



**Solicitation Information**  
**March 6<sup>th</sup>, 2017**

**CR-25 / MPA 204**  
**RFP# 7551451**  
**TITLE: Offset Printing Services**

**Initial Submission Deadline: 4/3/2017 at 11:00am (ET)**

**Contract Term: Ending 4/30/2021**

Proposals may be submitted from initial submission deadline until 9/30/2020 at 11:00 am.  
Proposals will be evaluated on a quarterly basis and qualified bidders will be added to the recruitment list if/when qualified.

**PRE-BID CONFERENCE:**

**No** ▼

**There will be no pre-bid conference held.**

Questions concerning this solicitation may be e-mailed, in Word format to the Division of Purchases at [max.righter@purchasing.ri.gov](mailto:max.righter@purchasing.ri.gov) no later than **March 20<sup>th</sup>, 2016 at 5:00PM (ET)**. Please reference the CR # on all correspondence. Questions received, if any, will be answered and posted on the internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Max Righter**  
**Buyer 1**

**Vendors must register on-line at the Division of Purchases website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

**NOTE TO VENDORS:**

**Offers received without the entire completed RIVIP Bidder Certification Form attached may result in disqualification.**

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

## **SECTION 1 – INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS**

### **1.1) INTRODUCTION**

The State of Rhode Island (the “State”), by and through its Division of Purchases (the “Division”) on behalf of all State agencies (“User Agencies”), is soliciting proposals from qualified printers capable of providing Printing/Offset Services (“Vendors”), including but not limited to various types of printing services. Services are to be provided on an “as and when required” basis, upon request of State agencies, with particular emphasis being placed on the Vendor’s ability to provide timely responses to the agency’s title and escrow service requests.

This CR may be awarded to one (1) or more qualified firms at the sole discretion of the State. There is no guarantee of any level of purchasing activity on behalf of the State to any vendor or vendors listed on the CR. Vendors are required to provide a quote for each discrete service or project requested by user agencies. The Division of Purchases has the authority to remove vendors from the CR list if non-responsive to User Agency requests for quotes.

This solicitation is being conducted under the State’s continuous recruitment (CR) process. At the end of every quarter, beginning approximately July 1, 2017, the Division of Purchases will forward all vendor proposals received for evaluation by a committee comprised of staff from State agencies. This committee will evaluate submitted proposals on the basis of the evaluation criteria expressed in this solicitation. This is a request for proposals, not an invitation for bid. Responses will be evaluated on the basis of vendor qualifications and the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this CR solicitation, other than to name those offerors who have submitted proposals.

Selected CR-25 vendors may be utilized by any State agency. In addition, CR-25 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, school districts, water and waste water facilities at their own discretion. (For this solicitation the term “User Agency” refers to any State agency, quasi-public agency, Rhode Island municipality, school district, water or waste water facility qualified to use the CR). Placement of vendors on CR-25 is no guarantee of future business. All ordering and billing shall be between the vendor and the User Agency. Services are sought on an “as-needed” basis. Once need has been determined, utilization by the User Agency will be based on a number of factors, including but not limited to price, expertise, and availability.

It is anticipated that contracts (purchase orders) will be awarded to multiple vendors. As with any master price agreement contract, user agencies shall be required to obtain quotes from three qualified vendors for a lump sum, fixed-fee price for a specific project. Vendors are required to provide a quote for each discrete project requested by User Agencies. The Division of Purchases has the authority to remove vendors from the master price agreement list if non-responsive to agency requests for quotes.

This solicitation, and subsequent award, is governed by the State’s General Conditions of Purchase, which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov). To access the State’s General Conditions of Purchase, enter the website, then click on “Rules and Regulations.” Once the Rules and Regulations are displayed, scroll to the bottom of the page and double click on “Appendix A,” which contains the State’s General Conditions of Purchase.

## 1.2) NOTIFICATIONS TO OFFERORS:

- a) Potential respondents are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of a proposal.
- b) In order to submit a proposal, respondents must properly register with the Division of Purchases. For information of registering, please see the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov) and under "Vendor Information".
- c) All proposals shall include the respondent's FEIN or tax identification number as evidenced by an IRS Form W-9, downloadable from the Division of Purchases' website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
- d) Proposals which depart from or materially alter the terms, requirements, or scope of work defined by this solicitation will be rejected as being non-responsive.
- e) All costs associated with developing or submitting a proposal in response to this solicitation, or to provide oral or written clarification of its content shall be borne by the respondent. The State assumes no responsibility for these costs.
- f) Proposals submitted in response to this solicitation shall be considered to be irrevocable for a period of not less than ninety (90) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
- g) In accordance with R. I. Gen. Laws § 7-1.2-1401 no foreign corporation has the right to transact business in Rhode Island until it has procured a certificate of authority so to do from the Secretary of State (401/222-3040) [www.sos.ri.gov](http://www.sos.ri.gov). Please submit proof of registration with the Rhode Island Secretary of State's Office with your proposal. Corporations, LLC's., etc. must file the proper paper work with the Rhode Island Secretary of State's Office. Any fictitious names used must be on file with the Secretary of State and must reflect the registration number of the registered entity. A copy of the certificate of registration is necessary for each "business entity" even if said entity is owned by the same individual pursuant to R. I. Gen. Laws § 5-65-1 (3) (ii).
- h) Respondents are advised that all documents and materials submitted to the Division of Purchases for consideration in response to this solicitation shall be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.
- i) Respondents should be aware of all applicable MBE requirements, as set forth in R. I. Gen. Law § 37-14.1-1, *et seq.* The State's goal is for a minimum ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8670 or [Dorinda.Keene@doa.ri.gov](mailto:Dorinda.Keene@doa.ri.gov), Visit the website <http://www.mbe.ri.gov/>
- j) Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this solicitation.

