1. **Company Information**
* **Name of Agency/Company:** The Print Factory, LLC dba NexPub Printing
* **Company Location:** Miramar, Florida
* **Website:** [www.nexpub.com](http://www.nexpub.com) (**Facebook:** Nexpub Printing, **Instagram:** nexpubprinting)
* **Details of Entity Business Structure:** LLC
* **Date Founded:** April 2002
* **Office Address:** 3820 Executive Way, Miramar, Florida 33025
	+ **Phone number:** 954.392.5889
	+ **Main Contact:** Tabatha Dupuis**,** tdupuis@nexpub.com
* **Proof of Insurance:** See attached document(s)
* **Indication of how long it would take to implement service after authorized to begin:** Service can begin Immediately following authorization.
1. **Vendor’s experience, qualifications, and past performance**
* **An explanation of why the vendor is best qualified to perform the contract:** We are a small company, which allows our entire team to offer the City of Sunny Isles Beach highly specialized attention with a one-on-one personal experience and the ability to service in a manner that meets the demands of the City. Our strong 20-year relationship with the City has groomed us well in truly understanding how the City thinks and being able to anticipate those needs. The relationship we have built is key for us to offer the best economical product/material for each project and in doing so, allows us to guide the City in the direction of saving money and time, while always providing exceptional quality. We love seeing the City’s visions become treasures on paper. We have a proven track record of effectively managing over 2,000 projects a year, ranging from simple to complex. Our “we can do” attitude never falters, and our team is continuously striving to educate, grow, and evolve in our ever-changing industry. Our ability to retain cohesiveness internally as a whole allows us to provide the best print experience to all who seek us out.

Overall, NexPub unequivocally offers fair and just manufacturing services and prices with the professionalism and respect that our clients deserve. Most importantly, when faced with issues we quickly offer action plans, meetings, and resolutions to address those concerns.

* **A list of on-site equipment:** See attached list
	+ **A list of on-site Inventory:** NexPub Printing currently inventories roughly $500,000 of client assets and paper. Due to the ongoing paper supply chain disruption that began well over a year, we quickly realized that we had to become our own paper supplier. By constantly monitoring and purchasing the right papers to have on hand, we can meet our clients’ demands as seamlessly as possible during these times.
* **Vendor’s facility hours:** Monday through Friday, 8am – 5pm with the capabilities to expand hours with a network of temporary staffing as required based on specific project needs.
* **Recycling system:** We have an agreement with WastePro for recycling all wastepaper.
* **The evaluation committee may elect to visit the print house as part of the evaluation process:** We would love the opportunity to welcome you to our location so we can show you how organized we are.
1. **Samples**
* See attached packaged samples
1. **Staffing**
* **Relevant experience and qualifications of key personnel:**

**Laurie Edgman** is President and Owner of NexPub Printing LLC for 25yrs. At its inception, NexPub’s base was the core purchase of several small companies combining expertise minds in ink and paper with Laurie at the leadership helm. Over the course of time, she has been able to develop a small woman minority owned company that is rich in print knowledge from the technical aspects of all phases required in putting ink to paper with the end resulting in a piece of art. With her innovative design skills, she has made many brands refreshed and modern or created them from the beginning. Her encounters with clients provide her with incredible insight into their vision. This enables her to not only create print pieces, but also establish remarkable website designs. She has been the ongoing success for development of NexPub’s custom online shopping hub, competitive quotes, volume output, production, sales, account management and keeping NexPub up to date on overall technology. Her push for eco-friendly methods have, too, given success in keeping NexPub Printing on the course of keeping their carbon footprint down. Her expertise in the industry has been foundational to NexPub Printing’s success and its indelible mark within communities throughout South Florida and worldwide.

**Robert Edgman** is Vice President and Owner of NexPub Printing. From optimizing finances as the primary accountant, to being the human resources and operations director, Robert’s 20+ years is invaluable. He streamlines all warehouse operations, logistics, equipment, and other company business which has been strategic in the continued thriving of NexPub Printing within its business. Robert strives for perfection in every detail he touches. His vast responsibilities and efficient ability to wear many hats at any given time is priceless. Rob’s expansive background is another key factor to NexPub’s well defined curriculum forte and cementing the foundation.

**Tabatha Dupuis** is a production specialist, account representative and Vice President of Sales with 20+ years of veteran knowledge brought to NexPub’s table for the last 15yrs. The pieces of each puzzle she puts together on all facets of the print industry include production, sales, account management, and much more. Her impeccable customer service has helped develop a magnitude of relationships between NexPub Printing and its numerous partnerships. Understanding clients one on one and their immediate project needs allows her to guide them to the highest quality, most economically printed piece. Her achievements in wearing different hats at one time and “we got this” attitude has become a solid brick in the road NexPub builds daily.

**Daniel Fritz** is a pressman with 36 years of machine knowledge and operation. From his strong attention to detail to his visual acuity, he truly is an artist in his own rights creating the final masterpiece based on the client’s requirements. From hanging a press plate to color management, Dan’s press maintenance procedures comprehension is irreplaceable and overall mastery of the pressroom and bindery is invaluable. With his caring attitude, professional input, and keen eyes towards every project, he makes sure every project is top of the line quality.

