



BID/PROPOSAL

COMMODITY: URI MAGAZINE DATE: 8/30/2022

FORMAL BID NO. _____ PUBLIC BID NO. 101214

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 9/29/2022 TIME: 1:00 PM
Eastern Time

BUYER: SHANYKA SORIANO/rlc SURETY REQUIRED: YES: _____ NO: X

PRE-BID/PROPOSAL CONFERENCE: DATE: _____ TIME: _____

MANDATORY: YES: _____ NO: _____

LOCATION: _____

Questions concerning this solicitation must be received by: DATE: 9/12/2022 TIME: 12:00 PM

Questions are to be submitted in a *Microsoft Word* document to: URIPurchasing@uri.edu

Please reference the Bid Number on all correspondence. Questions received, if any, will be posted on the internet as an addendum to the bid. It is the responsibility of all interested parties to download this information.

For Bid Solicitation Information visit: <http://web.uri.edu/purchasing/bid-information/>

STATEMENT REGARDING COVID-19

Effective immediately, we are suspending all in-person public bid openings until further notice.

Public Bid responses will be publicly read via Webex video conferencing. To participate in the bid opening, please visit the following site at the scheduled bid opening date and time:

* URL: <https://univofri.webex.com/meet/uripurchasing>

**No offer will be considered that is not accompanied by the attached
University of Rhode Island Bidder Certification Form/Contract Offer
completed and signed by the offeror.**

COMPANY NAME: _____

STREET AND NUMBER: _____

CITY, STATE & ZIP CODE: _____

Print Name and Title

Telephone Number/Facsimile Number

Signature

Date

E-mail address

THIS BID WILL NOT BE HONORED UNLESS SIGNED

University of Rhode Island Bidder Certification Form

ALL OFFERS ARE SUBJECT TO THE REQUIREMENTS, PROVISIONS AND PROCEDURES CONTAINED IN THIS CERTIFICATION FORM. Offerors are expected to read, sign and comply with all requirements. Failure to do so may be grounds for disqualification of the offer contained herein.

Rules for Submitting Offers

This Certification Form must be attached in its entirety to the front of the offer and shall be considered an integral part of each offer made by a vendor to enter into a contract with the University of Rhode Island. As such, submittal of the entire Bidder Certification Form, signed by a duly authorized representative of the offeror attesting that he/she (1) has read and agrees to comply with the requirements set forth herein and (2) to the accuracy of the information provided and the offer extended, is a mandatory part of any contract award.

To assure that offers are considered on time, each offer must be submitted with the specific Bid/RFP/LOI number, date and time of opening marked in the upper left hand corner of the envelope. Each bid/offer must be submitted in separate sealed envelopes.

A complete signed (in ink) offer package must be delivered to the University of Rhode Island Purchasing Office by the time and date specified for the opening of responses in a sealed envelope.

Bid responses must be submitted on the URI bid solicitation forms provided, indicating brand and part numbers of items offered, as appropriate. Bidders must submit detailed cuts and specs on items offered as equivalent to brands requested WITH THE OFFER. Bidders must be able to submit samples if requested.

Documents misdirected to other State or University locations or which are not present in the University of Rhode Island Purchasing Office at the time of opening for whatever cause will be deemed to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the University of Rhode Island Purchasing Office. Postmarks shall not be considered proof of timely submission.

RIVIP SOLICITATIONS. To assure maximum access opportunities for users, public bid solicitations shall be posted on the RIVIP for a minimum of seven days and no amendments shall be made within the last five days before the date an offer is due. Except when access to the Web Site has been severely curtailed and it is determined by the Purchasing Agent that special circumstances preclude extending a solicitation due date, requests to mail or fax hard copies of solicitations will not be honored.

PRICING. Offers are irrevocable for sixty (60) days from the opening date (or such other extended period set forth in the solicitation), and may not be withdrawn, except with the express permission of the University Purchasing Agent. All pricing will be considered to be firm and fixed unless otherwise indicated. The University of Rhode Island is exempt from Federal excise taxes and State Sales and Use Taxes. Such taxes shall not be included in the bid price.