- k) Equal Employment Opportunity-R. I. Gen. Laws § 28-5.1 Declaration of Policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via e-mail [krystal.waters@doa.ri.gov](mailto:krystal.waters@doa.ri.gov)
- l) Questions concerning this solicitation may be e-mailed to the Division of Purchases in accordance with the terms and conditions expressed on the cover page of this solicitation. All questions received by the Division of Purchases shall be posted on the Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to monitor the Division of Purchases' website for updated solicitation information and addenda.
- m) The Division of Purchases reserves the right to accept or reject any or all proposals submitted in response to this solicitation, to waive minor irregularities, or to negotiate with any offerors, as necessary, to serve the best interests of the State.

## **SECTION 2 – SCOPE OF WORK**

1. Vendors must be capable of performing various offset printing tasks as required by State agencies. Projects may vary from routine printing to detailed publications. Vendors must have the ability to handle multiple requests at the same time.
2. When dealing with State agencies, vendors must be able to:
  - Supply copies of similar publications to the requesting agency
  - Samples must be current and printed by the vendor itself
  - Provide a knowledgeable representative to the requesting agency prior to and during production as necessary
  - Provide printing schedules when 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.
3. Vendors must be able to comply within the timing requirements of each agency job order as received
4. Vendors must maintain the personnel and resources necessary to manage, staff, and perform the work.
5. Vendor employees shall not be considered employees of the State
6. Vendors shall perform all services in a professional manner and in compliance with all applicable laws, ordinances, rules, regulations, and permits.
7. Vendors shall provide expertise, technical guidance and consultation as necessary. Only the highest quality of workmanship is acceptable.
8. Vendor must perform all work at a site within 50 miles of Rhode Island.

## SECTION 3 – PROPOSAL REQUIREMENTS

Interested vendors should submit a proposal containing the following information:

### 1. Staffing

- Provide the number, size and location of distribution facilities and/or warehouses, if applicable.
- Provide the number and location of support centers, if applicable.
- Describe your company's customer service department staffing hours, hours of operation, and other relevant details.

### 2. Qualifications and Experience

- Background, including the number of years the company has been in existence
- The number of years the company has been involved with printing services
- Principals of vendor's history and experience
- A description of vendor's related experience and capabilities.
- Provide a listing of vendor's office locations.
- An equipment list and copies of various types of publications for review. Publications must be current and printed by the vendor submitting a proposal.
- A list of names, including title or position and project duties, for each person who will have a management or supervisory position on State printing projects.
  - For each individual, include a resume or summary of qualifications and experience that demonstrates the person's knowledge and understanding of the types of services to be performed.
- Provide information that documents the ability to successfully and reliably perform the types of services required in this solicitation.
- All offset printing tasks must be performed by the vendor at its own facilities. Bids from jobbers and brokers shall not be considered.

### 3. References

- Submit a list of four (4) references, preferably references who retained the Vendor for similar work within the last twelve (12) months. References must include name, contact, email address, phone number, and description of the work performed.

### 4. Additional Proposal Contents

In addition to the contents described above proposals must include the following:

- A completed and signed RIVIP Bidder Certification Cover Form (downloaded from the Division of Purchases' website <http://www.purchasing.ri.gov>).
- A completed and signed IRS Form W-9 downloaded from the Division of Purchases' website, should **only** be included in the **original copy of the proposal**.
- In addition to the multiple hard copies of the proposal, respondents also shall provide their proposal in electronic format (CD-Rom, USB Flash Drive). Microsoft Word / Excel or PDF format is preferred. Only one (1) electronic copy is required. This CD or USB Flash Drive should be included in the proposal marked "Original".

