



Campus Procurement Services
G5C Campus Support Facility
1201 N. State Street
Rolla, Missouri 65409
Phone: 573-341-4266
Fax: 573-341-4048
E-mail: procure@mst.edu
Internet: <http://procurement.mst.edu/>

NOTICE

RFB # 8256PLA Request for Sealed Bids for Printing, Binding, and Delivery of 2009 ROLLAMO Yearbook

Any organization downloading this request for bid/proposal which did not receive a fax or email from Missouri S&T Campus Procurement notifying it of the posting of this request for bids/proposals, must complete this page and immediately fax it to 573-341-4048 or email notification to procure@mst.edu.

By submitting your request to Missouri S&T, your organization is advising Missouri S&T of your interest in this request for bid/proposal and your organization will be notified of the posting of any addenda. These addenda are issued when there is a need to change the specifications or due date/time of the requests.

It is the responsibility of the organization downloading the request for bid/proposal specifications to notify Missouri S&T of interest in this request for bid/proposal and to request notification of addenda. It is also the responsibility of all Bidders to verify if addenda have been issued and to submit all addenda with bid/proposal response prior to the bid/proposal opening date and time.

Name of Organization: _____

Contact Name: _____

Contact Phone Number: _____

Fax number: _____

Email: _____

Note: Organizations are cautioned not to alter the wording of this request for bids / proposals. In the event that changes to the wording do occur, the request for bid / proposal as originally prepared by Missouri S&T shall be considered the record copy and shall be deemed the prevailing document. Responses with changed wording **MAY BE REJECTED**.

Bid/Proposal Request Document Follows

This page is not part of the request for bid/proposal and **MUST** be submitted **IMMEDIATELY** after downloading the request for bid/proposal.

BID REQUEST AND BID

MISSOURI UNIVERSITY OF SCIENCE AND TECHNOLOGY
(Missouri S&T ~ formerly University of Missouri – Rolla)
CAMPUS PROCUREMENT (573)341-4266 (Phone)
G5-C Campus Support Facility (573)341-4048 (Fax)
1201 N. State Street
ROLLA, MO 65409-0070

You are invited to submit bids on the items specified. All bids should be made on this form and shall be subject to the terms and conditions included hereof for furnishing items in quantities and of the description listed below. DELIVERY SHALL BE MADE F.O.B. MISSOURI S&T, ROLLA, MISSOURI, CARRIAGE CHARGES PREPAID.

THIS IS NOT AN ORDER

BID REQUEST NUMBER

Sealed Bid # 8256PLA

DATE:

November 6, 2008

BIDS MUST BE RECEIVED BY THE UNIVERSITY AT
THE ABOVE ADDRESS NO LATER THAN

DATE AND TIME:

November 20, 2008 @ 2:00 PM Central Time

THE CURATORS OF THE UNIVERSITY OF MISSOURI

PATTI ADAMS, BUYER II
CAMPUS PROCUREMENT
MISSOURI S&T

Item	Quantity	Units	Description	Unit Price	Total
			REQUEST FOR SEALED BIDS FOR PRINTING, BINDING AND DELIVERY OF THE 2009 ROLLAMO YEARBOOK PER THE FOLLOWING SPECIFICATIONS: PRICES ARE TO INCLUDE SHIPPING/DELIVERY. NOTE: SEALED BIDS MUST BE RETURNED IN A SEALED ENVELOPE MARKED WITH THE BID REQUEST NUMBER. SIGNATURE IS REQUIRED.		

NOTICE TO BIDDERS:

It is requested that all bidders submit with their bid descriptive literature and detailed specifications on the items they propose to furnish. Bids received without descriptive literature and detailed specifications **MAY BE REJECTED**.

In compliance with this bid request and subject to all of the terms and conditions thereon bidder offers and agrees to furnish and 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. The terms and conditions on the following page of this Bid Request and Bid are made a part hereof. Only cash discounts having a period of thirty (30) days or more will be taken into account in determining the lowest bid. Discount time to be compiled from day of delivery and acceptance of items or receipt of correct invoice whichever is later.