PRICES QUOTED ARE FOB DESTINATION.

DELIVERY and PRODUCT QUALITY. All offers must define delivery dates for all items; if no delivery date is specified, it is assumed that immediate delivery from stock will be made. The contractor will be responsible for delivery of materials in first class condition. Rejected materials will be at the vendor's expense.

PREVAILING WAGE, OSHA SAFETY TRAINING and APPRENTICESHIP REQUIREMENTS. Bidders must comply with the provisions of the Rhode Island labor laws, including R.I. Gen. Laws §§ 37-13-1 et seq. and occupational safety laws, including R.I. Gen. Laws §§ 28-20-1 et seq. These laws mandate for public works construction projects the payment of prevailing wage rates, the implementation and maintenance of occupational safety standards, and for projects with a minimum value of \$1 Million, the employment of apprentices. The successful Bidder must submit certifications of compliance with these laws from each of its subcontractors prior to their commencement of any work. Prevailing wage rates, apprenticeship requirements, and other workforce and safety regulations are accessible at www.dlt.ri.gov.

PUBLIC RECORDS. Offerors are advised that all materials submitted to the University for consideration in response to this solicitation will be considered without exception to be Public Records pursuant to Title 38 Chapter 2 of the Rhode Island General Laws, and will be released for inspection immediately upon request once an award has been made. Offerors are encouraged to attend public bid/RFP openings to obtain information; however, bid/RFP response summaries may be reviewed after award(s) have been made by visiting the Rhode Island Vendor Information Program (RIVIP) at www.purchasing.ri.gov > Solicitation Opportunities > Other Solicitation Opportunities. Telephone requests for results will not be honored. Written requests for results will only be honored if the information is not available on the RIVIP.

Award will be made to the responsive and responsible offeror quoting the lowest net price in accordance with specifications, for any individual item(s), for major groupings of items, or for all items listed, at the University's sole option.

BID SURETY. Where bid surety is required, bidder must furnish a bid bond or certified check for 5% of the bid total with the bid, or for such other amount as may be specified. Bids submitted without a required bid surety will not be considered.

SPECIFICATIONS. Unless specified “no substitute”, product offerings equivalent in quality and performance will be considered (at the sole option of the University) on the condition that the offer is accompanied by detailed product specifications. Offers which fail to include alternate specifications may be deemed nonresponsive.

VENDOR AUTHORIZATION TO PROCEED. When a purchase order, change order, contract/agreement or contract/agreement amendment is issued by the University of Rhode Island, no claim for payment for services rendered or goods delivered contrary to or in excess of the contract terms and scope shall be considered valid unless the vendor has obtained a written change order or contract amendment issued by the University of Rhode Island Purchasing Office PRIOR to delivery.

Any offer, whether in response to a solicitation for proposals or bids, or made without a solicitation, which is accepted in the form of an order OR pricing agreement made in writing by the University of Rhode Island Purchasing Office, shall be considered a binding contract.

REGULATIONS, GENERAL TERMS AND CONDITIONS GOVERNING STATE AND THE UNIVERSITY OF RHODE ISLAND CONTRACTS. This solicitation and any contract or purchase order arising from it are issued in accordance with the specific requirements described herein, and the State’s Purchasing Laws and Regulations and other applicable State Laws and Regulations, including the Board of Governors for Higher Education Regulations and General Terms and Conditions of Purchase. The Regulations and General Terms and Conditions are incorporated into all University of Rhode Island contracts and can be viewed at: <https://web.uri.edu/purchasing/files/BOGREG.pdf> and www.ridop.ri.gov .

EQUAL EMPLOYMENT OPPORTUNITY. Compliance certificate and agreement procedures will apply to all awards for supplies or services valued at \$10,000 or more. Minority Business Enterprise policies and procedures, including subcontracting opportunities as described in Title 37 Chapter 14.1 of the Rhode Island General Laws also apply.

