



Request for Quote

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

BUYER: Righter, Maxwell W
 PHONE #: 401-574-8179

CREATION DATE : 14-SEP-18
 BID NUMBER: 7596696
 TITLE: Budget Document Printing
 BID CLOSING DATE AND TIME: 09-OCT-2018 10:30:00

**B
I
L
L
T
O**
 DOA CONTROLLER
 ONE CAPITOL HILL, 4TH FLOOR
 SMITH ST
 PROVIDENCE, RI 02908
 US

**S
H
I
P
T
O**
 DOA CENTRAL BUSINESS OFFICE
 ADMINISTRATIVE SERVICES
 ONE CAPITOL HILL, 4TH FLOOR
 PROVIDENCE, RI 02908
 US

Requisition Number: 1576952

Note to Bidders: QUESTIONS concerning this solicitation must be emailed and received by the Division of Purchases at Max.Righter@purchasing.ri.gov no later than Tuesday, September 25th, 2018 at 5:00 pm (EST), 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.

Bids must be placed in accordance with the attached two-page bid specifications.

Line	Description	Quantity	Unit	Unit Price	Total
1	VOLUME 1, GENERAL GOVERNMENT, QUASI-PUBLIC AGENCIES AND COMPONENT UNITS TEXT: 375 PAGES	175.00	Each		
2	VOLUME 2, HUMAN SERVICES TEXT: 250 PAGES	175.00	Each		
3	VOLUME 3, EDUCATION 150 PAGES	175.00	Each		
4	VOLUME 4, PUBLIC SAFETY/NATURAL RESOURCES AND TRANSPORTATION TEXT: 300 PAGES	175.00	Each		
5	CAPITAL BUDGET TEXT: 300 PAGES	175.00	Each		
6	EXECUTIVE BUDGET SUMMARY TEXT: 250 PAGES	175.00	Each		
7	TECHNICAL APPENDIX TEXT: 300 PAGES	175.00	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

Rhode Island Department of Administration, Budget Office

Bid Specifications – FY 2020 Budget Documents

The Rhode Island State Budget Office is seeking bids for printing of the FY 2020 budget documents. The documents will need to be printed in early January of 2019, and must be completed no later than Tuesday, January 16, 2019.

General Information:

- We reserve the right to extend this bid for a 3-year period.
- Bids should assume the above mentioned time frames and include all costs needed to meet them (e.g. overtime requirements). Overtime costs will only be paid above the bid amount if the Budget Office fails to deliver a particular document by a date that provides the amount of time listed to produce the documents. Per hour overtime charges must be provided as a separate item with each bid.

Document	Interval
Volumes I, II, III & IV	7 days
Capital Budget	7 days
Technical Appendix	6 days
Executive Summary	4 days

- The Budget Office will submit all materials to the vendor in a camera-ready hard copy and PDF file format.
- Delivery of documents to the Department of Administration Building and the Rhode Island State House, Smith Street, Providence, RI is also to be included in bid price
- We reserve the right to only accept bids from companies located within a 25 mile radius of the State capitol.

Documents

The number of pages and separator pages per document are estimates based on prior year experience. Bids are to be on a per-book basis and should assume this total number of pages. A separate quote on a per-page basis should be provided for each document to accommodate pages in excess of the totals listed. Specific quantities required for each document will be established upon vendor selection, but will not be less than the amounts listed below.

Program Budget Supplement, Four Separate Units

VOLUME 1, GENERAL GOVERNMENT, QUASI-PUBLIC AGENCIES AND
COMPONENT UNITS

175 COPIES

TEXT: 375 PAGES

VOLUME 2, HUMAN SERVICES

175 COPIES

TEXT: 250 PAGES

VOLUME 3, EDUCATION

175 COPIES

150 PAGES

VOLUME 4, PUBLIC SAFETY/NATURAL RESOURCES AND
TRANSPORTATION

175 COPIES

TEXT: 300 PAGES

CAPITAL BUDGET

175 COPIES

TEXT: 300 PAGES

EXECUTIVE BUDGET SUMMARY

175 COPIES

TEXT: 250 PAGES

TECHNICAL APPENDIX

175 COPIES

TEXT: 300 PAGES

Document Specifications:

Cover: 65 lb. cover stock. No bleeds. Color photograph or other artwork will be provided for cover art. Single color ink for lettering (color to be chosen by Budget Office). All covers will be wraparound type; perfect binding, printed on front cover, inside cover and side binding.

Separator pages: 60 lb. cover stock. Black and white photographs may be provided as artwork for the number of separator pages as listed below. The numbers below are estimates. A separate quote on a per-page basis should be provided for each document to accommodate pages in excess of the totals listed. Duplex printing on some separator pages may be required.

Program Budget Supplement: 5 separators per volume for 4 volumes (20 total);

Executive Budget Summary: 15 separators;

Technical Appendix: 14 separators;

Capital Budget: 22 separators.

Text pages: All documents to be printed on 8.5" x 11" 50lb. white text stock, in duplex format with black ink.

Binding: Documents to be perfect bound.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....II
 BID STANDARD TERMS AND CONDITIONSII
 TERMS AND CONDITIONS FOR THIS BIDII
 CAMPAIGN FINANCE COMPLIANCEII
 DELIVERY PER AGENCYII
 INSURANCE REQUIREMENTSII
 NON-COMPLIANCE - SPECIFICATIONIII
 PURCHASE AGREEMENT BIDIII
 RIVIP INFO - BID SUBMISSION REQUIREMENTSIII

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

CAMPAIGN FINANCE COMPLIANCE

CAMPAIGN FINANCE: In accordance with RI General Law 17-27-2, Every person or business entity providing goods or services of \$5,000 or more, and has in the preceding 24 months, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, or candidate for general office, any member, or candidate for general assembly, or political party, is required to electronically file an affidavit regarding political contributions at:

<https://secure.ricampaignfinance.com/RhodeIslandCF/Public/VendorAffidavit.aspx>

ARRA SUPPLEMENTAL TERMS AND CONDITIONS

For contracts and sub-awards funded in whole or in part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto, such contracts and sub-awards shall be subject to the Supplemental Terms and Conditions For Contracts and Sub-awards Funded in Whole or in Part by the American Recovery and Reinvestment Act of 2009. Pub.L.No. 111-5 and any amendments thereto located on the Division of Purchases website at www.purchasing.ri.gov.

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.

For all Purchase Orders issued on behalf of the University of Rhode Island, Community College of Rhode Island, and Rhode Island College, vendors will receive a confirming order from the respective entity prior to proceeding.

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.

NON-COMPLIANCE - SPECIFICATION

THE PRODUCT(S) PROVIDED BY VENDORS WILL BE SUBJECT TO RANDOM TESTING. IF THE PRODUCT DOES NOT MEET SPECIFICATION, THE VENDOR WILL BE RESPONSIBLE FOR ADMINISTRATIVE COSTS, LAB TESTING AND PERSONNEL COSTS. NON-COMPLIANCE OF THE PRODUCT TO THE BID SPECIFICATION WILL RESULT IN THE REVOCATION OF THE CONTRACT/PURCHASE ORDER.

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

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 should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

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.