



# Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS  
 ONE CAPITOL HILL  
 PROVIDENCE RI 02908

BUYER: Cowell Jr, John A  
 PHONE #: 401-222-2142

CREATION DATE : 04-MAY-07  
 BID NUMBER: 7003614  
 TITLE: OFFSET PRINTING - URI, UNDERGRADUATE  
 ADMISSION VIEWBOOK 2007 - 2008  
 BLANKET START : 01-JUN-07  
 BLANKET END : 31-AUG-07  
 BID CLOSING DATE AND TIME: 24-MAY-2007 01:40:00

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 URI ACCOUNTS PAYABLE  
 CARLOTTI ADMINISTRATION BLDG  
 75 LOWER COLLEGE ROAD, SUITE 1  
 KINGSTON, RI 02881  
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 URI CENTRAL RECEIVING  
 ATTN: SEE BELOW  
 PLAINS RD  
 KINGSTON, RI 02881  
 US

Requisition Number: 1042879

Line	Description	Quantity	Unit	Unit Price	Total
1	BLANKET REQUIREMENTS: 6/1/07 - 8/31/07  SEE ATTACHED SPECIFICATIONS FOR MORE DETAILS AND DELIVERY LOCATIONS.  CONTACT PERSON: MARY PATTY PHONE #: (401) 874-4514 University of Rhode Island, Undergraduate Admission Viewbook URI, Central Receiving Attn: Publications 562 Plains Road Kingston, RI 02881  and  Mail house to be determined	30,000.00	Thousand		
2	Alt. #1: on each additional 1000 copies up to 40000 URI, Central Receiving Attn: Publications 562 Plains Road Kingston, RI 02881  and  Mail house to be determined	1.00	Thousand		
3	Alt. #2: on each additional four booklet text pages URI, Central Receiving Attn: Publications 562 Plains Road Kingston, RI 02881  and  Mail house to be determined	1.00	Each		
4	Alt. #3: On adding a full vertical perforation 1/4" from binding on 8-page insert.	1.00	Each		

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer



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Delivery: \_\_\_\_\_

Terms of Payment: \_\_\_\_\_

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**Specifications for:** URI Undergraduate Admission Viewbook 2007-08

**Quantity (5% of quantity limit on overruns):** 30,000 copies

**Production:** URI Publications Office to provide Mac-formatted CDs with Indesign CS2 files. All text and images provided live on disk. An actual size dummy will be provided for reference.

**Format:** *Booklet:* 8-1/2" x 11"; 24 pages of text plus cover; scored at fold and saddle-stitched with two staples on 11" side; bleeds will be used. Staples should not interfere with envelope. **Must be printed on a minimum of five-color press.**

*Insert:* 8-page insert on different stock, saddle-stitched with two additional staples between page 24 and inside back cover of brochure; no bleeds.

*Envelope:* One No. 10 envelope folded and placed between page 24 and inside back cover of brochure and the 8-page insert; printed two sides; no bleeds.

**Stock:** *Booklet cover:* 65# cover; Stora Enso Productolith gloss; no substitutions.

*Booklet text:* 70# text, Stora Enso Productolith gloss; no substitutions.

*Insert:* 8 pages on 24# writing, Wausau Exact, ivory vellum; no substitutions.

*Envelope:* Standard No. 10; closed-face; 24# white wove.

**Ink:** *Booklet cover:* Process 4-color both sides with full high-gloss aqueous coating on outside only. Heavy ink coverage. Bleeds will be used.

*Booklet text:* Process 4-color throughout. Normal ink coverage. Bleeds will be used.

*Insert:* Black ink, printed two sides. No bleeds, normal ink coverage.

*Envelope:* Black ink, printed two sides. No bleeds, light ink coverage.

**Proofs:** One complete matchprint quality, contract color proof, calibrated 100% for press, at 100% size of brochure is required.

**Other:** **Printer to provide Publications Office with 50 representative printed samples of brochure PRIOR to shipping for approval of print quality.** Printer to assume all FedEx charges for shipping of disks, proofs, and production materials. Printer to return all disks and production materials to URI Publications Office upon completion.

**Packing:** Printer to shrink wrap all pieces in lots of 25 each. Packed in cartons of 35-40 lbs. each. Printer to mark on outside of each box the number of Viewbooks in each box. *Please note:* Ensure that boxes can withstand moisture and remailing.

**Alternates:** 1. On each additional 1,000 copies up to 40,000.

2. On each additional four booklet text pages.

3. On adding a full vertical perforation 1/4" from binding on 8-page insert.

**Delivery:** F.O.B. inside delivery required four weeks from receipt of files on pallets to two delivery locations: one to a mail house to be determined, and one to URI Central Receiving in Kingston, R.I., well before their 4 p.m. closing time. Exact quantities and contact information will be provided by URI Publications. Delivery date is no later than **July 27, 2007**. Printer also to separately deliver 30 booklets to URI Publications, Alumni Center, 73 Upper College Road, Kingston, RI 02881-2004.

## Contract Terms and Conditions

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## **Terms and Conditions**

### **BID STANDARD TERMS AND CONDITIONS**

### **TERMS AND CONDITIONS FOR THIS BID**

#### **PURCHASE AGREEMENT BID**

**BIDDING** (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 State. (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 User Agency(s) 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 State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

#### **DELIVERY PER AGENCY**

**DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.**