Request for Quote

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

CREATION DATE : 09-JUL-12
BID NUMBER: 7457857
TITLE: QUADANGLES MAGAZINE - 6 ISSUES

BLANKET START : 01-OCT-12
BLANKET END : 03-MAR-14
BID CLOSING DATE AND TIME:26-JUL-2012 10:30:00

BUYER: Melillo, Charlotte A
PHONE #: 401-574-8110

BILL TO
URI ACCOUNTS PAYABLE
CARLOTTI ADMINISTRATION BLDG
75 LOWER COLLEGE ROAD, SUITE 1
KINGSTON, RI 02881
US

SHIP TO
URI SPECIAL INSTRUCTIONS
SEE BELOW
SEE BELOW, RI N/A
US

Requistion Number: 1271887

Line	Description	Quantity	Unit	Unit Price	Total
1	10/1/12 - 3/31/14 QUADANGLES MAGAZINE - 6 ISSUES SAMPLES WILL BE REQUIRED PRIOR TO AN AWARD BUYER EMAIL: charlotte.melillo@purchasing.ri.gov QUESTIONS SHOULD BE DIRECTED TO BUYER AND THEN WILL BE FORWARDED TO CONTACT AT URI SEE SPECIFICATIONS FOR DELIVERY REQUIREMENTS QuadAngles Magazine - September 2012 Issue	102,000.00	Each		
2	QuadAngles Magazine - December 2012 Issue	102,000.00	Each		
3	QuadAngles Magazine - March 2013 Issue	102,000.00	Each		
4	QuadAngles Magazine - June 2013 Issue	102,000.00	Each		
5	QuadAngles Magazine - September 2013 Issue	102,000.00	Each		
6	QuadAngles Magazine - December 2013 Issue	102,000.00	Each		
7	Alternate 1 - On each additional 1,000 copies per issues up to 5,000 additional	1.00	Each		
8	Alternate 2 - Summer issue to have alternate outside covers on 2,000 additional mailed copies	1.00	Each		
9	Alternate 3 - Blow in card: 3.5" x 5", 2-sided, 4C, 7pt, white stock	1.00	Each		
10	Alternate 4 - Insert: 10.875" x 8.5", 2-sided, 4C, unequal vertical fold 3.5"/6" panels, 7pt white stock, inserted between covers and pages 1 and 40	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

Publications and Creative Services, University of Rhode Island May 1, 2012
Alumni Center, 73 Upper College Road, Kingston, Rhode Island 02881

Specifications for: URI *QuadAngles* Alumni Magazine

Quantity (5% of quantity limit on overruns): 102,000 ea. for 6 issues
While state regulations limit overruns to 5%, the University requests that vendors reserve this policy for accidental overruns incurred in the process of providing the best possible service.

Production: URI Publications Office to provide print quality Adobe PDF files. All text and images provided live at 100%, 300 dpi. Issues to be published in: September, and December 2012; March, June, September, and December 2013. Printer to provide URI Publications with press profile compatible with Adobe InDesign CS5 for use in creating press-quality PDF files. Printer to provide access to FTP site for uploading print-quality PDF files, page revision PDF files, and mailing list files. Magazine to be printed Web only, with closed loop color and color to color registration control for cost savings.

Format: Finish size: 8.25" x 10.875"; 40 pages plus cover; printed two sides; saddle-stitched with 3 staples on 10.875" side; full bleeds throughout.

Stock: Cover: 80 lb. Sterling Gloss, text basis.
Text: 45 lb. #4 Groundwood, 80 text basis.

Ink: Cover: Process 4-color throughout with full gloss varnish on both sides. Normal to heavy ink coverage.
Text: Process 4-color throughout. Normal to heavy ink coverage.

Proofs: One complete color-accurate proof of entire magazine calibrated for press at 100% size required.

Mailing and Assembly: Printer to inkjet in-line addresses (with data provided by URI), presort for postal discount, and drop at designated post office. Mailing list to be provided as comma separated text file. Printer to have redundant co-mail services, selective bind/mail capability, and mail tracking capability.

Postage: Upon receipt of mailing data from URI, printer to inkjet labels, presort for postal discount, barcode/Zip code correction, NCOA processing on each issue. (Printer to provide NCOA report.)
Note: Postage paid directly to USPS.

Other: Printer to be FSC certified. Printer must send knowledgeable representative to URI during production if needed. Printer to assume all FedEx overnight charges for shipping of proofs sent to and returned from URI Publications.

If bidder has not printed any work for the URI Publications Office in the past three years, they must supply an equipment list and copies of similar publications they have printed for review by the URI Publications Office.

Printer's bid to be based on **one invoice provided per issue** for all pre- and post-production costs including any and all costs related to distribution of magazine to various post offices. Any additional invoices will <u>not</u> be accepted.

Packing: Unmailed copies for delivery to URI: shrink wrapped in lots of 50 each, packed in cartons of no more than 40lbs. each; cartons to be clearly marked with quantity contained therein; and delivered to URI offices from list provided.

Delivery: Delivery to post office required 7 to 10 working days from receipt of PDF files (time includes hard proof, printing, binding, and mailing). **Unmailed copies delivered to URI offices.** Approx. 3,200 copies to be delivered to 3 locations on URI campus from list provided.

Alternates: **1. On each additional 1,000 copies per issue up to 5,000 additional.**
2. Summer issue to have alternate outside covers on 2,000 additional mailed copies.
3. Blow in card: 3.5" x 5", 2-sided, 4C, 7pt white stock.
4. Insert: 10.875" x 8.5", 2-sided, 4C, unequal vertical fold 3.5"/ 5" panels, 7pt white stock, inserted between covers and pages 1 and 40.

Bidder: For questions, please call *QuadAngles* editor at 401-874-2075 or Art Director at 401-874-4511.

Contract Terms and Conditions

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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.

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.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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