



Procurement Services
University of Missouri-Columbia
113 Heinkel Building
Columbia, Missouri 65211-1700

University Of Missouri

BID REQUEST AND BID

THIS IS NOT AN ORDER

Bid Request Number
C2005JG
Dated
8/19/10

**BID MUST BE IN PROCUREMENT SERVICES
OFFICE NOT LATER THAN**

Date and Time
9/8/10 3:00 PM CT

THE CURATORS OF THE UNIVERSITY OF MISSOURI

By JOETTA GROSS, (573-882-5058)

FOR MANAGER, PROCUREMENT SERVICES

You are invited to submit bids on the items or services specified. All bids must be made on this form and shall be subject to the terms and conditions on the reverse side hereof for furnishing items or services of the description listed below. All deliveries shall be made **FOB DESTINATION** with freight charges fully included and prepaid. The seller pays and bears the freight charges.

Items	Quantity	Units	Description	Unit Price	Total
			PER ATTACHED SPECIFICATIONS: Bids are to be contained in a sealed envelope, plainly marked: "SEALED BID FOR BID REQUEST NUMBER C2005JG DUE 03:00 P.M., CT 9/8/10" Address Sealed Bids To: Director, Procurement/Services University of Missouri - Columbia 113 Heinkel Building Columbia, Missouri 65211-1700 Questions regarding this bid may be directed to Joetta Gross at the number above or via e-mail at Grossj@missouri.edu.		

In compliance with this bid request and subject to all of the terms and conditions thereon, bidder offers and agrees to furnish or deliver the items or perform the services upon which prices are quoted herein, such items or services to be provided within the number of days indicated after receipt by bidder of University Purchase Order. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time is compiled from day of delivery and acceptance of items or services or receipt of correct invoice, whichever is later.

Bid Firm for 60 Days Unless Otherwise Stated:			
Days completion After Receipt of Order	Discount Terms	Bid Dated	Bidder E-Mail Address
Name of Bidder		Bidder Telephone Number	Bidder FAX Number
Address of Bidder		City/State	Zip
By (Signature of Authorized Agent)		Title	Printed or Typewritten Name of Signatory

BID REQUEST AND BID CONDITIONS

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. No oral explanation in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanation or interpretations of the proposed documents.
2. The University reserves the right to reject any and all bids and to waive any informality in bids.
3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". University assumes that items bid as equal are equal. University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.
4. All items bid shall be new unless otherwise specified by the University.
5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.
6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.
7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.
8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.
9. Shipments shall be marked as directed on the Purchase Order.
10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.
11. The University will not be responsible for articles or services furnished without a Purchase Order.
12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.
13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.
14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.
15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.
16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.
17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.
18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the UM Chief Procurement Officer shall be final and binding upon both parties.
19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.
20. In awarding the contract, the University may take into consideration the skill, facilities, capacity, experience, ability, responsibility, previous work, the financial standing of the bidder or bidders; the amount of other work being carried on by the bidder; the quality, efficiency, and construction of the equipment proposed to be furnished; the period of time within which the equipment is to be furnished and delivered; and the necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of his bid.
21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor's records concerning this bid.
22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Manager, immediately by certified mail, return receipt requested.
23. The University serves from time to time as contractor for the United States Government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules, and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
24. The Curators of the University of Missouri have adopted a policy which is binding upon all employees and departments of the University, and which by contract shall be binding upon independent contractors and subcontractors with the University, whereby all other things being equal, and when the same can be secured without additional cost over foreign products, or products of other states, a preference shall be granted in all construction, repair and purchase contracts, to all products, commodities, materials, supplies and articles mined, grown, produced and manufactured in marketable quantity in the State of Missouri and to all firms, corporations or individuals doing business as Missouri, firms, corporations, or individuals. By virtue of the foregoing policy, preferences will be given to materials, products, supplies, or provisions, and all other articles produced, manufactured, mined or grown within the State of Missouri, and to all firms, corporations or individuals doing business as Missouri firms, corporations or individuals. Each bidder submitting a proposal agrees to comply with and be bound by the foregoing policy.

Detailed Printing and Binding Specifications

Author: Priddy **Title:** The Missouri State Capital

Quantities: 2,000 / 2,500 / 3,000 Hardcover

Pages: 336 **Trim:** 11 X 10 inches or 279.4 mm X 254 mm [landscape bind]

Text Printing: 21 signatures X 16 pages [4c X 4c]

MO Press will supply the printer with one (1) DVD-R containing all text pages along with high resolutions scan for color and b&w illustrations. DVD-R will contain InDesign application files and PDF files made to printer's specifications. The printer will use minimum 150-line screen to reproduce the art with the greatest amount of fidelity and detail. The printer will provide first and second press proofs on the actual stock selected for printing. [Digital proofs may be substituted for press proofs]

Color and Black & White Illustrations: The art will be random focus and spread throughout the book. There will be no bleeds.

Text Stock: 100# gloss coated white #1 Grade [Bidder must provide sample]

Jackets: Four-color process [plus gloss film lamination] MO Press will supply PDF for Jacket and Stamping Die.

Jacket Stock: 100# gloss coated **Jacket Overruns:** 200

First Press Proofs: 2 sets [Please note: printers providing digital proofs or comparable: 1 set]

Revised Press Proofs: individual pages as requested

Folded and Gathered Sheets (entire book): 2 sets

Endpapers: 100# white uncoated printed one color on both sides

Cloth: Kivar 7

Head and Foot bands: solid colored

Board: 3 mm or 120 pt. Binder's Board [note: boards must have properties consistent with standard binder's board to avoid rapid warping]

Stamping: General Roll-Leaf foil [one type stamp on the case spine]

Binding method: Smythsewn; one piece case; flatback case construction; with stiffener in spine; reinforced first and last signatures; endleaves pasted solid; and jackets applied

Packing: shrink-wrap in individual packages; packed in cartons, palletized

Shipping: FOB University of Chicago Distribution Center, 11030 S. Langley Avenue, Chicago, IL 60628.

Pricing Pages

Please provide the costs of printing and binding this project based on the specifications on the attached Detailed Printing and Binding Specifications pages. All sections of the bids must follow the pricing nomenclature below.

Author: Priddy

Pages: 336

Manufacturer:

Signed:

Date of bid:

<u>Base Bids:</u>	<u>Quantity:</u>	<u>2,000</u>	<u>2,500</u>	<u>3,000</u>
1. Prepress preparation		\$	\$	\$
2. Printing		\$	\$	\$
3. Text stock (entire book)		\$	\$	\$
4. Binding		\$	\$	\$
5. Jacket		\$	\$	\$
6. Wrapping and packing		\$	\$	\$
7. Shipping (freight)		\$	\$	\$
=====				
Total of above items		\$_____	\$_____	\$_____

For additional copies add to base bids (per copy) \$_____

For fewer copies deduct from base bids (per copy) \$_____

For Add'l pages [black text] add to base bids based on 3,000copy print run

8 pages \$_____ 16 pages \$_____ 32 pages \$_____

For fewer pages [black text] deduct from base bids based on 3,000-copy print run

8 pages \$_____ 16 pages \$_____ 32 pages \$_____

Please indicate any additional cost for a press check. \$_____

Please indicate below the number of calendar weeks required to produce this project.

Receipt of First Press Proofs _____

Add'l weeks for receipt of Revised Press Proofs _____

Add'l weeks for receipt of Folded and Gathered sheets _____

Add'l weeks for receipt of advance copies _____

Add'l weeks for bound books ship from bidder's plant _____

Add'l weeks for bound books to reach Chicago Distribution Center _____

Total calendar weeks for production _____wks.