROBINSON ANDERSON PRINT FULFILLMENT SERVICES - #22144

### SUPPLIER PROFILE

Legal Business Name ROBINSON ANDERSON & ASSOCIATES  
 Doing Business As ROBINSON ANDERSON PRINT FULFILLMENT SERVICES  
 Address 3200 DWIGHT RD #450 Phone (916) 395-4060  
 ELK GROVE, CA 95758 FAX (916) 395-4055  
 Email [robinsonanderson@sbcglobal.net](mailto:robinsonanderson@sbcglobal.net)  
 Web Page <http://www.robinsonanderson.com>  
 Business Types Service  
 Service Areas Alameda, Alpine, Amador, Butte, Calaveras, Colusa, Contra Costa, Del Norte, El Dorado, Fresno, Glenn, Humboldt, Imperial, Inyo, Kern, Kings, Lake, Lassen, Los Angeles, Madera, Marin, Mariposa, Mendocino, Merced, Modoc, Mono, Monterey, Napa, Nevada, Orange, Placer, Plumas, Riverside, Sacramento, San Benito, San Bernardino, San Diego, San Joaquin, San Luis Obispo, San Mateo, Santa Barbara, Santa Clara, Santa Cruz, Shasta, Sierra, Siskiyou, Solano, Sonoma, Stanislaus, Sutter, Tehama, Trinity, Tulare, Tuolumne, Ventura, Yolo, Yuba,  
 Keywords DIRECT MAIL ADVERTISING SERVICES PHOTOCOPYING DUPLICATING COMMERCIAL ART GRAPHIC DESIGN  
 Classifications 731519 - Industrial printing services  
 821215 - Printing

### Active Certifications

TYPE	STATUS	FROM	TO
SB (Micro)	Approved	May 12, 2011	May 31, 2013

### Certification History

TYPE	STATUS	FROM	TO
SB (Micro)	Expired	Feb 3, 2009	Feb 28, 2011
SB	Denied	Feb 2, 2009	Feb 2, 2009
SB	Expired	Jan 11, 2006	Dec 31, 2008
SB	Expired	Feb 21, 2002	Aug 31, 2005
SB	Expired	Jan 24, 2001	Dec 31, 2001

**EXHIBIT B - ATTACHMENT 1**  
**COST SHEET**

Costs for each item are inclusive of all costs associated with printing and fulfillment. Such costs include, but are not limited to, the following, as described in the scope of work:

- Printing of each unit component specified in the chart below
- Storage and inventory costs of the EEI Curriculum product
- Pulling and packaging for shipment of teachers' orders submitted by Cal/EPA
- Tax on any taxable services or products

Component	Price Per Page	Weighting	Total (ppp x weighting)
Teacher's Edition (Quantity: 1-9)	\$ .1616	X 1	\$ .1616
Teacher's Edition (Quantity: 10-49)	\$ .1616	X 1	\$ .1616
Teacher's Edition (Quantity: 50-99)	\$ .1616	X 1	\$ .1616
Teacher's Edition (Quantity: 100-199)	\$ .1616	X 1	\$ .1616
Teacher's Edition (Quantity: 200-299)	\$ .1616	X 1	\$ .1616
Teacher's Edition (Quantity: 300+)	\$ .1616	X 1	\$ .1616
Student Workbook/Student Edition (Quantity: 1-100)	\$ .098	X 30	\$ 2.94
Student Workbook/Student Edition (Quantity: 101-300)	\$ .092	X 30	\$ 2.76
Student Workbook/Student Edition (Quantity: 301-500)	\$ .086	X 30	\$ 2.58
Student Workbook/Student Edition (Quantity: 501-1000)	\$ .071	X 30	\$ 2.13
Student Workbook/Student Edition (Quantity: 1001-2000)	\$ .061	X 30	\$ 1.83
Student Workbook/Student Edition (Quantity: 2001-3000)	\$ .046	X 30	\$ 1.38
Student Workbook/Student Edition (Quantity: 3001-5000)	\$ .041	X 30	\$ 1.23
Student Workbook/Student Edition (Quantity: 5001-9000)	\$ .036	X 30	\$ 1.08
Word Wall Cards/Information Cards (Quantity: 1-9)	\$ .094	X 1	\$ .094
Word Wall Cards/Information Cards (Quantity: 10-49)	\$ .094	X 1	\$ .094
Word Wall Cards/Information Cards (Quantity: 50-99)	\$ .094	X 1	\$ .094
Word Wall Cards/Information Cards (Quantity: 100-199)	\$ .094	X 1	\$ .094
Word Wall Cards/Information Cards (Quantity: 200-299)	\$ .094	X 1	\$ .094
Word Wall Cards/Information Cards (Quantity: 300+)	\$ .094	X 1	\$ .094
Big Book (Quantity: 1-9)	\$ .377	X 1	\$ .377
Big Book (Quantity: 10-49)	\$ .366	X 1	\$ .366
Big Book (Quantity: 50-99)	\$ .356	X 1	\$ .356