PERFORMANCE BONDS. Where indicated, successful bidder must furnish a 100% performance bond and labor and payment bond for contracts subject to Title 37 Chapters 12 and 13 of the Rhode Island General Laws. All bonds must be furnished by a surety company authorized to conduct business in the State of Rhode Island. Performance bonds must be submitted within 21 calendar days of the issuance of a tentative notice of award.

DEFAULT and NON-COMPLIANCE Default and/or non-compliance with the requirements and any other aspects of the award may result in withholding of payment(s), contract termination, debarment, suspension, or any other remedy necessary that is in the best interest of the state/University of Rhode Island.

COMPLIANCE Vendor must comply with all applicable federal, state and local laws, regulations and ordinances.

SPRINKLER IMPAIRMENT AND HOT WORK. The Contractor agrees to comply with the practices of the State’s Insurance carrier for sprinkler impairment and hot work. Prior to performing any work, the Contractor shall obtain the necessary information for compliance from the Risk Management Office at the Department of Administration or the Risk Management Office at the University of Rhode Island.

Each bid proposal for a *public works project* must include a “public copy” to be available for public inspection upon the opening of bids. **Bid Proposals that do not include a copy for public inspection will be deemed nonresponsive.**

For further information on how to comply with this statutory requirement, see R.I. Gen. Laws §§ 37-2-18(b) and (j). Also see State of Rhode Island Procurement Regulation 5.11 at <https://www.ridop.ri.gov/rules-regulations/>

ALL CONTRACT AWARDS ARE SUBJECT TO THE FOLLOWING DISCLOSURES & CERTIFICATIONS

Offerors must respond to every disclosure statement. A person authorized to enter into contracts must sign the offer and attest to the accuracy of all statements.

Indicate Yes (Y) or No (N):

____1 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been subject to suspension or debarment by any federal, state, or municipal government agency, or the subject of criminal prosecution, or convicted of a criminal offense with the previous five (5) years. If Yes, then provide details below.

____2 State whether your company, or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has had any contracts with a federal, state or municipal government agency terminated for any reason within the previous five (5) years. If Yes, then provide details below.

____ 3 State whether your company or any owner, stockholder, officer, director, member, partner, or principal thereof, or any subsidiary or affiliated company, has been fined more than \$5000 for violation(s) of Rhode Island environmental laws by the Rhode Island Department of Environmental Management within the previous five (5) years. If Yes, then provide details below.

____ 4 State whether any officer, director, manager, stockholder, member, partner, or other owner or principal of the Bidder is serving or has served within the past two calendar years as either an appointed or elected official of any state governmental authority or quasi-public corporation, including without limitation, any entity created as a legislative body or public or state agency by the general assembly or constitution of this state. If Yes, then provide details below.

IF YOU HAVE ANSWERED "YES" TO QUESTIONS #1 – 4 PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Vendors must provide all relevant information. Bid proposals submitted without a complete response may be deemed nonresponsive.

If the company is publicly held, the vendor may provide owner information about only those stockholders, members, partners, or other owners that hold at least 10% of the record or beneficial equity interests of the vendor; otherwise, complete ownership disclosure is required.

List each officer, director, manager, stockholder, member, partner, or other owner or principle of the Bidder, and each intermediate parent company and the ultimate parent company of the Bidder. For each individual, provide his or her name, business address, principal occupation, position with the Vendor, and the percentage of ownership, if any, he or she holds in the Vendor, and each intermediate parent company and the ultimate parent company of the Vendor.

[illegible]

SECTION 4 - CERTIFICATIONS

Bidders must respond to every statement. Bid proposals submitted without a complete response may be deemed nonresponsive.

Indicate "Y" (Yes) or "N" (No), and if "No," provide details below.

