



University Of Missouri
BID REQUEST AND BID
THIS IS NOT AN ORDER

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

Bid Request Number
C033-9-683

Dated
9/8/08

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

Date and Time
09/30/08 03:00 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 C033-9-683, DUE 03:00 PM CT, 09/30/08" Address Sealed Bids To: Manager, MU Procurement Services University of Missouri - Columbia 113 Heinkel Building Columbia, Missouri 65211-3100		

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.

*** BID NUMBER : C033-9-683

PAGE 1

ITEM	QTY.	UNITS	DESCRIPTION	PRICE	TOTAL
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NIGP CLASS-ITEM: Refers to National Institute of Governmental Purchasing Codes

Bids are requested for printing and production of the 2010 MIZZOU Magazine as follows, per attached specifications.

PLEASE NOTE: Bidders are urged to review this bid request immediately upon receipt and promptly request clarification for any specifications that are not clear. This will allow adequate time for us to provide clarifications, make the necessary modifications, and issue any amendment(s) that are needed.

Questions regarding this bid request must be directed to Joetta Gross, MU Procurement Services, by calling 573-882-5058, or by email to GrossJ@Missouri.edu.

IMPORTANT: The total costs should be stated on the lines provided below. However, it is important that the itemized pricing pages within the specifications are also completed.

1.	1	LOT	NIGP CLASS-ITEM: 966-57 BASE BID: Total Cost for printing of magazine with 4-Page Cover and 64-Page Body.	_____	_____
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Additional Cost/1,000s: \$_____/M

2.	1	LOT	NIGP CLASS-ITEM: 966-57 ALTERNATE BID 1: Total Cost for printing of magazine with 4-Page Cover and 72-Page Body.	_____	_____
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Additional Cost/1,000s: \$_____/M

3.	1	LOT	NIGP CLASS-ITEM: 966-57 ALTERNATE BID 2: Total Cost for printing of magazine with 4-Page Cover and 80-Page Body.	_____	_____
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Additional Cost/1,000s: \$_____/M

*** BID NUMBER : C033-9-683

PAGE 2

ITEM	QTY.	UNITS	DESCRIPTION	PRICE	TOTAL
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NIGP CLASS-ITEM: Refers to National Institute of Governmental Purchasing Codes

4.	1	LOT	NIGP CLASS-ITEM: 966-57 BID for BRC: Total cost. Cost/Additional 1,000's: \$_____/M	_____	_____
5.	1	LOT	NIGP CLASS-ITEM: 966-57 BID FOR ADDITIVE ALTERNATE 1: Total Cost for printing of Envelope Insert. Cost/additional 1,000's: \$_____/M	_____	_____
6.	1	LOT	NIGP CLASS-ITEM: 966-57 BID FOR ADDITIVE ALTERNATE 2: Total Cost for printing of Cover Sheet/Cover Wrap. Cost/Additional 1,000s: \$_____/M	_____	_____

Items Quoted To Be As Indicated Or
Approved Equal.

All deliveries shall be made FOB
Destination with freight charges
fully included and prepaid. The
seller pays and bears the freight
charges.

The University of Missouri-Columbia
will not accept return of this bid by
FAX.

Vendors may view bid tabulations on
the University of Missouri
Procurement Web Page at
<http://www.pmm.missouri.edu>

Bid Request C033-9-683**Specifications for 2009-2010 MIZZOU Magazine**

Title:	MIZZOU		
Quantity:	180,000 ± 1,000s Invoice for quantity ordered (0% overs, 0% unders)		
Frequency:	Quarterly	<u>Issue Name</u>	<u>Issue Date (approximate)</u>
		Fall 2009	August 13
		Winter 2010	November 5
		Spring 2010	February 25
		Summer 2010	May 27
Press:	Web Offset		
Format:	64-page body plus 4-page cover plus BRC (See BRC for specifications.) <u>ALTERNATE 1:</u> 72-page body <u>ALTERNATE 2:</u> 80-page body		
Trim:	8 3/8" x 10 7/8"		
Paper:	Cover, 100 lb. Opus Matte white (contains a minimum of 30 percent post-consumer waste) (or approved equivalent No. 2 gloss-coated offset, must provide printed samples and statement of recycled content) Body, 60 lb. Champion Influence Soft Gloss web offset, white (or approved equivalent No. 3 gloss-coated offset)		
Ink:	All inks must be soy or vegetable based. 4/4 — Four-color process, same both sides. Must provide VOC levels.		
Bindery:	Saddle-stitch and trim		
Prep:	Customer to provide layout on disk. Layout created in Adobe InDesign CS3 on Macintosh incorporating elements created in Adobe Illustrator CS3 and Adobe Photoshop CS3. Pages contain all type, line art (colored, tinted, built to butt), image files and square-finish windows with high-resolution images resident on pages. Printer to output pages at 150-line-screen. Customer to provide approx. 50 pieces of color art as digital images, and provide high-resolution files (for customer to place into layout) and random Iris proofs. Printer to create silhouettes and drop shadows when requested.		
Proofs:	Position proofs and composite Iris proofs included in price. Alterations billed extra.		
BRC:	Some issues contain either one blow-in card (see "Techno-memories" sample) or BRM envelope floated across the spine		
	<u>Blow-in card:</u>		
	Trim:	5.5" x 4" finished, with bleeds	
	Paper:	Uncoated, white, minimum 30% PCW. Must meet U.S. Postal Service specifications for postcard mailing (minimum 7 pt. thickness). Specify stock and recycled content.	
	Ink:	Soy or vegetable based. 2/1 — Black plus one PMS color over black	
	Finishing:	Trim. (Note: It is responsibility of the printer that trim meets U.S. Postal Service requirements for Business Reply Mail.)	
	Layout:	Provided on disk. Created in Adobe InDesign CS3 on Macintosh incorporating elements created in Adobe Illustrator CS3 and Adobe Photoshop CS3.	