Big Book (Quantity: 100-199)	\$ .323	X 1	\$ .323
Big Book (Quantity: 200-299)	\$ .323	X 1	\$ .323
Big Book (Quantity: 300+)	\$ .323	X 1	\$ .323
Dictionary/Reader (Quantity: 1-100)	\$ .074	X 30	\$ 2.22
Dictionary/Reader (Quantity: 101-300)	\$ .062	X 30	\$ 1.86
Dictionary/Reader (Quantity: 301-500)	\$ .053	X 30	\$ 1.59
Dictionary/Reader (Quantity: 501-1000)	\$ .045	X 30	\$ 1.35
Dictionary/Reader (Quantity: 1001-2000)	\$ .04	X 30	\$ 1.20
Dictionary/Reader (Quantity: 2001-3000)	\$ .0345	X 30	\$ 1.035
Dictionary/Reader (Quantity: 3001-5000)	\$ .03	X 30	\$ .90
Dictionary/Reader (Quantity: 5001-9000)	\$ .0259	X 30	\$ .777
Poster (Quantity: 1-9)	\$ .54	X 1	\$ .54
Poster (Quantity: 10-49)	\$ .54	X 1	\$ .54
Poster (Quantity: 50-99)	\$ .54	X 1	\$ .54
Poster (Quantity: 100-199)	\$ .54	X 1	\$ .54
Poster (Quantity: 200-299)	\$ .54	X 1	\$ .54
Poster (Quantity: 300+)	\$ .54	X 1	\$ .54
Game Board/Student Map (Quantity: 1-9)	\$ .54	X 1	\$ .54
Game Board/Student Map (Quantity: 10-49)	\$ .54	X 1	\$ .54
Game Board/Student Map (Quantity: 50-99)	\$ .54	X 1	\$ .54
Game Board/Student Map (Quantity: 100-199)	\$ .54	X 1	\$ .54
Game Board/Student Map (Quantity: 200-299)	\$ .54	X 1	\$ .54
Game Board/Student Map (Quantity: 300+)	\$ .54	X 1	\$ .54
		<b>TOTAL</b>	\$ 36.9436

## Program Summary – Scope of Work – Qualifications

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June 6, 2012

Version 1.0

*Presented to:*

*Patricia Kuhn  
Air Resources Board  
Contract Services Section  
1001 I Street, 20<sup>th</sup> Floor  
Sacramento, CA 95814*

*Submitted by:*

*Jim Anderson  
Robinson Anderson Print & Fulfillment  
3200 Dwight Road Suite 450  
Elk Grove, CA 95758  
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## Program Summary

### *Program Description*

This program is directed by the *Education and the Environment Initiative (EEI)* and is managed by the *California Environmental Protection Agency*. EEI requires a comprehensive printing and product fulfillment program designed to facilitate the production, storage, distribution, and tracking of 85 curriculum units developed specifically for California Schools.