THE VENDOR CERTIFIES THAT:

____ 1 I/we certify that I/we will immediately disclose, in writing, to the University Purchasing Agent any potential conflict of interest which may occur during the course of the engagement authorized pursuant to this contract.

____ 2 I/we acknowledge that, in accordance with (1) Chapter §37-2-54(c) of the Rhode Island General Laws "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," and (2) RIGL section §37-2-7(16) which identifies the URI Board of Trustees as a public agency and gives binding contractual authority to the University Purchasing Agent, including change orders and other types of contracts and under State Purchasing Regulation 8.2.B any alleged oral agreement or arrangements made by a bidder or contractor with any agency or an employee of the University of Rhode Island may be disregarded and shall not be binding on the University of Rhode Island.

____ 3 I/we certify that I or my/our firm possesses all licenses required by Federal and State laws and regulations as they pertain to the requirements of the solicitation and offer made herein and shall maintain such required license(s) during the entire course of the contract resulting from the offer contained herein and, should my/our license lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

____ 4 I/we certify that I/we will maintain required insurance during the entire course of the contract resulting from the offer contained herein and, should my/our insurance lapse or be suspended, I/we shall immediately inform the University of Rhode Island Purchasing Agent in writing of such circumstance.

____ 5 I/we certify that I/we understand that falsification of any information herein or failure to notify the University of Rhode Island Purchasing Agent as certified herein may be grounds for suspension, debarment and/or prosecution for fraud.

____ 6 I/we acknowledge that the provisions and procedures set forth in this form apply to any contract arising from this offer.

____ 7 I/we acknowledge that I/we understand the State's Purchasing Laws (§37-2 of the General Laws of Rhode Island) and Purchasing Regulations and General Terms and Conditions available at the Rhode Island Division of Purchases Website (<https://www.ridop.ri.gov/rules-regulations/>) and the Board of Governors Regulations on the URI Purchasing Website (<https://web.uri.edu/purchasing/files/BOGREG.pdf>) apply as the governing conditions for any contract or purchase order I/we may receive from the University of Rhode Island, including the offer contained herein.

____ 8 I/we certify that the bidder: (i) is not identified on the General Treasurer's list, created pursuant to R.I. Gen. Laws § 37-2.5-3, as a person or entity engaging in investment activities in Iran described in § 37-2.5-2(b); and (ii) is not engaging in any such investment activities in Iran.

____ 9 If the product is subject to Department of Commerce Export Administration Regulations (EAR) or International Traffic in Arms Regulations (ITAR), please provide the Export Control Classification Number (ECCN) or the US Munitions List (USML)
Category: _____

____ 10 I/we certify that the above information is correct and complete.

IF YOU ARE UNABLE TO CERTIFY YES TO QUESTIONS #1 – 8 and 10 OF THE FOREGOING, PROVIDE DETAILS/EXPLANATION IN AN ATTACHED STATEMENT. INCOMPLETE CERTIFICATION FORMS SHALL BE GROUNDS FOR DISQUALIFICATION OF OFFER.

Signature below commits vendor to the attached offer and certifies (1) that the offer has taken into account all solicitation amendments where applicable, (2) that the above statements and information are accurate and that vendor understands and has complied with the requirements set forth herein.

Vendor/Company Name: _____

Vendor's Signature: _____ Bid Number: _____ Date: _____
(Person Authorized to enter into contracts; signature must be in ink) (if applicable)

Print Name and Title of Company official signing offer

COMMODITY: PRINTING, URI MAGAZINE, 2023–2024
OPENING DATE & TIME: 9/29/22 1:00 PM
BLANKET REQUIREMENTS: 5/1/23 - 10/31/24

SHIP TO:
URI CENTRAL RECEIVING
KINGSTON, RI 02881
COMMUNICATIONS AND MARKETING
73 UPPER COLLEGE RD., STE 200

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101214

BID NO: 101214

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
----------	-------------	----------	-----	------------	----------------	------------	----------------	----------

