



# Request for Quote

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

CREATION DATE : 24-JAN-19  
BID NUMBER: 7597707,2  
TITLE: FISH AND WILDLIFE ANNUAL MAGAZINES - DEM  
  
BLANKET START : 01-MAR-19  
BLANKET END : 28-FEB-22  
BID CLOSING DATE AND TIME:04-FEB-2019 10:30:00

BUYER: McGurn, Cheryl A  
PHONE #: 401-574-8130

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DOA CONTROLLER  
ONE CAPITOL HILL, 4TH FLOOR  
SMITH ST  
PROVIDENCE, RI 02908  
US

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DEM-GREAT SWAMP FIELD HEADQUARTERS  
277 GREAT NECK ROAD  
WEST KINGSTON, RI 02892  
US

Requisition Number: 1585751  
Note to Bidders: BLANKET REQUIREMENTS  
3/1/2019 - 2/28/2022  
(3 YEAR TERM FOR PRINTING AND PRODUCTION)

PER THE ATTACHED SPECIFICATIONS

QUESTIONS CONCERNING THIS SOLICITATION MUST BE EMAILED AND RECEIVED BY THE DIVISION OF PURCHASES AT  
CHERYL.MCGURN@PURCHASING.RI.GOV NO LATER THAN 01/14/2019 @ 3:30 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.

Amendment Description: Vendor questions/agency responses attached.

Line	Description	Quantity	Unit	Unit Price	Total
1	03/01/2019 - 02/28/2022 Freshwater Fishing Magazine	25,000.00	Each		
2	03/01/2019 - 02/28/2022 Saltwater Fishing Magazine	25,000.00	Each		
3	03/01/2019 - 02/28/2022 Hunting and Trapping Magazine	22,000.00	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, 2<sup>nd</sup> floor  
Providence, RI 02908-5855

TEL: (401) 574-8100

FAX: (401) 574-8387

TDD: (401) 574-8228

Website: [www.purchasing.ri.gov](http://www.purchasing.ri.gov)

## **BID 7597707 - Fish and Wildlife Annual Magazines – DEM**

### **MAGAZINE BID QUESTIONS.**

### **VENDOR QUESTIONS AND ANSWERS.**

#### **GENERAL QUESTIONS ABOUT MAGAZINE**

- Are there existing samples of past publications inclusive of the tear off card (Saltwater Fishing) and laminated card (Hunting and Trapping)?
  - A. Yes, the Division has past copies of the magazine with the laminated card for hunting, but the insert of the tear off card for Saltwater is new.
- Is photography provided requiring no retouching, color correction services?
  - A. Some of the photography is provided but at least half is provided by the vendor since we do not have a photographer.
- Is copy provided requiring no copy editing, no fact checking?
  - A. No to fact checking, yes to copy edit the text. There would be back and forth between the original and final drafts for printing.
- Clear definition of what expectations are for web edition and app (samples of same available),
  - A. Yes, previous editions can be found here:  
<http://www.eregulations.com/rhodeisland/hunting/>
- Advertising sales expectations; approximate anticipated ad to edit ratio? restrictions on advertising categories? assume ad pages are included in the proposed imposition.
  - A. Yes, ad pages are included in the proposed imposition, Advertising categories specific to the magazine category (ie. Hunting, Saltwater and Freshwater). See above link of magazine for reference of adds.
- #70 lb. stock: text or cover?
  - A. #70 lb stock is for the cover and #40lb stock is for the body
- Overall size of the three pubs (8.125 x 10.875)?
  - A. Yes

#### **Relative to Freshwater Fishing Magazine**

- January 30<sup>th</sup> shelf date is not feasible. Simple production would require minimum of three weeks, plus press and mail.
  - A. The production for the Freshwater magazine wouldn't be scheduled to be on the shelf till 2020.
- Ad sales component require even more advanced scheduling.
  - A. See above response.

### Relative to Saltwater Fishing Magazine

- Shelf date is ambitious and would require proper marketing for ad sales.
  - A. The production for the Saltwater magazine wouldn't be scheduled to be on the shelf till 2020.
- What is the process of submission of past work?
  - A. The Division was provided the template for the magazine from the vendor and it was decided between conversations with the vendor and the Divisions input on the layout and design of the magazine. Submission of work was through email if able and it was done in Adobe.
- Duracopy insert. What paper weight? Size?
  - A. The paper weight is the normal duracopy weight, it doesn't come in other weights, and the size of the insert we would like would be normal size 8.5" x 11"

**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 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.**

**TERMS AND CONDITIONS OF PRICING AGREEMENT**

**SCOPE AND LIMITATIONS - This Agreement covers requirements as described herein, ordered by State agencies during the Agreement Period. No additional or alternative requirements are covered, unless added to the Agreement by formal amendment by the State Purchasing Agent or his designee.**

Under State Purchasing Law, 37-2-54, no purchase or contract shall be binding on the state or any agency thereof unless approved by the department [of administration] or made under general regulations which the chief purchasing officer may prescribe. Under State Purchasing Regulation 8.2.1.1.2, any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the Office of Purchases may be disregarded and shall not be binding on the state.

**PRODUCT ACCEPTANCE** - All merchandise offered or otherwise provided shall be new, of prime manufacture, and of first quality unless otherwise specified by the State. The State reserves the right to reject all nonconforming goods, and to cause their return for credit or replacement, at the State's option.

- a) Failure by the state to discover latent defect(s) or concealed damage or non-conformance shall not foreclose the State's right to subsequently reject the goods in question.
- b) Formal or informal acceptance by the State of non-conforming goods shall not constitute a precedent for successive receipts or procurements.

Where the vendor fails to cure the defect promptly or replace the goods, the State reserves the right to cancel the Release, contract with a different vendor, and to invoice the original vendor for any differential in price over the original contract price.

**ORDER AUTHORIZATION AND RELEASE AGAINST PRICING AGREEMENT**

**In no event shall the Vendor deliver goods or provide service until such time as a duly authorized release document is certified by the ordering Agency.**

**State Agencies shall request release as follows: All releases shall reference the Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein.**

A Department Purchase Order (DPO) listing the items ordered shall be created by the agency. The agency may mail or fax a copy of the order to the Vendor. In some cases the agency may request delivery by telephone, but must provide the Vendor with a DPO Order Number reference for billing purposes. Vendors are encouraged to require written orders to assure payments are processed accurately and promptly.

**DELIVERY** If this is an MPA, Vendor will obtain "ship to" information from each participating agency. This information will be contained in the DPO. APA delivery information will be contained in the Notice of Award.

**PRICING** - All pricing shall be as described herein, and is considered to be fixed and firm for the term of the Agreement, unless specifically noted to the contrary herein. All prices include prepaid freight. Freight, taxes, surcharges, or other additional charges will not be honored unless reflected herein.

**INVOICING** All invoices shall reference the DPO Order Number(s), Price Agreement number, the Contract Issue number, the item(s) covered, and the unit pricing in the same format as described herein. If this is an MPA, Vendor will obtain "bill to" information from each participating agency. This information will be contained in the DPO. APA billing information will be contained in the Notice of Award.

**PAYMENT** - Invoices for items not received, not priced according to contract or for work not yet performed will not be honored. No payment will be processed to any vendor for whom there is no IRS W-9 on file with the State Controller.

**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.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR 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.

**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.

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