## **SECTION 4 - PROPOSAL SUBMISSION**

- a) Proposals to provide the services set forth in this solicitation must be received by the Division of Purchases on or before the date(s) and time(s) indicated on page one of this solicitation. Responses (a clearly labeled original, plus two (2) copies) should be mailed or hand-delivered in a sealed envelope marked with the CR number to:

**Rhode Island Department of Administration, Division of Purchases**

**One Capitol Hill, Second Floor**

**Providence, Rhode Island 02908-5855**

- b) **Reminder:** Proposals misdirected to locations other than the Division of Purchases, or which are otherwise not submitted to the Division of Purchases prior to the time(s) of opening for any cause shall be determined to be late and shall not be accepted, opened, or considered. The “official” time clock is located in the reception area of the Division of Purchases, 2<sup>nd</sup> floor, One Capitol Hill, Providence, Rhode Island.
- c) This solicitation is being conducted under the State’s Continuous Recruitment (CR) process. At the end of every quarter, beginning approximately June 1, 2017, the Division of Purchases will forward all applications received for evaluation by a committee comprised of staff from State agencies. This committee will evaluate submitted proposals on the basis of the evaluation criteria expressed in this solicitation.

## **SECTION 5 – EVALUATION AND SELECTION**

Proposals will be reviewed by a technical review committee comprised of State agency staff. Proposals must receive a minimum of 70 (70%) out of a maximum of 100 technical points to be considered responsive. Any technical proposals scoring less than 70 points will be dropped from further consideration.

The Division of Purchases reserves the right, at its sole discretion, to determine the number of vendors to be selected for placement on the Continuous Recruitment list.

The Division of Purchases reserves the right to unilaterally: 1) cancel the solicitation at any time; 2) waive any technicality in order to act in the best interests of the State; and 3) to conduct additional negotiations with vendors, as necessary.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not be considered further. An award will not be made to a vendor who is neither qualified nor equipped to undertake and complete future projects.

The Division of Purchases reserves the exclusive right to select the individual(s) or firm(s) (vendor) that it deems to be in its best interest to accomplish the scope of work as specified

herein; and conversely, reserves the right to cancel this solicitation at any time.

Proposals will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Possible Points</b>
<b>1. Qualifications &amp; Experience</b>	50 Points
<b>2. Staffing</b>	25 Points
<b>3. References</b>	25 Points
<b>Total Possible Technical Points</b>	100 Points

The technical evaluation committee will present written findings, including the results of all evaluations, to the State Purchasing Agent or designee, who will make the final selection for this solicitation. When a final decision has been made and a contract(s) awarded, a notice will be posted on the Division of Purchases website.

## **SECTION 6 – CONTRACT AND PAYMENT TERMS**

Payment for the requested services shall be made within thirty (30) days of receipt of the vendor's invoice of all required documents; including but not limited to, recorded copies of deeds, easements or other legal documents, preparation and delivery of an accurate title policy. The vendor shall submit an itemized bill for the hours worked and the per-thousand cost of the title insurance policy for each assignment. Direct costs borne by the vendor will be paid on a cost basis. Direct costs may include, but is not limited to, shipping, postage, taxes, etc..

No commitment to a specific level of spending is made by this solicitation. Services will be authorized on an as-needed basis through individual requests for services issued by State agencies under CR-25. Any contract award(s) resulting from this solicitation shall be subject to the State Purchases Act, R. I. Gen. Laws § 37-2-1, *et seq.*, the Procurement Regulations and the General Conditions of Purchase, which are available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov), as well as the terms of this solicitation.

**Contract Terms and Conditions**

**Table of Contents**

Terms and Conditions.....II  
    BID STANDARD TERMS AND CONDITIONS .....II  
        TERMS AND CONDITIONS FOR THIS BID .....II  
        DELIVERY PER AGENCY .....II  
        INSURANCE REQUIREMENTS .....II  
        PPD - PROMPT PAYMENT DISCOUNT CLAUSE .....II  
        RIVIP INFO - ADDITIONAL BID SUBMISSION REQS - 1 .....II  
        READING VENDOR NAMES ONLY .....II  
        PPD - PROMPT PAYMENT DISCOUNT CLAUSE .....III



**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.

**INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: \* PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. \* BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. \* SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. \* ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. \* VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

**PPD - PROMPT PAYMENT DISCOUNT CLAUSE**

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.

**RIVIP INFO - ADDITIONAL BID SUBMISSION REQS - 1**

This offer may not be considered unless 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.

**READING VENDOR NAMES ONLY**

DUE TO LENGTH OF BID AND TIME CONSTRAINTS, THE STATE WILL ONLY ACKNOWLEDGE RECEIPT AND READ THE NAMES OF VENDORS SUBMITTING PROPOSALS. NO EXAMINATION OF DOCUMENTS OR PRESENTATION OF INFORMATION CONTAINED IN PROPOSALS WILL BE MADE AVAILABLE AT THE BID OPENING; HOWEVER, INSTRUCTIONS TO OBTAIN THE TABULATION OR SUMMARY OF BID RESPONSES WILL BE MADE

AVAILABLE AT THE RI DIVISION OF PURCHASES WEBSITE AT [WWW.PURCHASING.RI.GOV](http://WWW.PURCHASING.RI.GOV)

**PPD - PROMPT PAYMENT DISCOUNT CLAUSE**

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.

**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>
By checking this box, we certify that we will not offer any Prompt Payment Discounts	
<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.