

Request for Quote

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

CREATION DATE : 04-FEB-16
BID NUMBER: 7550250
TITLE: PRINTING OF PROGRAMS FOR 2016
 COMMENCEMENT UNIVERSITY OF RHODE ISLAND

BLANKET START : 18-MAR-16
BLANKET END : 19-MAY-16
BID CLOSING DATE AND TIME: 03-MAR-2016 10:30:00

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

B URI ACCOUNTS PAYABLE
I CARLOTTI ADMINISTRATION BLDG
L 75 LOWER COLLEGE ROAD, SUITE 1
L KINGSTON, RI 02881
T US
O

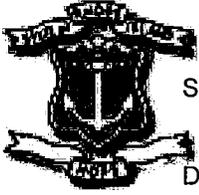
S URI CENTRAL RECEIVING
H ATTN: SEE BELOW
I PLAINS RD
P KINGSTON, RI 02881
T US
O

Requisition Number: 1447772

Note to Bidders: QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than Wednesday, February 17, 2016, 4:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.purchasing.ri.gov as an addendum to this solicitation

Line	Description	Quantity	Unit	Unit Price	Total
1	PRINTING OF PROGRAMS FOR 2016 COMMENCEMENT - UNIVERSITY OF RHODE ISLAND. AWARD IS BASED ON BASE BID (LINE 1). BLANKET REQUIREMENTS 3/18/16 - 5/19/16 Printing of Program for 2016 Commencement - URI, PER ATTACHED SPECIFICATIONS.	15,020.00	Each		
2	Alternate #1a: Plus 500 copies	1.00	Each		
3	Alternate #1b: Plus 1000 copies	1.00	Each		
4	Alternate #2a: Plus 4 text pages	1.00	Each		
5	Alternate #2b: Plus 8 text pages	1.00	Each		
6	Alternate #2c: Plus 12 text pages	1.00	Each		
7	Alternate #2d: Minus 4 text pages	1.00	Each		
8	Alternate #2e: Minus 8 text pages	1.00	Each		
9	Alternate #2f: Minus 12 text pages	1.00	Each		
10	Alternate #3: Cost of author's alterations per page	1.00	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



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 7550250

Printing of Programs for 2016 Commencement – University of Rhode Island

Publications and Creative Services, University of Rhode Island
Alumni Center, 73 Upper College Road, Kingston, Rhode Island 02881

Specifications for: URI Commencement Program 2016

Quantity (5% of quantity limit on overruns): 15,000 (plus 20 samples)

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 Mac-formatted Adobe InDesign CC files or high-resolution PDF files. All images provided live at 100%, 300 dpi. Printer must provide access to FTP site or similar option for uploading print-quality electronic files.

Format: 17" x 11" folded to 8-1/2" x 11" finished size booklet; 52 pages plus cover; double saddle-stitched with 2 staples on 11" side.
Cover: Printed one side only with full bleed; foil stamp on cover. Cover file to be provided in advance of inside pages.
Inside Pages: Printed two sides, no bleeds.

Stock: Domtar Cougar smooth white. Cover: 80# cover. Inside pages: 70# text. **No substitutions.**

Ink: *Cover:* PMS 282, blue, printed one side with full bleed; heavy ink coverage
Inside Pages: PMS 282 blue, no bleeds.

Foil Stamping: Printer to provide a flat die (approximately 6" x 3") consisting of type to be foil stamped in gloss metallic gold foil, GAF 121 or equivalent, on front cover only. Cover file to be provided in advance of inside pages to allow time for foil stamping. Die to be returned to URI Publications and Creative Services upon completion of job.

Proofs: One complete color-accurate proof at 100% size, calibrated for press. Proof required one business day from receipt of files.

Packing: Printer must pack in cartons of 50 programs each to match URI's campus distribution plan.

Tight Print/Delivery Schedule Required:

Turnaround time from receipt of files to delivery of printed programs is **less than one week.**

- Cover layout files will be provided by Wednesday, April 20, 2016, to allow time for foil stamping.
- Inside pages layout files will be provided on Friday, May 13, 2016.
- Programs must be proofed, (corrected, if needed), printed, shipped and **delivered no later than noon on Thursday, May 19, 2016** for Commencement Ceremonies. **Delivery date is firm.**

Alternates:

1. On additional quantities of 500, up to a total of 16,000 programs.

2. On plus or minus four text pages up to 12 pages on base bid.
3. On author's alterations (per page, up to 5 pages)

Delivery: F.O.B. inside delivery of completed programs required no later than noon on Thursday, May 19, 2016 to: URI Central Receiving, 22 Tootell Road, Kingston, RI 02881. Phone: 401-874-2578. **20 samples to be delivered separately to URI Publications and Creative Services**, Alumni Center, 73 Upper College Road, Kingston, RI 02881

Conditions:

- Printer to assume all FedEx charges for shipping of production materials.
- **Printer must provide at least 2 references** from recent clients who've received *on-time* orders of similar print jobs with production schedules of less than one week from receipt of files to delivery.
- **Printer must provide at least 3 samples** of recently printed comparable jobs—saddle-stitched booklet, heavy PMS ink coverage, foil stamping.
- To ensure on-time delivery, program must be printed in a plant within a geographic area of 100 miles from Kingston, Rhode Island.
- Printer must make a knowledgeable print/pre-press representative available by phone (or in-person if needed) during production.

Bidder: Samples of last year's Commencement Program, which may be used as a model, are available at the URI Purchasing Office, 10 Tootell Road, Kingston, RI 02881. Phone: 401-874-2310 or Division of Purchases 2nd Floor, One Capitol Hill, Providence, RI 02908. Phone: 401-574-8100

Deliver to: University of Rhode Island Central Receiving
22 Tootell Road
Kingston, Rhode Island 02881

****NOTICE TO BIDDERS: TWENTY (20) SAMPLES DELIVERED SEPARATELY TO**:**
URI Publications and Creative Services
Alumni Center
73 Upper College Road
Kingston, RI 02881

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

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.

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.

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.