Request for Quote

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

CREATION DATE : 18-NOV-13
BID NUMBER: 7537372
TITLE: PRINTING/MAILING OF THE RHODE ISLAND COLLEGE 2014 SUMMER SESSIONS BOOKLET

BLANKET START : 01-JAN-14
BLANKET END : 01-MAR-14
BID CLOSING DATE AND TIME:16-DEC-2013 10:00:00

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

BILL TO
RIC-PURCHASING
600 MOUNT PLEASANT AVENUE
PROVIDENCE, RI 02908
US

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

Requistion Number: 1345877

Note to Bidders: Questions concerning this solicitation may be emailed to gary.mosca@purchasing.ri.gov no later than 11/26/13 @ 2:00 PM (ET). 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
	SAMPLES MAY BE ASKED TO BE SUBMITTED UPON REQUEST. ALL BIDDERS ARE REQUIRED TO COMPLETE ATTACHED VENDOR QUOTE SHEET AND SUBMIT WITH BID ALONG WITH FOUR (4) PAGE BIDDER CERTIFICATION FORM AND REQUEST FOR QUOTE SHEET.				
1	PRINTING OF THE RHODE ISLAND COLLEGE 2014 SUMMER SESSION BOOKLET - 200,000, 16 PP. SELF COVER	200.00	Thousand		
2	MAILING OF SUMMER SESSIONS BOOKLET	198.50	Thousand		
3	MAILING LIST COST	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

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

Department of Administration
DIVISION OF PURCHASES
One Capitol Hill
Providence, RI 02908-5855

Tel: (401) 574-8100
Fax: (401) 574-8387
Website:
www.purchasing.ri.gov

Rhode Island College
Summer Sessions 2014 Booklet Printing
Specifications – Bid #7537372

Quantity:	200,000
Size:	6-5/8" x 10" finished page size.
Pages:	16 pp., self cover
Stock:	50# opaque offset (minimum 92 Bright)
Camera Work:	Copy furnished on CD or FTP 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 (2-wire on left 10-inch side) or saddle paste and trim.
Schedule:	Mail within 15 working days of receipt of copy and files (February 2014).

Rhode Island College
Summer Sessions Booklet Mailing
Ink Jet Addressing and Mailing Specifications – Bid #7537372

Quantity: 198,500

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 with high school graduates ages 18-45 in Rhode Island, Massachusetts, and Connecticut within a 32-mile radius of Rhode Island College (zip code 02908-1996).

NOTE: This list is to be combined with a furnished Excel file of approximately 50,000 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 Inteligent Mail 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 ASCI-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, Office of Professional Studies and Continuing Education, "OP# 014/44"**. 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.**

Vendor Quote Sheet #7537372

Office of Publishing Services
Rhode Island College
600 Mt. Pleasant Avenue
Providence, Rhode Island 02908

Title: **Summer Sessions 2014 Booklet Printing and Mailing**

Print:	200,000, 16 pp. self cover	$_____
Mail:	198,500 as specified	$_____
List:	Mailing list cost, as specified	$_____
Total:	Print and mail (including purchased list)	$_____

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

DELIVERY

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

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 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.

End Document