INSTRUCTIONS:

IF BIDDING ON ANY ITEM, THE ENTIRE BID MUST BE RETURNED. THE PRICE COLUMN ON THE RIGHT WILL BE DETACHED TO CREATE A BID TABULATION SPREAD SHEET FOR THE "OFFICIAL BID ANALYSIS", THEREFORE:

- A. VENDOR NAME MUST APPEAR IN BOTH COLUMNS ON "EVERY" PAGE UNDER THE WORDS "BIDDER"
- B. PRICE COLUMNS MUST CONTAIN "EXACTLY" THE SAME INFORMATION.
- C. ANY SUPPLEMENTARY INFORMATION MUST BE REPEATED IN "BOTH" COLUMNS.
- D. TO ASSURE THAT OFFERS ARE CONSIDERED ON TIME, EACH OFFER MUST BE SUBMITTED WITH SPECIFIC BID/RFP NUMBER (PROVIDED ABOVE), DATE AND TIME OF OPENING MARKED IN THE UPPER LEFT HAND CORNER OF ENVELOPE. EACH BID/OFFER MUST BE SUBMITTED IN SEPARATE SEALED ENVELOPES:

MAIL TO:

**UNIVERSITY OF RHODE ISLAND
P.O. BOX 1773
PURCHASING DEPARTMENT
KINGSTON, RI 02881**

COURIER:

**UNIVERSITY OF RHODE ISLAND
PURCHASING DEPARTMENT
DINING SERVICES DISTRIBUTION CENTER
10 TOOTELL ROAD
KINGSTON, RI 02881-2010**

DOCUMENTS MISDIRECTED TO OTHER STATE LOCATIONS OR WHICH ARE NOT PRESENT IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT AT THE TIME OF OPENING FOR WHATEVER CAUSE WILL BE DEEMED TO BE LATE AND WILL NOT BE CONSIDERED. FOR THE PURPOSE OF THIS REQUIREMENT, THE OFFICIAL TIME AND DATE SHALL BE THAT OF THE TIME CLOCK IN THE UNIVERSITY OF RHODE ISLAND PURCHASING DEPARTMENT. POSTMARKS SHALL NOT BE CONSIDERED PROOF OF TIMELY SUBMISSION.

FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR "DISQUALIFICATION".

GROUP PURCHASING ORGANIZATIONS (GPO):

THE UNIVERSITY OF RHODE ISLAND IS A MEMBER OF THE FOLLOWING:

- 1) Educational & Institutional Cooperative Purchasing (E&I)
- 2) Provista

IF THIS IS A MULTI-YEAR BID/CONTRACT. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE UNIVERSITY. TERMINATION MAY BE EFFECTED BY THE UNIVERSITY BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE UNIVERSITY 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 AND SUBJECT TO AVAILABILITY OF FUNDS.

DELIVERY AS REQUESTED

DO NOT ATTACH QUOTES. QUOTATIONS SUBMITTED WITH BID RESPONSES WILL NOT BE CONSIDERED. ALL BID RESPONSES ARE IN ACCORDANCE WITH THE ATTACHED BID SPECIFICATIONS AND THE BOARD OF GOVERNORS FOR HIGHER EDUCATION PROCUREMENT REGULATIONS:
- <http://www.ribghe.org/procurementregs113006.pdf>

COMMODITY: PRINTING, URI MAGAZINE, 2023–2024
OPENING DATE & TIME: 9/29/22 1:00 PM
BLANKET REQUIREMENTS: 5/1/23 - 10/31/24

