



Request for Quote

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

CREATION DATE : 09-OCT-14
BID NUMBER: 7549060
TITLE: ALUMNI LETTER MAILER

BLANKET START : 01-NOV-14
BLANKET END : 30-JUN-15
BID CLOSING DATE AND TIME:29-OCT-2014 10:30:00

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

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CCRI CONTROLLER'S OFFICE
ACCOUNTS PAYABLE
400 EAST AVENUE
WARWICK, RI 02886
US

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CCRI KNIGHT CAMPUS
400 EAST AVE
WARWICK, RI 02886-1807
US

Requisition Number: 1384295

Note to Bidders: Questions concerning this solicitation may be emailed to doa.purquestions3@purchasing.ri.gov no later than 10/17/14 @ 3:00 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 |
|------|---|-----------|------|------------|-------|
| 1 | ALUMNI LETTER MAILER - PRINTING AND MAILING | 52,000.00 | Each | | |
| 2 | ALTERNATE #1COST FOR ADDITIONAL 1000 | 1.00 | Each | | |
| 3 | ALTERNATE #2COST FOR SUBTRACTION OF 1000 | 1.00 | Each | | |
| 4 | ALTERNATE #3COST FOR ADDITIONAL 4 PAGES | 1.00 | Each | | |
| 5 | ALTERNATE #4COST FOR SUBTRACTION OF 4 PAGES | 1.00 | Each | | |
| 6 | ALTERNATE #5PRICE PER HALF-HOUR FOR AUTHOR'S ALTERATION ON CAMERA-READY COPY AFTER BLUELINE HAS BEEN GIVEN TO CCRI FOR APPROVAL COST OF CHANGES MUST BE FAXED TO CCRI BEFORE THEY CAN BE MADE | 1.00 | Each | | |
| 7 | ALTERNATE #6COST FOR MAILING PREPARATION FOR EACH ADDITIONAL 1000 AFTER 270,000 INDICATED | 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

Solicitation No. 7549060

Alumni Letter Mailer – Community College of Rhode Island

Specifications:

BLANKET REQUIREMENTS: 11/1/2014 - 6/30/2015

ALUMNI LETTER MAILER - PRINTING AND MAILING

APPROXIMATELY 52,000 LETTERS

MARCH 2015 MAILER:

8.5 WIDE X 11 HIGH - FOLDED

4/4 DOUBLE SIDE, FULL BLEED

STOCK: 100#, WHITE SMOOTH

MAILER ENVELOPE:

#10, WHITE WOVE 2/0, NO BLEED

REMITTANCE ENVELOPE:

#6 3/4, 1/1, NO BLEED, 24# WHITE WOVE

NO PDF WORKFLOW ALLOWED; PRINTER REQUIRED TO WORK WITH NATIVE CS6 FILES, FONTS, AND IMAGES COLOR PRINTOUTS SUPPLIED PROOF HARDCOPY COLOR PROOF, NOT DIGITAL OR PDF PRINTOUT WILL BE PROVIDED FOR COLOR;

VENDOR MUST MATCH PRINTOUT AS CLOSE AS POSSIBLE;
FIRST ROUND OF COLOR CHANGES SHOULD BE INCLUDED IN THE BID

MAILING SERVICES: NCOA CONVERSION, INK JET #10

ENVELOPES, INSERT TWO PIECES INTO ENVELOPES, SORT, TIE, SEAL, AND DELIVER TO THE PROVIDENCE, RI POST OFFICE
CCRI WILL PAY POSTAGE DIRECTLY --
VENDOR DOES NOT PAY FOR POSTAGE

CCRI WILL PROVIDE BY EMAIL THE NAMES AND ADDRESSES IN ASCII COMMA DELIMITED TO BE MERGED WITH ENVELOPE

VENDOR MUST MEET TWO-WEEK TURN AROUND FROM THE DAY THE VENDOR RECEIVED DATA ALTERNATE BIDS:

1. PRICE TO INCREASE COMPLETE MAILER AND MAILING BY 1,000
2. PRICE TO DECREASE COMPLETE MAILER AND MAILING BY 1,000
3. COST PER 1/2 HOUR FOR AUTHOR'S ALTERATIONS ON CAMERA READY COPY AFTER PROOF HAS BEEN GIVEN TO CCRI FOR APPROVAL;

CHANGES MUST BE FAXED (401) 333-7111 TO CCRI BEFORE THEY CAN BE MADE

End

Contract Terms and Conditions

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

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.

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.

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.

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.