



# Request for Quote

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

CREATION DATE : 01-JUN-15  
BID NUMBER: 7549625  
TITLE: 2016 CCRI COURSE HIGHLIGHTS  
  
BLANKET START : 01-JUL-15  
BLANKET END : 30-JUN-16  
BID CLOSING DATE AND TIME: 18-JUN-2015 10:00:00

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: 1416146

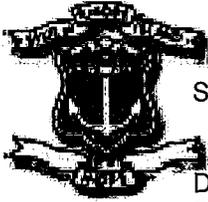
Note to Bidders: Questions concerning this solicitation may be emailed to [doa.purquestions3@purchasing.ri.gov](mailto:doa.purquestions3@purchasing.ri.gov) no later than 6/5/15 @ 4:00 PM (ET). Questions should be submitted in a Microsoft word attachment. Please reference the RFQ # on all correspondence. 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	COMMUNITY COLLEGE OF RHODE ISLAND (CCRI) COURSE HIGHLIGHTS FY2016 - PRINTING OF FALL SPRING AND SUMMER ISSUES, PER ATTACHED SPECIFICATIONS. FY16 PRINTING OF FALL, SPRING & SUMMER CCRI HIGHLIGHTS	3.00	Each		
2	ALTERNATE BIDS:#1 COST FOR ADDITIONAL 1000	1.00	Each		
3	ALTERNATE BIDS:#2 COST FOR SUBTRACTION OF 1000	1.00	Each		
4	ALTERNATE BIDS: #3 PRICE PER HALF-HOUR FOR AUTHOR'S ALTERATIONS ON CAMERA-READY COPY AFTER COLOR PROOF HAS BEEN GIVEN TO CCRI FOR APPROVAL. COST OF CHANGES MUST BE FAXED TO CCRI AND APPROVED BEFORE THEY CAN BE MADE.	1.00	Each		
5	ALTERNATE BIDS:#4 MAIL COST OF MAIL PREPARATION TO INCLUDE ADDRESSING WITH LABELS AND COMPLIANCE WITH USPS REQUIREMENTS FOR EACH ADDITIONAL 1000 PIECES OVER 272,000.	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](http://www.purchasing.ri.gov)

Specifications  
Solicitation No. 7549625

Printing of Fall, Spring, and Summer issues of Community College of Rhode Island (CCRI)  
Course Highlights.

**Printing of Fall, Spring & Summer Issues (FY2016)**

**CCRI Highlights**

**Qty: 272,000 each issue. Grand total 816,000**

Spine pasted 10 page booklets (no staples)

Finished size: 10.5 x 5.875

Paper: 70# gloss sippi grade #2 text

Ink: 4/4 process, with full bleeds

Fugitive spot tack closure (no wafer seals)

Provide a high gloss color hard copy proof prior  
To print approval (not digital) within 3 business  
Days. Artwork supplied on DVD of delivered  
To FTP site for text pages & cover.

Printout will be provided for color.  
Vendor needs to match as close as possible  
First round of color changes should be included in bid.

**MAILING:**

Printer is responsible for generating mailing lists that meet USPS  
Specifications for carrier walk route and carrier route delivery sequence.

CCRI will provide both full and partial zip codes for mailing 272,000 pieces for each issue.

**MAILING PREP:**

Printer must inkjet labels, sort, bag, tie and deliver to Providence post office.

Bag, tie and deliver to Providence post office. Delivery to USPS office must be completed

Within seven business days from receipt of original copy.

At least 200 copies to be delivered to CCRI Warwick campus, Attention Dave Fischbach.

CCRI will pay postage directly.

Computer programs used to make publication:

Illustrator CS4, Photoshop CS4, and Indesign CS4.

Printer must be able to work with programs specified in bid. If printer cannot work

With specified software, then it will be the responsibility and expense to the

Printer to utilize a service provider. (No PDF workflow allowed)

Printer must supply template for publication in

Indesign CS4.

***End Specifications.***

**Contract Terms and Conditions**

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**Terms and Conditions**

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island  
Department of Administration  
Division of Purchases, 2nd Floor  
One Capitol Hill  
Providence, RI 02908

**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.

**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.**

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.