

**THE
UNIVERSITY
OF RHODE ISLAND**

**DIVISION OF
ADMINISTRATION
AND FINANCE**

THINK BIG  WE DO™

PURCHASING DEPARTMENT

10 Tootell Road, Suite 3, Kingston, RI 02881 USA

p: 401.874.2171

f: 401.874.2306

uri.edu/purchasing



DATE: 4/6/16

ADDENDUM #1

BID NO.:100207

OPENING:4/27/16 at 3:00pm

COMMODITY: Printing Postcards and Posters

This addendum #1 is to clarify the opening date and time for bid #100207 is 4/27/16 at 3:00pm as indicated on the bid cover sheet. The revised bid sheets are attached to this addendum.

Rev. 9-1-15

COMMODITY: PRINTING POSTERS & POSTCARDS
 OPENING DATE & TIME: 4/27/16 3:00 PM
 BLANKET REQUIREMENTS: 7/1/16 - 6/30/18

SHIP TO:
 University of Rhode Island
 Feinstein Providence Campus
 80 Washington Street
 Providence, RI 02903
 Attention: Zena Fernandes - Room 204

BIDDER (NAME OF FIRM)
 BID NO.: 100207
 BID NO.: 100207

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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INSTRUCTIONS:

- A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"
- B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C. ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOT" COLUMNS.
- D. TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO: UNIVERSITY OF RHODE ISLAND P. O. BOX 1773 PURCHASING DEPARTMENT KINGSTON, RI 02881	COURIER: UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT DINING SERVICES DISTRIBUTION CENTER 10 TOOTELL ROAD KINGSTON, RI 02881-2010
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DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

GROUP PURCHASING ORGANIZATIONS (GPO):

- THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:
- 1) Educational & Institutional Cooperative Purchasing (E&I)
 - 2) Provisia

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY TO DISCONTINUE THE GOODS/SERVICES. OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES. ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES AND SUBJECT TO AVAILABILITY OF FUNDS.

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Printing of posters and postcards for artist-in-residence program per the attached specifications

1	7-1-16 - 6-30-17 - Postcard: 1575 copies each, 5" x 7", 4-color process, museum quality, Two sides, Full Bleeds	13	SET	\$ _____	\$ _____	\$ _____	\$ _____	1
2	7-1-16 - 6-30-17 - Posters: 50 copies each, 11" x 17", 4-color process, museum quality, One side, Full bleeds	13	SET	\$ _____	\$ _____	\$ _____	\$ _____	2
3	7-1-16 - 6-30-17 - Extra Postcards (if required), Unit of 100	1	UNIT	\$ _____	\$ _____	\$ _____	\$ _____	3
4	7-1-16 - 6-30-17 - Extra Posters (if required), Unit of 50	1	UNIT	\$ _____	\$ _____	\$ _____	\$ _____	4
5	7-1-17 - 6-30-18 - Postcard: 1575 copies each, 5" x 7", 4-color process, museum quality, Two sides, Full Bleeds	13	SET	\$ _____	\$ _____	\$ _____	\$ _____	5
6	7-1-17 - 6-30-18 - Posters: 50 copies each, 11" x 17", 4-color process, museum quality, One side, Full bleeds	13	SET	\$ _____	\$ _____	\$ _____	\$ _____	6
7	7-1-17 - 6-30-18 - Extra Postcards (if required), Unit of 100	1	UNIT	\$ _____	\$ _____	\$ _____	\$ _____	7
8	7-1-17 - 6-30-18 - Extra Posters (if required), Unit of 50	1	UNIT	\$ _____	\$ _____	\$ _____	\$ _____	8
9	7-1-16 - 6-30-17 - Semester Schedules: 8 1/2" x 14", Black Ink, Printed Two sides, 2 Fold, 3,000 copies each	2	SET	\$ _____	\$ _____	\$ _____	\$ _____	9
10	7-1-17 - 6-30-18 - Semester Schedules: 8 1/2" x 14", Black Ink, Printed Two sides, 2 Fold, 3,000 copies each	2	SET	\$ _____	\$ _____	\$ _____	\$ _____	10

BLANKET BID

(A) A SINGLE PRICE SHALL BE QUOTED FOR EACH ITEM AGAINST WHICH A PROPOSAL IS SUBMITTED. THIS PRICE WILL BE THE MAXIMUM IN EFFECT DURING THE AGREEMENT PERIOD. ANY PRICE DECLINE AT THE MANUFACTURER'S LEVEL SHALL BE REFLECTED IN A REDUCTION OF THE AGREEMENT PRICE TO THE UNIVERSITY OF RHODE ISLAND. (B) QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERING DURING THE PERIOD. DELIVERIES WILL BE BILLED AT THE SINGLE, FIRM, AWARDED UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED. (C) BID PRICE IS NET F.O.B. DESTINATION AND SHALL INCLUDE INSIDE DELIVERY AT NO EXTRA COST. (D) BIDS FOR SINGLE ITEMS AND/OR A SMALL PERCENTAGE OF TOTAL ITEMS LISTED, MAY, AT THE STATE'S SOLE OPTION, BE REJECTED AS BEING NON-RESPONSIVE TO THE INTENT OF THIS REQUEST. ORDERING (A) THE UNIVERSITY OF RHODE ISLAND WILL SUBMIT INDIVIDUAL ORDERS FOR THE VARIOUS ITEMS AND VARIOUS QUANTITIES AS MAY BE REQUIRED DURING THE AGREEMENT PERIOD. (B) EXCEPTION - REGARDLESS OF ANY AGREEMENT RESULTING FROM THIS BID, THE UNIVERSITY OF RHODE ISLAND RESERVES THE RIGHT TO SOLICIT PRICES SEPARATELY FOR ANY EXTRA LARGE REQUIREMENTS FOR DELIVERY TO SPECIFIC DESTINATIONS.

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ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
	MULTI YEAR							
	THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY OF RHODE ISLAND. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES AND SUBJECT TO THE AVAILABILITY OF FUNDS.							

AWARD
 BIDDERS MUST BID ALL ITEMS TO BE CONSIDERED. AWARD WILL BE BASED ON TOTAL LOW.

SAMPLE
 SAMPLES MAY BE REQUIRED.

SAMPLE(1)
 SAMPLES MAY BE VIEWED AT THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT, 10 TOOTELL ROAD, KINGSTON, RI 02881 BETWEEN THE HOURS OF 9:00 AM AND 4:00 PM WEEKDAYS (EXCLUDING RI STATE HOLIDAYS).

OVERRUN
 OVERRUNS EXCEEDING 5% OF THE QUANTITY SPECIFIED WILL NOT BE ALLOWED. IN THE EVENT OF AN UNDERRUN, THE VENDORS INVOICE WILL REFLECT THE ADJUSTED PRICING FOR THE ACTUAL LESSER QUANTITY SHIPPED.