

MAIL OR DELIVER BID TO:

SALT LAKE COMMUNITY COLLEGE
 PURCHASING SERVICES
 TAYLORSVILLE REDWOOD CAMPUS
 4600 SOUTH REDWOOD ROAD, AD144
 P.O. BOX 30808
 SALT LAKE CITY, UTAH 84130-0808

Solicitation Number: **M1051**
**Bid Due Date & Time: April 7, 2011
 4:00 p.m.**

Date ITB Sent: March 24, 2011

**DO NOT FAX OR EMAIL YOUR BID; LATE, FAXED
 OR EMAILED BIDS WILL NOT BE CONSIDERED**

 MARTHA WILDING, BUYER
 TELEPHONE (801) 957-4257
Invitation to Bid

Goods and services to be purchased:	Printing of the 2011-2012 SLCC General Catalog
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Please complete

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	email Address		
Discount Payment Terms (for quotation purposes, quoted discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		

The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. Please review all documents carefully before completing.

Authorized Representative's Signature	Date
Type or Print Name	Position or Title



Invitation to Bid

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**Bid Due Date & Time: April 7, 2011
4:00 p.m.**

Vendor Name:

Item#	Qty	Unit	Description	Unit Price	Extension
001	8,000	Each	<p>50# white offset, printed 1/1 black ink inside 420 pages (approximate for bidding purposes)</p> <p>Trim size is 8.5 x 11</p> <p>12 pages will have a 3-sided bleed</p> <p>camera ready and electronic file (InDesign pdf) provided</p> <p>10 pt c1s cover cmyk and varnish with full bleed</p> <p>inside cover black ink only</p> <p>Perfect bound, trimmed, boxed (20/box) and palletized (40 boxes/pallet).</p> <p>ALSO</p> <p>.....an approximate time-frame (preferably under four weeks) for printing once the camera ready pages and digital files are received.</p> <p>We need catalogs delivered, to Taylorsville Redwood Campus.</p> <p>Local vendors only – within 80 miles of Taylorsville Redwood Campus</p> <p>For questions, contact Sharlee Smith, 801-957-4777, sharlee.smith@slcc.edu</p>	\$	\$

Ship To:	Sharlee Smith SLCC 4600 S Redwood Rd SLC, UT 84123
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Freight Charges: (not applicable)	
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SHIPPING POINT AND ZIP CODE	
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SHIPPING WEIGHT	
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MODE OF TRANSPORTATION (Please circle one)				
Small package/Ground	LTL(Less than truck load)	Truckload	Air	Other (please specify)
NMFC Class # _____				
NMFC Item # _____				

TOTAL PRICE LESS FREIGHT (FOB Origin)	\$
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TOTAL PRICE INCLUDING FREIGHT (FOB Destination)	\$
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INVITATION TO BID - INSTRUCTIONS AND GENERAL PROVISIONS

1. BID PREPARATION: (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. Errors may be crossed out and corrections printed in ink or typewritten adjacent and must be initialed in ink by person signing quotation. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as specified. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or equivalent" apply. "Or equivalent" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Salt Lake Community College Purchasing Services. If the vendor lists a trade name and/or catalog number in the bid, the COLLEGE will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. All bids must include complete manufacturer's descriptive literature if quoting an equivalent product. All products are to be of new, unused condition, unless otherwise requested in this solicitation. (f) By signing the bid the vendor certifies that all of the information provided is accurate, that they are willing and able to furnish the item(s) specified, and that prices quoted are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. SUBMITTING THE BID: (a) The bid must be signed in ink, sealed in a properly-addressed envelope, and either mailed or delivered to Salt Lake Community College, Purchasing Services, 4600 South Redwood Road, AD144, P.O. Box 30808, Salt Lake City, UT 84130-0808 by the due date and time. **The "Solicitation Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the due date and time will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided. Facsimile transmission of bids will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the College. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the College.

3. SOLICITATION AMENDMENTS: All changes to this solicitation will be made through written addendum only. Bidders are cautioned not to consider verbal modifications.

4. PROPRIETARY INFORMATION: Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not to be considered proprietary. Bids submitted may to be reviewed and evaluated by any persons at the discretion of the College.

5. SAMPLES: Samples of item(s) specified in this bid, when required by the College, must to be furnished free of charge to the College. Any item not destroyed by testing may, upon request made at the time the sample is furnished, be returned at the bidder's expense.

6. WARRANTY: The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the College under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for

which such product is used, (4) the product will be suitable for any special purposes that the College has relied on the contractor's skill or judgment to consider when it advised the College about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the College has not been warned. Remedies available to the College include the following: The contractor will repair or replace (at no charge to the College) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the College may otherwise have under this contract.

7. APPROVAL: Purchase orders or contracts resulting from this bid will only be legally binding with the written approval of the Director of Purchasing Services of the Vice President of the Business Office.

8. AWARD OF CONTRACT: (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The COLLEGE may accept any item or group of items, or overall low bid. The COLLEGE has the right to cancel this Invitation to Bid at any time for any reason prior to the award of contract. (d) The COLLEGE can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the COLLEGE believes it would serve in the College's best interest. (e) Before or after the award of a contract the COLLEGE has the right to inspect the bidder's premises and all business records to determine the bidder's ability to meet contract requirements. (f) The COLLEGE does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) The College is subject to the State of Utah's reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see the Utah Procurement Code, Section 63-56 20.5 -20.6, Utah Code Annotated.

9. ANTI-DISCRIMINATION ACT: The bidder agrees to abide by the provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disabilities. Also bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the College to insure that the subcontractors and vendors are bound by this provision.

10. DEBARMENT: The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract) by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the College.

11. GOVERNING LAWS AND REGULATIONS: All Salt Lake Community College purchases are subject to the Salt Lake Community College Procurement Policies and Procedures, and all applicable sections of the Utah Procurement Code, Title 63 Chapter 56 U.C.A. 1953, as amended.