



# Request for Quote

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

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

CREATION DATE : 19-AUG-16  
BID NUMBER: 7550881  
TITLE: PRINTING, OFFSET - MPA # 204, CR-25  
  
BID CLOSING DATE AND TIME:09-SEP-2016 11:30:00

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MASTER PRICE AGREEMENT  
SEE BELOW  
RELEASE AGAINST, RI MPA  
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**Requisition Number:**

Note to Bidders: The State reserves the right to accept or reject any or all offers.

Notwithstanding the above, the State reserves the right not to award this contract or award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Note: All vendors responding to the within solicitation must complete the attached prompt payment discount "PPD" form as part of this master price agreement solicitation.

Line	Description	Quantity	Unit	Unit Price	Total
1	TO BE INCLUDED PER THE ATTACHED DOCUMENTATION - MPA #204 PRINTING, OFFSET CR-25	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  
Department of Administration / Division of Purchases  
One Capitol Hill, Providence, Rhode Island 02908-5855  
Tel: (401) 574-8100 Fax: (401) 574-8387  
8/18/2016

**BID SPECIFICATIONS**  
**CONTINUOUS RECRUITMENT: CR-25 PRINTING, OFFSET MPA # 204**

RFQ # 7550881

OPENING DATE AND TIME: 09-SEP-2016 11:30:00

PRE-BID/PROPOSAL CONFERENCE: NO

SURETY REQUIRED: NO

BOND REQUIRED: NO

New Vendors must register on-line at the State Purchasing Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov).

**NOTE TO VENDOR:**

No offer will be considered that is not accompanied by a completed and signed Bidder Certification Cover Form.

**Acknowledge your receipt/understanding of these specifications within your bid.**

J. Anthony Cowell, Jr.  
Buyer II  
State of Rhode Island  
Department of Administration  
Division of Purchases

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**Printer bid requirements:**

- Bidder must supply an equipment list and copies of similar publications for review by the requesting agency. Samples must be current and printed by the bidder. Vendor may not subcontract printing or production.
  - Printing must be in-plant and located within 300 miles geographic area of the requesting agencies location, to contain rising mailing costs.
  - Must send knowledgeable representative to the requesting agency prior and during production if needed.
  - Printer to provide printing schedule as requested.
  - Bids submitted to requesting agencies are to be based on one invoice provided for all pre and post production costs including all mail related transportation, fulfillment, freight, fuel surcharges, administrative costs and any and all costs related to distribution to various post offices. Any additional invoices will not be accepted.
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**Continuous Recruitment: CR-25 PRINTING, OFFSET MPA # 204**

**OFFSET PRINTING SERVICES**

The Department of Administration/Division of Purchases, on behalf of all State agencies, is seeking a list of printers qualified to meet the needs of any requesting agency as for various printing assignments as they may occur. This solicitation is in accordance with the State's General Conditions of Purchase, which is available on the internet at [www.purchasing.state.ri.gov](http://www.purchasing.state.ri.gov).

**INSTRUCTIONS AND NOTIFICATIONS TO APPLICANTS**

- Potential applicants are advised to review all sections of this request carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
- Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this request will be rejected as being non-responsive.
- All costs associated with developing or submitting a proposal in response to this request, or to provide oral or written clarification of its content shall be borne by the applicant. The State assumes no responsibility for these costs.
- Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn except with express written permission of the State Purchasing Agent.
- All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

- Proposals misdirected to other State locations or which are otherwise not present in the Office of Purchases at the time of opening for any cause will be determined to be late and will not be considered.
- Applicants are advised that all materials submitted to the State for consideration in response to this Request will be considered to be public records, as defined in RIGL, Title 38, Chapter 2, and will be released for inspection immediately upon request, once an award is made.
- "Foreign" corporations, i.e. corporations without a Rhode Island business address, must obtain a Certificate of Authority from the Rhode Island Secretary of State to conduct business within the State (Corporate Division (401) 222-3040). This is a requirement only for the selected vendor(s).

**Applicants must comply with all federal, state and local licensing requirements as applicable.**

### **CONTRACT TERMS**

The Agency Price Agreements (qualified vendor listings) that will be established as a result of this solicitation will be from **October 1, 2016 through September 30, 2017** with **two (one year) renewal options** at the sole discretion of the State of Rhode Island.

This is a continuous recruitment solicitation. Service providers may be added to the qualified vendor list any time prior to January 31, 2017.

### **ACCEPTANCE CRITERIA**

Printers seeking to be placed on the State's list of eligible for the performance of printing services must meet the following criteria.

1. The printer must hold a current license by the city or town in which he has his place of business. This license must be maintained during the term of service.
2. The printer must possess an Errors and Omission and General Liability Insurance Policy with a minimum of coverage of \$1,000,000.00 (one million dollars). The insurance policy must be maintained during the term of service.
3. The printer must possess a valid license to operate a motor vehicle and only operate vehicles in the performance of his duties that are properly

registered by the appropriate issuing state authority. The operator and motor vehicle licenses must be maintained during the term of service.