ADDITIVE ALTERNATE 1: (see Fall 2008 issue)

Envelope Insert: 3.875 x 8.875 OSSS (open side side seam) 60#
 White offset
 Prints 4/1 Litho
 No window

ADDITIVE ALTERNATE 2:

The fall issue may include a cover sheet which will trim to the same size as the cover and attach along the left vertical edge with pressure sensitive (removable) glue.

Cover Sheet/
 Cover Wrap: Quantity: 150,000 plus additional 1,000s
 Trim: 8.375" x 10.875" finished; bleeds
 Paper: 70 lb. uncoated offset, white
 Ink: Soy or vegetable based. 2/0 — Black plus one PMS color, one side only
 Bindery: Pressure sensitive glue along left vertical edge
 Layout: Provided as Macintosh InDesign CS3.

List Services: Customer to furnish mailing dataset via FTP electronic transfer.
 Vendor to process dataset through an automation hygiene package (standardize addresses, correct ZIP codes, code for carrier routes, append CASS-certified ZIP+4 and delivery-point barcodes).
 Vendor to presort to level C (carrier route) palletization/containerization, and incorporate national drop shipment to selected SCF's, BMC's and DDU's.
 Vendor to format inkjet program for imprinting of address and message(s).

Labeling: Inkjet imprinting of address on mailing panel perpendicular to spine.
 Selective imprinting of messages on mailing panel and/or inside pages.

Mailing: 180,000 Standard A Non-profit with customer's permit imprint.
 Inkjet, presort, palletize/containerize, enter into U.S. Postal mail stream and arrange national drop shipment within 24 hours of magazine being printed and bound.

Freight: Customer is responsible for shipping charges.

Delivery: In mail stream within 17 working days after receiving layout.

Late Penalty: The printer shall pay the Customer \$500 for the first day the magazine is late past the allowed 17 working days. Each additional working day the magazine is late, a \$100 per working day penalty also will be paid.

Contract Effective: July 1, 2009

Renewal Option: Selected printer may elect to renew annually for up to five years at contract pricing.

Contract Duration: Manufacturing prices through June 30, 2010. Paper prices are subject to market fluctuation.

Quality standard: Premium with critical crossovers

Bid Request C033-9-683

BID TERMS: Complete the sample bill provided for each service being bid. In addition, please include an itemized price list of all related services available.

CRITERIA

Bid will be awarded based on:

- 1) price
- 2) demonstrated quality based on **printed** samples
- 3) references / recommendations.

The University reserves right of approval of any subcontractors used during production of the magazine.

SAMPLES

Bids **MUST** be accompanied by samples. Samples must:

- 1) be produced by the printer
- 2) incorporate stocks specified
- 3) demonstrate the quality of work provided by the printer and any proposed subcontractors on equipment and using processes planned in production of this magazine.

Bids received without the requested printed samples are subject to rejection.

REFERENCES

Bids **MUST** be accompanied by two references/recommendations from clients for whom the printer has produced similar work. Recommendations must include:

- 1) name, institution / company, address, phone number
- 2) sample of printing produced

Bids received without the requested references/recommendations are subject to rejection.

SUSTAINABILITY

The University prefers environmentally-sound practices. Vendors are encouraged to include a statement of sustainability efforts.

Bid Request C033-9-683**PRICING PAGES****SEPARATIONS:**

Regular silhouette or COB (see sample A) _____

Create one-color drop shadow (see sample B) _____

Archive image _____

Retrieve image _____

Other charges _____

PREP:**DIRECT-TO-PLATE:**

Price per page. Include page processing (including checking trapping), two position proofs, one composite Iris proof. In addition, please submit an itemized price list of all pre-press services available.

