

# Request for Quote

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

CREATION DATE : 04-FEB-14  
 BID NUMBER: 7548451  
 TITLE: QUADANGLES MAGAZINE - 4 ISSUES - URI  
 BLANKET START : 01-MAR-14  
 BLANKET END : 31-DEC-14  
 BID CLOSING DATE AND TIME: 25-FEB-2014 11:30:00

BUYER: Cowell Jr, John A  
 PHONE #: 401-574-8114

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

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

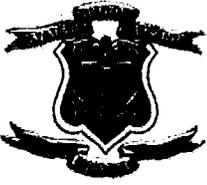
Requisition Number: 1349857  
 Note to Bidders: CONTRACT PERIOD:  
 3/1/14 - 12/31/14

"SAMPLE WILL BE REQUIRED PRIOR TO AN AWARD"

"SEE SPECIFICATIONS FOR DELIVERY INSTRUCTIONS"

Line	Description	Quantity	Unit	Unit Price	Total
1	3/1/14 - 12/31/14 QuadAngles Magazine 4 issues; samples will be required prior to award; see specifications for delivery requirements. QuadAngles March 2014 issue.	107,000.00	Each		
2	3/1/14 - 12/31/14 QuadAngles June 2014 issue.	107,000.00	Each		
3	3/1/14 - 12/31/14 QuadAngles September 2014 issue.	107,000.00	Each		
4	3/1/14 - 12/31/14 QuadAngles December 2014 issue.	107,000.00	Each		
5	Alternate 1: on each additional 1,000 copies per issue up to 5,000 additional.	1.00	Each		
6	Alternate 2: March issue printing to include printing and mailing of an additional 15,000 copies.	1.00	Each		
7	Alternate 3: June issue to have alternate outside covers on approx. 2,300 additional mailed copies.	1.00	Each		
8	Alternate 4: Bangtail envelope, 2/2 (black and 1 PMS) with perf and remoistenable glue, 12" X 8-7/8", folded to 7-1/8" x 8-7/8", printed on 50# white offset, and double-stitched into center of magazine.	1.00	Each		
9	Alternate 5: Clear automatable polybag.	1.00	Each		
10	Alternate 6: Double gatefold stapled into center magazine; same stock and inks.	1.00	Each		
11	Alternate 7: Base with change in stock. Cover: 80 lb. Sterling Ultra Gloss Web Text; Body: 50 lb. Escanaba Gloss Web Text. Line Note to Bidders: Questions concerning this solicitation	107,000.00	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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Line	Description	Quantity	Unit	Unit Price	Total
	must be received by the Division of Purchases at: Bidinfo@purchasing.ri.gov no later than February 17, 2014 at 5:00 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.				

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

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

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Specifications for: URI *QuadAngles* Alumni Magazine

**Quantity (5% of quantity limit on overruns): 107,000 ea. for 4 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 high-resolution, print quality Adobe PDF files. All text and images provided live at 100%, 300 dpi. Issues to be published in: March, June, September, and December 2014. Printer to provide URI Publications with press profile, compatible with Adobe InDesign CS6 and Adobe Creative Cloud, 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 press 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 Ultra Gloss Web Text  
Body: 45 lb. Escanaba Gloss Web Text, 80 BR, #4

**Ink:** Cover: Process 4-color throughout with full gloss varnish on both sides. Normal to heavy ink coverage.  
Body: 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 all mail-related transportation, fulfillment, freight, fuel surcharge, and administrative costs, and any and all costs related to distribution of magazine to various post offices. Any additional invoices will not 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. 2,500 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. March issue printing to include printing and mailing of an additional 15,000 copies.

3. June issue to have alternate outside covers on approx. 2,300 additional mailed copies.

4. Bangtail Envelope, 2/2 (black and 1 PMS) with perf and remolstenable glue, 12" x 8-7/8", folded to 7-1/8" x 8-7/8", printed on 50# white offset, and double-stitched into center of magazine.

5. Clear automatable polybag.

6. Double gatefold stapled into center of magazine; same stock and inks.

7. Base bid with change in stock. Cover: 80 lb. Sterling Ultra Gloss Web Text; Body: 50 lb. Escanaba Gloss Web Text.

**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.

**FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END**

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE 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.

**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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**MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND,  
DIVISION OF PURCHASES**

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may

**submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.**