### *Robinson Anderson Print & Fulfillment*

Robinson Anderson Print & Fulfillment (RA) provides on-demand digital print production and inline binding and finishing utilizing three high-end digital color presses. We create and maintain web-based ordering and fulfillment applications using software, support and hosting services developed by Page DNA. RA staff processes daily drop shipments, pick and pack and kit assembly services, and provides inventory management and secure and cost-effective warehouse space for printed materials and promotional products. Robinson Anderson Print & Fulfillment was incorporated in California in 2000 and is a certified California small business id number 22144.

### *Fulfillment Program for the California Education and the Environment Initiative*

Robinson Anderson will provide fulfillment solutions designed to streamline the fulfillment process and create a strategic working relationship focusing on process improvement and customer service. RA will provide a convenient, reliable and effective system for ordering materials and managing inventories. RA will implement and assume the overall responsibility for the success of the Education and the Environment Initiative printing, distribution and storage system.

### *Materials*

CBEI Curriculum materials will be printed by Robinson Anderson or its strategic partners. All materials will be stored at the Robinson Anderson facility in Elk Grove. Once printed, bound and added to inventory, materials become the property of EEI. The warehouse and contents are insured and security systems are in place and monitored by Elk Grove Security.

### *Inventory Management*

Robinson Anderson has established an inventory management system that will track warehouse movement and material processing using RA's web-based inventory management system. The Education and the Environment Initiative Storefront site, developed by Robinson Anderson using software from Page DNA will be used to process orders. The Education and the Environment Initiative Storefront site will allow for unlimited products, unlimited users, online access to order histories, live tracking numbers, real time inventory level status, inventory value and many other features and reports. Email alerts are automatically sent to the appropriate customer administrator when inventory levels reach a predetermined level. Backorders can be allowed, with notification to the user when partial orders are sent. The site is completely password protected and has the functionality to complete credit card and purchase order transactions if requested.

***Order Processing***

All orders can be placed through the EEI Storefront site in order to capture all order history. Authorized users will primarily place orders through the online ordering site. Orders can be placed by other means; however these orders will ultimately be placed through the order site by RA staff. RA will use their best judgment to choose appropriate packaging materials and shipping methods to process daily orders, unless specific instructions are in place, or individual requests are submitted with the order.

The online system is available for use 24 hours a day 365 days a year. Fulfillment orders will be received daily and will be processed and shipped within 2-3 days. Robinson Anderson is proud of its reputation for flexibility - all attempts to accommodate rush orders will be made.

RA will strive to use the most practical shipping method that meets each order requirement, primarily using the EEI third party shipping account and RA delivery van as preferred methods for shipping individual orders. Persons placing orders will receive email confirmation that orders have been received and shipped, along with tracking number and direct link to the tracking progress page for UPS and FedEx shipments.

***Qualifications/Print on Demand/High Volume Production***

Robinson Anderson Print & Fulfillment opened for business in 1999, incorporating in 2000. We operate two shifts, running three high end digital color presses that print, bind and trim in line, as well as a complete binding and mailing operation. Each of the RA principals have more than 30 years experience procuring and managing large scale long-run printing projects. Our strategic partners include some of the best high-volume printers and binderies in California, selected specifically for their quality standards and dependability. We provide marketing support and fulfillment services operating out of 25,000 square feet of secure, racked warehouse space in Elk Grove. We provide secure and cost-effective warehouse space for literature and product fulfillment. Our staff processes hundreds of shipments daily; utilizing USPS, UPS, FedEx, Ontrac, GSO, and the best LTL freight carriers as well as our own vans.

***Access and Retention of Records***

RA agrees to provide Education and the Environment Initiative, or their authorized agents, access to any records necessary to determine contract compliance. RA, through the use of the Page DNA site, agrees to create and retain records supporting the services rendered or products delivered for a period of three years after either the completion date of the contract.

***Compliance with Laws:***

RA will, in performance of work under the contract, fully comply with all applicable federal, state, or local laws, rules and regulations. RA also agrees that the hiring of persons to perform the contract will be made on the basis of merit and qualifications and there will be no discrimination based upon race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by the persons performing the contract.

