



Request for Quote

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

CREATION DATE : 04-JUN-15
BID NUMBER: 7549637
TITLE: CCRI ALUMNI MAGAZINE THE GREEN AND WHITE
BLANKET START : 01-JUL-15
BLANKET END : 30-JUN-16
BID CLOSING DATE AND TIME:09-JUL-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: 1416271

Note to Bidders: Questions concerning this solicitation may be emailed to doa.purquestions3@purchasing.ri.gov no later than 6/19/15 @ 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	Printing of the Community College of Rhode Island (CCRI) Alumni Magazine, The Green & White, per attached specifications. Blanket period: 7/1/15 - 6/30/16 CCRI ALUMNI MAGAZINE - THE GREEN & WHITE3 ISSUES ISSUED FALL (OCT 2015), WINTER (FEB 2015)& SUMMER (JUNE 2016)	3.00	Each		
2	ALTERNATE #1 COST FOR PRINTING ADDITIONAL 1,000 PER ISSUE	1.00	Each		
3	ALTERNATE # 2 COST FOR SUBTRACTION OF 1,000 PER ISSUE	1.00	Each		
4	ALTERNATE # 3 COST FOR ADDITIONAL 4 PAGES PER ISSUE	1.00	Each		
5	ALTERNATE #4 COST FOR SUBTRACTION OF 4 PAGES PER ISSUE	1.00	Each		
6	ALTERNATE#5 COST PER 1/2 HOUR FOR AUTHOR'S ALTERATIONS ON CAMERA READY COPY AFTER BLUE LINE HAS BEEN GIVEN TO CCRI FOR APPROVAL; COST OF CHANGES MUST BE FAXED TO CCRI (401)333-7111 BEFORE CHANGES ARE	1.00	Each		
7	ALTERNATE #6 COST TO PRODUCE ONE EXTRA ISSUE	1.00	Each		
8	ALTERNATE# 7 COST FOR MAILING PREP ON EACH ADDITIONAL 1,000 COPIES TO BE MAILED ABOVE 52,000 IN CONTRACT	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

Specifications
Solicitation No. 7549637

CCRI ALUMNI MAGAZINE - THE GREEN & WHITE

- 3 ISSUES ,FALL (OCT 2015), WINTER (FEB 2016), AND SUMMER (JUNE 2016)
- APPROXIMATELY 55,000 PER ISSUE NUMBER OF ISSUES IS DETERMINED AFTER CASS CERTIFIED
- PRINT ENOUGH FOR MAILING LIST PLUS 1,000 MAGAZINE:
- 16 PAGES PLUS COVER 11x17 FOLDED TO 8 1/2 x11 SADDLE STITCHED 80 LB SILK COVER STOCK - HANNOART COVER PAGE 70 LB SILK TEXT - HANNOART INSIDE PAGES
- JOB MUST BE SHEET FED (WILL NOT ACCEPT WEB PRINTING) 4/4 WITH FULL BLEEDS PLUS AQUEOUS COATING ON COVER
- ARTWORK SUPPLIED ON CD-ROM OR UPLOADED TO PRINTER'S FTP SITE COMPUTER PROGRAMS USED TO MAKE PUBLICATIONS:
- CS6, INDESIGN CS6 PRINTER MUST BE ABLE TO WORK WITH SPECIFIC NATIVE PROGRAMS (PDF WORKFLOW NOT ALLOWED);
- IF PRINTER CANNOT WORK WITH SPECIFIED SOFTWARE, THEN IT WILL BE THE RESPONSIBILITY AND EXPENSE OF THE PRINTER TO UTILIZE A SERVICE PROVIDER ALL CAMERAL NEGATIVE AND PRODUCTION WORK IS THE PROPERTY OF CCRI. ALL NEGATIVES FOR JOB, IF REQUESTED, WILL BE SENT TO CCRI NO LATER THAN ONE WEEK AFTER REQUEST. COLOR PROOF IS REQUIRED WITHIN 3 BUSINESS DAYS OF RECEIVING ARTWORK; FIRST ROUND OF COLOR
- CORRECTIONS MUST BE MADE BY VENDOR PRINTER MUST INK/LASER JET ADDRESS TO APPROXIMATELY 53,000 - 55,000 MAGAZINES MAILING DATABASE (PC) WILL BE PROVIDED BY CCRI; LIST IS TO BE CASS CERTIFIED PRINTER MUST SUPPLY CASS CERTIFICATION ADDRESS
- CHANGES TO CCRI IN CSV FORMAT WITHIN ONE WEEK OF MAILING PRINTER MUST SORT, TIE, BAG, AND DELIVER TO THE PROVIDENCE, RI POST OFFICE NO MORE THAN 10 BUSINESS DAYS AFTER PROOF IS APPROVED

- CCRI WILL PAY POSTAGE (CCRI INDICIA ONLY) 1,000 COPIES OF EACH ISSUE WILL BE DELIVERED TO CCRI IN LINCOLN DELIVERY PER SCHEDULE

ALTERNATE BIDS:

1. COST FOR PRINTING ADDITIONAL 1,000 PER ISSUE
2. COST FOR SUBTRACTION OF 1,000 PER ISSUE
3. COST OF ADDITIONAL 4 PAGES PER ISSUE
4. COST FOR SUBTRACTION OF 4 PAGES PER ISSUE
5. COST PER 1/2 HOUR FOR AUTHOR'S ALTERATIONS ON CAMERA READY COPY AFTER BLUE LINE HAS BEEN GIVEN TO CCRI FOR APPROVAL. COST OF CHANGES MUST BE FAXED TO CCRI (401) 333-7111 BEFORE THEY CAN BE MADE.
6. COST TO PRODUCE ON EXTRA ISSUE; ALL SPECIFICATIONS ARE THE SAME.
7. COST FOR MAILING PREP ON EACH ADDITIONAL 1,000 COPIES TO BE MAILED ABOVE 55,000 IN CON

End

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

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

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.

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.

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.