Four-color page _____

Three-color page _____

Two-color page _____

One-color page _____

Output device _____

MANUFACTURING

180,000 magazines

<u>BASE:</u> 4-page cover		Makeready	Run per 1,000
Cover:	Plates/presswork: 4 pages — Four color (4/4)	_____	_____
	Ink: 4 pages — Four color (4/4)	_____	_____
	Ink: Varnish	_____	_____
	Paper: 100 lb. Opus Matte (30% PCW)	_____	_____
Folding (if extra):	4 pages	_____	_____
 <u>BASE:</u> 64-page body			
Body:	Plates/presswork: 64 pages — Four color (4/4)	_____	_____
	Ink: 64 pages — Four color (4/4)	_____	_____
	Paper: 60 lb. Champion Influence Soft Gloss	_____	_____
Folding (if extra):	64 pages	_____	_____
Bindery:	64 pages plus cover	_____	_____

ALTERNATE 1: 72-page body

Body:	Plates/presswork:	72 pages — Four color (4/4)	_____	_____
	Ink:	72 pages — Four color (4/4)	_____	_____
	Paper:	60 lb. Champion Influence Soft Gloss	_____	_____
Folding (if extra):		72 pages	_____	_____
Bindery:		72 pages plus cover	_____	_____

ALTERNATE 2: 80-page body

Body:	Plates/presswork:	80 pages — Four color (4/4)	_____	_____
	Ink:	80 pages — Four color (4/4)	_____	_____
	Paper:	60 lb. Champion Influence Soft Gloss	_____	_____
Folding (if extra):		80 pages	_____	_____
Bindery:		80 pages plus cover	_____	_____

Papers quoted in above prices _____

List other manufacturing charges not included above:

_____	_____	_____
Packing bulk copies, per carton	_____	_____
Packing on skids, per skid	_____	_____
Ship 5,000 bulk copies to Columbia, Mo. (estimate)	_____	_____

BRC:

Blow-in card		Makeready	Run per 1,000
	Plates/presswork:	2 pages — Black + one PMS over black	_____
	Ink:	2 pages — Black + one PMS over black	_____
	Paper:	>7 pt., white uncoated (min. 30% PCW)	_____
	Bindery:	Blow into magazine	_____

Paper quoted in above prices _____

ADDITIVE ALTERNATE 1:

Envelope Insert:		740,000	Add'l. 1,000s
Plates/presswork:	2 pages — Four-color process (4/4)	_____	_____
Ink:	2 pages — Four-color process (4/4)	_____	_____
Paper:	60 lb. uncoated offset, white	_____	_____
Finishing:	Fold; glue pocket; apply remoist glue	_____	_____
Bindery:	Selective blow-in	_____	_____
Storage:	185,000 per issue; store for four issues	_____	_____

List other manufacturing charges not included above:

List other bindery charges not included above:

Paper quoted in above prices _____

ADDITIVE ALTERNATE 2:

Cover Sheet/Cover Wrap:		145,000	Add'l. 1,000s
Plates/presswork:	1 page — Two color (2/0)	_____	_____
Ink:	1 page — Two color (2/0)	_____	_____
Paper:	70 lb. uncoated offset, white	_____	_____
Bindery:	pressure sensitive (removable glue)	_____	_____

List other manufacturing charges not included above:

LIST SERVICES:

180,000 mailables

	Makeready	Per 1,000
Electronic transfer (set-up, testing, administration)	_____	_____
Receive file transmissions (per file)	_____	_____
Automation hygiene package	_____	_____
Presort / containerization / reports	_____	_____
Inkjet format	_____	_____
Format selective messages on mailing panel (per message)	_____	_____
Format selective message on inside page (per message)	_____	_____
List other list processing charges not included above:		
_____	_____	_____
_____	_____	_____
Inline inkjet of address perpendicular to spine	_____	_____
Inline inkjet of personalized/selective messages on mail panel	_____	_____
Inkjet selective message on inside page	_____	_____
Presort, palletize/containerize	_____	_____
Administrative fee (if applicable)	_____	_____
Generate 3602 postal statement(s)	_____	_____
Deliver to Post Office (if applicable)	_____	_____
List other mailing charges not included above:		
_____	_____	_____
_____	_____	_____
Are you capable of presorting and arranging national drop shipment to Missouri SCF's, BMC's and DDU's?	_____	_____
national SCF's, BMC's and DDU's?	_____	_____
(Vendor will be asked to submit a proposal.)		
Drop ship rate for palletized / containerized mail (___/CWT)	_____	

Envelope Insertion Mailing (see Page 2, ADDITIVE ALTERNATIVES 1 and 2)

Are you capable of inline, selective (tied to membership status) blow-in of this envelope? If so, please itemize costs:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Can you process and mail a non-identical (magazines with and without an envelope) mailing without splitting the mailing list and losing density discounts?

Via Manifest Mailing? _____

Via optional procedures? _____

Please itemize costs of list management and mailing services:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

If the list must be split into bind/mail magazines with and without envelope, please itemize costs of list management and mailing services:

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____