* **The size of the company:** 8 employees
* **Experience of company staff:** Combined years of experience is well over 100 years
* **The composition of the staff team:**
	+ Laurie Edgman, President/Owner, Graphic Designer, Account Manager, Production Director
	+ Robert Edgman, Vice President and Owner, Accountant/HR/Operations Director, Digital Press Operator
	+ Tabatha Dupuis, Vice President of Sales, Account Manager, Production Specialist
	+ Daniel Fritz, Pressman and Digital Press Operator
* **Names and credentials of the employees responsible for this account**: Tabatha Dupuis, VP of Sales, production specialist and account management
* **Name and credentials of the employees responsible for coordination of work:** Tabatha Dupuis, VP of Sales, production specialist and account management
* **Experience and qualifications of staff and satisfactory record of performance of staff:** Each individual has over 20+ years of industry knowledge and experience; maintaining above satisfactory performance
* **Indicate current and anticipated workloads and availability for other activities to include service calls:** Workloads vary daily. However, requests for onsite visits to the City can be arranged at any time, as many times as requested.
1. **Approach / Methodology**

**Vendors approach methodology to providing the services requested in this solicitation**

* **Suitability of methodologies to providing services:** Each project is unique in every way. When received in, NexPub’s team will automatically pinpoint due dates, confirm what is achievable and will be transparent on real time production turnaround times.
* **Overall organization to completing the project:** Every project must go through the design department for preflighting and proofs. Proofs are sent to clients for final approval. Once final approvals are ascertained, then all the fine details are squared away, and the piece gets scheduled for press, bindery and shipment/delivery. Final delivery/shipment times are based on a per project need and real time projection of production times.
* **Ability to meet desired timelines/deadlines:** When received in, NexPub’s team will automatically pinpoint due dates, confirm what is achievable and will be transparent on real time production turnaround times.
* **Service delivery approach and plan in the event of an emergency/disaster:** A correspondence and or phone call will be placed to the City regarding the importance of any given project in house to confirm new delivery dates and what is physically possible to get any one project done. This will also be based on the severity of the emergency/disaster at that time. Once the emergency/disaster has dissipated, it will be normal
* **Explanation of the vendor’s approach for quality assurance:** Every project must go through the design department for preflighting and proofs. Digital PDF proofs are sent for final approval prior to print production. If a color physical proof is required by the City for final approval, a digital PDF proof must still be approved prior to creating the physical color proof. If anything in the proofing stages looks “off”, it is brought to the attention of the City representative in charge of that specific project immediately in the digital PDF proof stage. We offer technical guidance to the City’s designers on a as needed basis. Once on press, all press proofs are approved internally by the account manager and or pressman.
* **If print house has an online system for uploading digital files, state name of system:** Dropbox, WeTansfer
1. **References**
* **Provide (3) references of similar engagements, scope of work and complexity completed within the last (3) years which demonstrate the experience of the company/team as required by this project:**
1. The City of Sunny Isles Beach has been our client successfully for over 20 years. The City takes great pride in who they are, what they represent and how they are perceived in all aspects of daily business. Therefore, they want to be sure they are represented that way in the vendors they surround themselves with.

When we began printing their budget books, it was noted they would usually be on a tight delivery deadline. NexPub Printing presented the best solution, which was to work backwards from the due date. This meant we would guide the City based on our current workload, outlining when we would need final print ready files in order to meet specific delivery dates. Additionally, we would give worse case scenarios if supplied art was late along with any other hiccups that may be present, such as paper shortages. Such communication is initiated in the quoting stage. This ensures transparency and a seamless workflow from the time the quote request is put in, to receipt of artwork from the City, to final actual delivery. It is critical all parties always have open communication to make this project a success. This communication includes any issues with provided artwork and real resolutions to these issues.

1. Pritikin ICR is a company that offers a comprehensive lifestyle change program focused on Nutrition, Exercise, and Maintaining a Healthy Mind-set. They have been a client of ours for 10 years.

We began with them from start-up. We helped them develop all their materials, including marketing, education, and training. Their growth was very slow in the beginning with one hospital as their client as a case study for a couple of years and have grown currently to serving nearly 100 hospitals. Their plan in 2023 is to double that number and we are ready to grow with them.

We have been able to manage their growth by automating their process through ordering online. Our system effectively manages their inventory and ordering process, taking the burden away from them to manage the day-to-day operations that are so cumbersome.

1. GEO Group provides complementary, turnkey solutions for numerous government partners worldwide across a spectrum of diversified correctional and community reentry services. From the development of state-of-the-art facilities and the provision of management services and evidence-based rehabilitation to the post-release reintegration and supervision of individuals in the community, GEO offers fully diversified, cost-effective services that deliver enhanced quality and improved outcomes. They have been our client for over 25 years.

We utilize the same online ordering system to help GEO manage over 500 locations across the US.

1. **Contract Forms**

See attached signed documents

1. **Exceptions**

**Samples cannot be provided for all substrates because specialty substrates are produced to exact quantities for expense purposes. Some examples of these substrates could include but not limited to banner materials, pole banner materials, decals, clings, vinyl, and mounted posters.**

1. **Group**

**Firms must specify which group they are applying for**

Group 1

Group 2

Group 4

Group 5

Group 6

Group 7

Group 8

Group 9

Group 10

Group 11