DAYS COMPLETION AFTER RECEIPT OF ORDER	DISCOUNT TERMS	TELEPHONE NUMBER	FAX NUMBER	EMAIL
COMPANY / NAME OF BIDDER		STREET ADDRESS OF BIDDER	CITY, STATE	ZIP
BY (SIGNATURE)	PRINTED OR TYPED NAME OF SIGNATORY	TITLE	DATE	

UNSIGNED BIDS MAY BE CONSIDERED NONRESPONSIVE

RETURN ONE SIGNED COPY AS YOUR BID

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 the 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 explanations or interpretation 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". The University assumes that items bid as equal are equal. The 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 is 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 Manager of Campus Procurement 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 relevant factors, including but not limited to the skill, facilities, capacity, cost of and compatibility with existing systems and operations when major changes of practice would be required, experience, ability, responsibility, previous work, the financial standing of the bidder(s); the amount of other work being carried on by the bidder; the quality, efficiency, and construction of equipment proposed to be furnished; the period of time within which the equipment or service is to be provided, and 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 their 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 Director, immediately by certified mail, return receipt requested.
23. The University serves from time to time as a 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. If this Bid Request and the University Purchase Order issued thereon involves health care services or products, the vendor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to vendor with regard to patients of the University. All services provided pursuant to this Purchase Order shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and the Health Care Financing Administration. Vendor represents that vendor is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Vendor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.
25. Debarment and Suspension Certification - The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).

NOTICE TO BIDDERS

Missouri University of Science and Technology (Missouri S&T), formerly University of Missouri-Rolla, requests sealed bids for PRINTING, BINDING AND DELIVERY OF THE 2009 ROLLAMO YEARBOOK, RFB # 8256PLA, which will be received by the undersigned at the Office of the Manager, Campus Procurement Services, G5C Campus Support Facility, 1201 North State Street, Rolla, Missouri, 65409-0070 until 2:00 pm, Central Time November 20, 2008. Bids will be opened and identified starting at 2:05 p.m., Central Time.

Specifications and the conditions of bid together with the printed form on which bids must be made may be obtained from Campus Procurement Services at G5C Campus Support Facility, 1201 North State Street, Rolla, Missouri, 65409-0070, by phoning 573-341-4266, or online at <http://procurement.mst.edu/bids.html>.

The University reserves the right to waive any informalities in bids and to reject any or all bids.

THE CURATORS OF THE
UNIVERSITY OF MISSOURI

By: ***Patti Adams, Buyer II***
Campus Procurement Services

Dated: November 6, 2008

GENERAL CONDITIONS

1. Bids are to be contained in sealed envelopes and marked **“Sealed Bid #8256PLA for the PRINTING, BINDING AND DELIVERY OF THE 2009 ROLLAMO YEARBOOK”** and addressed to the Manager of Campus Procurement, Missouri University of Science and Technology, 1201 North State Street G5C Campus Support Facility, Rolla, Missouri 65409.
2. Bidders shall be responsible for actual delivery of bids during business hours at the above address, and it shall not be sufficient to show that a bid was mailed in time to be received before scheduled closing time for receipt of bids.
3. Bids shall be on the basis of delivery and installation, if applicable, F.O.B. Missouri University of Science and Technology, Rolla, Missouri, with all transportation and handling charges thereto fully paid.
4. Delivery will be made F.O.B. Missouri University of Science and Technology, Rolla, Missouri, with all transportation and handling and installation charges, if applicable thereto fully paid.
5. The University may withhold payment or make deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment furnished hereunder.