4. The printer agrees to accept and comply with all of the General Policies and Conditions of Employment.
5. The printer agrees to be willing to perform printing services for any state agency located in any and all geographical areas of the State of Rhode Island and other states and locations as needed. A company may participate to the extent that it is limited to the states in which it is licensed.
6. The printer agrees to provide the State with a 30 day written notice of his/her intent to terminate the offer of their services under this contract and further agrees to perform such services during this 30 day period should an agency require them.
7. The Printer agrees to comply with all federal and state confidentiality laws.

No subcontracting is permitted.

This is a continual enrollment process.

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Responses should be mailed or hand-delivered in a sealed envelope marked "CR-25" Printing, Offset Services – MPA # 204. No faxed proposals will be accepted. Send responses to:

**Rhode Island Department of Administration  
One Capitol Hill  
Division of Purchases, 2<sup>nd</sup> Floor  
Providence, RI 02908-5855**

### **Response Contents**

Responses must include the following:

1. A completed and signed R.I.V.I.P. generated Bidder Certification Cover Form, (download from the RI Division of Purchases website: [www.purchasing.state.ri.gov](http://www.purchasing.state.ri.gov) ). Vendors must be registered on the Division of Purchasing website in order to download this Bidder's Certification Cover Form.
2. A completed and signed Taxpayer Identification Number Form (W-9), which is available from the Purchases website [www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx](http://www.purchasing.ri.gov/bidinfo/geninfo/standard.aspx)

**Prompt Payment Discount Form**  
*(Invoice discounts for receiving fast payments)*

Note: All vendors doing business with the State of Rhode Island must complete a Prompt Payment Discount ("PPD") form as part of this Master Price Agreement solicitation.

**Bidder Name:** \_\_\_\_\_

**RFQ/RFP Bid Solicitation Number:** \_\_\_\_\_

Prompt Payment Discounts ("PPD"): Vendors benefit from PPD by increased, usable cash flow as a result of fast and efficient payments for commodities or services rendered. While Bidders/Contractors have flexibility in determining the actual % discount(s) offered to the State, the discount(s) must be identified in 10 days or more for Payment Issuance Date. The State may use the prompt pay discounts submitted as a basis for selection and may negotiate discounts as deemed in the best interest of the State.

All discounts offered will be automatically deducted from payment when the issue date is within the specified number of days listed below and in accordance with the State's Prompt Payment Law. Payment days will be measured **from** the date goods are received and accepted/performance was completed OR the date an invoice is received by the Office of the DOA Controller, whichever is later **to** the date the payment is issued via ACH or mailed by the State Treasurer. The date of payment "issue" is the date a payment is considered "paid" not the date a payment is "received" by a vendor.

Enter the Prompt Payment Discount percentage (%) off the invoice payment, for the available payment issue dates listed below. Note: Vendors are allowed up to three different prompt payment options. Example prompt payment options are:

- 5% - 10 Days
- 3% - 20 Days
- 1% - 25 Days

Discount %	Payment Issue Date Within
%	<b>10 Days</b>
%	<b>15 Days</b>
%	<b>20 Days</b>
%	<b>25 Days</b>
<b>By checking this box, we certify that we will not offer any Prompt Payment Discounts</b>	
<input type="checkbox"/>	

ACH Payments/Supplier Portal: Vendors are highly encouraged to enroll for ACH payments. This payment method will increase the prompt pay benefit since funds are paid directly to designated bank accounts, thus eliminating the delay of check clearance policies and traditional mail lead time. The form required for ACH enrollment can be found at <http://controller.admin.ri.gov/Forms/index.php>.

The State also highly encourages Vendors to use the RIFANS Supplier Portal which includes the functionality to electronically submit invoices against open Purchase Orders. This efficient invoicing method eliminates handling time, mailing expenses, and will further expedite the payment process. Information on the portal can be found at <http://controller.admin.ri.gov/iSupplier/isup/index.php>.

<b>We will sign up for ACH payment.</b> (please circle response)	Yes	No
<b>We will utilize the State's Supplier Portal to electronically submit invoices.</b> (please circle response)	Yes	No

Signature \_\_\_\_\_ Date \_\_\_\_\_

**All procurements requiring PPD shall include the following language:**

**Prompt Payment Discounts (“PPD”)**

The Department of Administration’s (“Department”) goal in establishing the PPD program is to provide an opportunity for expedited payment to vendors, while reducing the cost to the State through vendor discounts. State agencies are encouraged to utilize vendors that offer cash discounts, along with competitive pricing, when selecting services or goods from master price agreements. In addition, the Department seeks to promote prompt payment through the use of electronic funds transfer (“EFT”) through the ACH system.

**Prompt Payment Discount Form**

All vendors submitting proposals in response to designated master price agreement solicitations must submit the attached PPD form in order to participate in the PPD program.

Nothing herein prevents the State Purchasing Agent or designee from negotiating lower pricing or greater discounts and/or waiving technicalities related to PPDs in the best interests of the State.

**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.

**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.

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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 to the following address:

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

**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.**

**MPA BID AWARD (STATEWIDE APPLICABILITY)**

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

**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.