



Request for Quote

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

BUYER: Mosca, Gary
 PHONE #: 401-574-8124

CREATION DATE : 08-DEC-11
 BID NUMBER: 7449308
 TITLE: PRINT/MAILING OF THE RHODE ISLAND COLLEGE 2012 SUMMER SESSION BOOKLET - RIC
 BID CLOSING DATE AND TIME: 13-JAN-2012 10:00:00

**B
I
L
L
T
O**
 RIC-PURCHASING
 600 MOUNT PLEASANT AVENUE
 PROVIDENCE, RI 02908
 US

**S
H
I
P
T
O**
 RIC SPECIAL INSTRUCTIONS
 SEE BELOW
 SEE BELOW, RI N/A
 US

Requisition Number: 1247866

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 12/30/11 @ 12:00 NOON (EST) Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. Questions received if any will be posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	PRINTING OF THE RHODE ISLAND COLLEGE 2012 SUMMER SESSION BOOKLET - 200,000, 8 PP. SELF COVER	200,000 00	Each		
2	PRINTING OF ADDITIONAL M'S (MAX 250 000) 8pp SELF COVER	250,000 00	Each		
3	PRINTING OF 200 000, 12 PP SELF COVER	200 000 00	Each		
4	ADDITIONAL M'S (MAX: 250 000) 12 PP SELF COVER	250 000.00	Each		
5	MAILING OF SUMMER SESSIONS BOOKLET	150,000 00	Each		
6	MAILING OF ADDITIONAL M'S (MAX 200 000)	200,000 00	Each		
7	MAILING LIST COST SAMPLES MAY BE ASK TO BE SUBMITTED UPON REQUEST ALL BIDDERS ARE REQUIRED TO COMPLETE ATTACHED VENDOR QUOTE SHEET AND SUBMIT WITH BID ALONG WITH THREE (3) PAGE BID COVER AND LINE ITEM BID DOCUMENT	1 00	Each		

Delivery: _____

Terms of Payment: _____

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.

Rhode Island College
Summer Sessions Booklet Printing
Specifications

- Quantity: 200,000
Note: Please also quote on additional M's same time (maximum 250,000)
- Size: 6-5/8" x 10" finished page size.
- Pages: 8 pp., self cover
Note: Also quote on 12 pp. self cover
- Stock: 50# opaque offset
- Camera
Work: Copy furnished on CD or FIP in InDesign CS 4 for Mac or PDF.
- Proof: Hard copy color proof. Digital proofs acceptable if good quality.
- Ink: Four-color process.
- Finishing: Saddle stitch and trim (2-wire on left 10-inch side.)
- Delivery: All deliveries f.o.b. Package in cartons of easy-to-handle size **marked with the wording Attention: Dante Del Giudice, Continuing Education, "OP# 012/56"**. Mail (see specs for 012/56B) and deliver overs to College Receiving, Physical Plant Building, Rhode Island College, 600 Mt. Pleasant Ave., Prov., RI 02908-1996. **Receiving hours: 7:30 a.m. to 2:30 p.m. Monday through Friday.**
- Contact: Rob Bower (401) 456-8132 or Ray Ragosta (401) 456-8395, FAX 456-8463.
- Schedule: Mail within 15 working days of receipt of copy and files.

Rhode Island College
Summer Sessions Booklet Mailing
Ink Jet Addressing and Mailing Specifications

Quantity: 150,000 **Alternate: Also quote on additional M's up to 200,000**

Format: Ink Jet Addressing

Ink Jet address information directly onto 6-5/8" x 10" booklet. Sort, bag, and prepare paperwork (generated in standardized format per USPS specs) for barcoded/presorted nonprofit mailing. Furnish all required paperwork and mail at Providence Post Office (Corliss Street) under RIC Permit 966.

Mailing List: Vendor to obtain mailing list (please quote separately below) meeting the following criteria: All households in Rhode Island with high school graduates ages 18-35 *plus* All households in Massachusetts and Connecticut within a 32-mile radius of Rhode Island College (zip code 02908-1996) with high school graduates ages 18-24 (exclude RI)

NOTE: These two lists are to be combined with a furnished Excel file of approximately 40,000 RIC alumni, and "de-duped" so there is only one publication per household. Vendor to handle all list purchase and data processing requirements. LIST MAY BE REDUCED BY DROPPING FARTHEST ZIP CODES TO MEET FINAL PRINT COUNT.

Processing:

1. Microsoft Excel file.
2. Single file input, single label output format.
3. CASS/NCSL processing and USPS nonprofit automation presort and barcode.
4. Field selection/order:
Line 1: 7-digit ID (alumni only)
Line 2: First Name, MI, Last Name, Suffix
Line 3: Address 1
Line 4: Address 2 (Note: Close up space if blank)
Line 5: City, State, Zip Code
5. Address and barcode positioned according to USPS standards for automation presort.
6. Produce report of unmailable records and Zip corrections. Can be supplied in electronic file (Excel or flat ASCII-format).

Schedule: Mail at Providence PO (Permit 966) within 5 work days of receipt of data file and list.

Delivery: Deliver overs f.o.b. Package in cartons of easy-to-handle size **marked with the wording Attention: Dante Del Giudice, Continuing Education, "OP# 012/56"**. Deliver to College Receiving, Physical Plant Building, Rhode Island College, 600 Mt. Pleasant Ave., Prov., RI 02908-1996. **Receiving hours: 7:30 a.m. to 2:30 p.m. Monday through Friday.**

Contact: Rob Bower, Director of Publishing (401) 456-8132.
FAX (401) 456-8463.

Rhode Island College
600 Mt. Pleasant Avenue
Providence, Rhode Island 02908

Title: Summer Sessions Booklet Printing and Mailing

Vendor quotes as follows:

Print:	200,000, 8 pp. self cover	\$ _____
	Additional M's (Max: 250,000), 8 pp. self cover	\$ _____ each
	200,000, 12 pp. self cover	\$ _____
	Additional M's (Max: 250,000), 12 pp. self cover	\$ _____ each
Mail:	150,000 as specified	\$ _____
	Additional M's (Max: 200,000)	\$ _____ each
	Mailing list cost, as specified	\$ _____

Vendor name: _____

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....	VII
BID STANDARD TERMS AND CONDITIONS	VII
TERMS AND CONDITIONS FOR THIS BID	VII
DELIVERY PER AGENCY	VII
AWARD	VII
RIVIP INFO - BID SUBMISSION REQUIREMENTS	VII
PURCHASE AGREEMENT BID	VII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

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 ordered 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.