**DETAILED SPECIFICATIONS
AND
SPECIAL CONDITIONS**

1. THE 2009 ROLLAMO YEARBOOK

- A. **QUANTITY:** 1,500 copies.
- B. **SIZE :** Page trim size is twelve (12”) inches high by nine (9”) inches wide, cover size to be 12-1/2” high by 9-1/2” wide. Bound on long side.
- C. **PAGES:** Anticipated number of pages is 216.
- D. **PROOFS:** Contractor must submit initial proof set with all elements in place, including copy, photos, and graphics. The ROLLAMO Staff may make changes or corrections on disk of this proof at no charge. University must be able to finalize proof section by section. A second and final proof shall be provided by the Successful Bidder at no charge with photographs, artwork, type, headlines, etc. in proper position from actual plate-ready negatives – no paste-on photographs will be accepted.
- E. **TYPE:** Type to be machine set. Successful Bidder must offer a full range of postscript font styles and sizes. **Bidder must provide available font information with bid response.** If only a number of fonts are provided, bidder must provide a complete list of fonts within two (2) business days, at no additional charge, if requested.
- F. **SPECIAL EFFECTS:** ROLLAMO Staff may use special effects at no extra cost, including, but not limited to: Full bleed, direct line, negative image, over prints, reverses, overburns and tinting screens of black from 10% to 100%. **If additional special effects are available at no cost, please include list with bid response.**
- G. **BINDING:** Books shall be Smyth section sewn in sixteen (16) page signatures, rounded, tight-back binding, glued and supered, and cased in to hard covers.
- H. **SERVICE AND KIT:** Each Bidder must provide **WITH BID RESPONSE** a working material (kit) to the University at no charge, and must ship any additional supplies requested by ROLLAMO Staff. Kit must include all options for colors, texture, foil, finishing including pricing. ROLLAMO Staff will require a minimum of four (4) service calls by the representative. A qualified representative (individual to be acceptable to staff), must be named in the bid. Telephone calls to service representative, or other representatives of the Successful Bidder, shall be paid by the Successful Bidder. *All postage shall be paid by the Successful Bidder for deadline submission.*
- I. **PRINTING:** Must print with 200 line screen/2400dpi output (black & white + color) or better.
- J. **PAPER STOCK:**
- | | |
|-------------|---|
| Bid Basis 1 | Pure Premium Paper |
| Bid Basis 2 | 80# white with a minimum of 96 brightness |
- Bidder must provide samples of matte and gloss for each paper bid. The University reserves the right to select either bid basis and paper finish – matte, gloss, or combination.
- K. **END SHEETS:** 65# cover weight paper stock, four (4) color applied, in addition to choice of color paper stock.
- L. **COVER:** Custom, multilevel die embossed Lixiton (or equivalent), per school design; on 160 point tempered binders board, staff choice of color, with second and third color applied. Spine to be embossed and grained with

title, date, volume and school identification. Die for embossing to be included to total cost. A finished sample of cover, with embossing will be submitted to ROLLAMO Staff for approval prior to cover production run.

M. **INK:** All inks to be first quality, no extended inks to be used.

N. **PHOTOGRAPHS:** To be furnished by staff electronically. Successful Bidder will trim, mount, enlarge or reduce all photos, both color and black and white as necessary to fit staff supplied layouts.

O. **COLOR:** Book shall be in full color. Color pictures from ROLLAMO Staff to be digital

P. **VARIANCES:** Bids must be submitted for specifications as detailed in this request for bids. Any/all changes to the specifications after award must be approved by Missouri S&T Procurement in writing.

Q. Bidder must submit schedule of proof change charges with bid.

R. **DISK SUBMISSION:** ROLLAMO Staff will submit disk in InDesign CS3 format. Successful Bidder must provide ROLLAMO Staff with software templates and documentation to support and/or enhance disk submission program.

Submissions and final proofing may be completed by section at the University's option. Three (3) sections will be submitted on or before December 31, 2008. Proofs of these sections must be available for University's review no later than January 31, 2009. The four (4) remaining sections will be submitted on or before April 29, 2009 and proofs must be available for University's review no later than May 30, 2009. The index and final proofs or all sections will be submitted no later than July 31, 2009. Submission deadlines may be adjusted with mutual agreement.

S. **TRAINING:** Training to be provided by qualified representative of Successful Bidder to cover any changes from the InDesign program with the ROLLAMO Staff. Technical assistance must also be provided, upon request, for PhotoShop. Training to be conducted at a University facility for members of the ROLLAMO Staff if deemed necessary by the ROLLAMO Editor-In-Chief. All costs for lodging and meals to be at the expense of ROLLAMO. All transportation costs would be covered by the Successful Bidder.

2. **DELIVERY:**

A. Delivery of completed yearbook is to be no more than sixty (60) days after final proof is approved. The University anticipates approval of final proof on or around July 31, 2009. The University reserves the right to reduce payment by 1% per day for each day past due date.

B. Delivery is to be made F.O.B. Missouri University of Science and Technology, Rolla, Missouri; with all transportation and handling charges thereto fully paid.

C. Title to, and risk of loss and damage as to all items of equipment will remain in and be the responsibility of the Successful Bidder until final delivery and acceptance of the yearbooks by the University. Acceptance will be within ten (10) days of receipt of order unless Successful Bidder is contacted in writing why shipment is not acceptable. Successful Bidder will have ten (10) business days to resolve the problem in a manner acceptable to the University.

D. **MAILING OF YEARBOOKS:** Successful Bidder shall be required to furnish the University up to 300 yearbooks, packaged individually in envelopes and ready for mailing.

3. **PAYMENT:**

All bids are to be submitted on the basis of cash payment for the books. Payment will be processed within thirty (30) days after completion of delivery and acceptance by the University of the complete order from the Successful

Bidder. Application for payment shall be made upon properly certified vendors invoice to the address or fax number listed on the purchase order.

The University may withhold payment or make deductions as may be necessary to protect the University from loss or damages, or to pay for repair or correction of books furnished hereunder.

4. **SAMPLE OF WORK:**

Upon request, bidder must provide, within five (5) business days, a sample of similar work completed in their facility within the past twelve (12) months. Sample(s) must meet specifications of this bid. If one sample meeting all specifications is not available, Bidder may provide multiple samples to show quality (i.e. one sample for binding, one sample for color, etc.).

5. **GENERAL WARRANTY:**

Neither the final certificate of payment nor any provision in the contract documents nor partial or entire use of the books and/or supplies by the Owner shall constitute an acceptance thereof, if not in accordance with the Contract Documents, or relieve the Bidder of liability for faulty materials or workmanship. The Successful Bidder shall promptly remedy any defects for one (1) year from date of final acceptance. The University will give notice of observed defects with reasonable promptness.

6. **AWARD OF BID:**

Award of bid will be on an all or none basis. Bidders are required to indicate unit prices, as well as, a lump sum price as set forth in the bid form.

BID FORM

All prices to be F.O.B. Rolla, MO

Bids will be evaluated on cost of printing 1,500 copies with 216 pages each

Bid Basis 1

Pure Premium Paper

For printing and binding of 1,500 copies of the **2009 ROLLAMO YEARBOOK**, to be in accordance with specifications listed above, including individual packaging of up to 300 yearbooks.

F.O.B. ROLLA, MO \$ _____

Bid price for more or less copies (Add or delete per copy) \$ _____

Bid price for sixteen (16) additional pages, (Add) \$ _____

Bid price for sixteen (16) less pages, (Deduct) \$ _____

List Additional Cost/Reduction:

Quantity increased by 100 \$ _____ / 100

Quantity decreased by 100 \$ _____ / 100

List Brand/Type Paper bid:

SAMPLES OF EACH MUST BE PROVIDED WITH BID

Cover: _____

End Sheets: _____

Inside Pages: _____

Bid Basis 2

80# white with a minimum of 96 brightness

For printing and binding of 1,500 copies of the **2009 ROLLAMO YEARBOOK**, to be in accordance with specifications listed above, including individual packaging of up to 300 yearbooks.

F.O.B. ROLLA, MO \$ _____

Bid price for more or less copies (Add or delete per copy) \$ _____

Bid price for sixteen (16) additional pages, (Add) \$ _____

Bid price for sixteen (16) less pages, (Deduct) \$ _____

List Additional Cost/Reduction:

Quantity increased by 100 \$ _____ / 100

Quantity decreased by 100 \$ _____ / 100

List Brand/Type Paper bid:
SAMPLES OF EACH MUST BE PROVIDED WITH BID

Cover: _____

End Sheets: _____

Inside Pages: _____

BIDS RECEIVED WITHOUT THE FOLLOWING MAY BE REJECTED:

Quantity and/or list of postscript fonts and sizes available. (See Specification 1E.)

List of any additional special effects available at no additional cost. (See Specification 1F.)

Service kit with pricing for additional colors, textures, foils and finishes. (See Specification 1H)

Samples of paper bid. (See Specification 1J)

Schedule of proof change charges. (See Specification 1Q.)

REQUIRED INFORMATION

Delivery

List number of days after final proof: _____

Name and telephone number of qualified Company Representative, who will be furnishing consulting services to the Missouri S&T ROLLAMO Staff or Advisor:

Name: _____

Street/Box #: _____

City/Town: _____

Phone: _____

List hourly rate for design services \$ _____ / hour

For WBE/MBE Reporting Purposes Only:

Minority Business Type (Optional) (A minority business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment of minority persons.) Check the appropriate box.

____ African-American ____ Hispanic / Latino ____ Asian Pacific
____ Native American ____ Asian Indian
____ Other (please specify) _____

Missouri Firm?

____ Yes ____ No

Woman Owned Business?

____ Yes ____ No

Can you provide Second-Tier Reporting?

____ Yes ____ No