SHIP TO:
URI CENTRAL RECEIVING
KINGSTON, RI 02881
COMMUNICATIONS AND MARKETING
73 UPPER COLLEGE RD., STE 200

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101214

BID NO: 101214

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
BLANKET REQUIREMENTS: 5/1/2023 - 10/31/2024								
URI Magazine								
Award will be based on lowest responsive bid for line items 1–12								
(not including items 1a, 2a, 3a, 4a, 5a, and 6a). Vendors must bid on all line items.								
Alternates, if accepted, will be determined at the time of production.								
1	Spring 2023 issue, per the attached specifications, 134,000 copies	134,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	1
1a	Please break out cost of paper only, spring 2023 issue	134,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	1a
2	Summer 2023 issue, per the attached specifications, 134,000 copies	134,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	2
2a	Please break out cost of paper only, summer 2023 issue	134,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	2a
3	Fall 2023 issue, per the attached specifications, 137,000 copies	137,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	3
3a	Please break out cost of paper only, fall 2023 issue	137,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	3a
4	Spring 2024 issue, per the attached specifications, 137,000 copies	137,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	4
4a	Please break out cost of paper only, spring 2024 issue	137,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	4a
5	Summer 2024 issue, per the attached specifications, 137,000 copies	137,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	5
5a	Please break out cost of paper only, summer 2024 issue	137,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	5a
6	Fall 2024 issue, per the attached specifications, 140,000 copies	140,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	6
6a	Please break out cost of paper only, fall 2024 issue	140,000	EA	\$ _____	\$ _____	\$ _____	\$ _____	6a
7	Freight and shipping of URI Magazine, Spring 2023 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.	1	EA	\$ _____	\$ _____	\$ _____		7
8	Freight and shipping of URI Magazine, Summer 2023 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	8
9	Freight and shipping of URI Magazine, Fall 2023 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	9

COMMODITY: PRINTING, URI MAGAZINE, 2023–2024
 OPENING DATE & TIME: 9/29/22 1:00 PM
 BLANKET REQUIREMENTS: 5/1/23 - 10/31/24

SHIP TO:
 URI CENTRAL RECEIVING
 KINGSTON, RI 02881
 COMMUNICATIONS AND MARKETING
 73 UPPER COLLEGE RD., STE 200

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101214

BID NO: 101214

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
10	Freight and shipping of URI Magazine, Spring 2024 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	10
11	Freight and shipping of URI Magazine, Summer 2024 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	11
12	Freight and shipping of URI Magazine, Fall 2024 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	12
13	Postage estimate for mailing magazine per attached specifications based on Spring 2023 issue (134,000 copies). 134,000, 56 pages (50# text), plus cover (100# cover). <i>Upon request, URI can provide a zip-code only sample mailing list for purposes of estimating postage. Postage will be paid directly to USPS based on actual postage estimate at time of mailing with actual mailing list.</i>	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	13
ALTERNATES (Pricing based on Spring 2023 issue)								
14	Alternate 1: Additional 1,000 copies (64 pages plus cover) to 5,000 additional copies	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	14
15	Alternate 2: Additional 8 inside pages (64 pages)	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	15
16	Alternate 3: Substitute stock: Printer may suggest an economical substitute for the specified stock, a perfect bound mockup of the magazine must be provided along with a pre-printed sample. URI Magazine reserves the right to accept or reject proposed substitute stock.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	16
17	Alternate 4: Image color correction for press: Provide pricing per image corrected.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	17
18	Alternate 5: Author's alterations after hard proofing: Cost per page.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	18
19	Alternate 6: Remittance Envelope, measured flat: 7-7/16" x 8-1/2", plus 3-1/2" envelope pocket, modified to printer's specs for perfect binding, 24# white stock with remoistenable glue; printed with PMS 282 blue ink, no bleeds, bound into perfect binding on edge, and perforated for removal. Bound between signatures, preferably in the back of the magazine—printer must advise in bid all page placement options, Upon request, printer must provide a sample envelope. Contract proof of envelope calibrated for press at 100% size prior to printing required. Please provide unit price and extended price.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	19

COMMODITY: PRINTING, URI MAGAZINE, 2023–2024
OPENING DATE & TIME: 9/29/22 1:00 PM
BLANKET REQUIREMENTS: 5/1/23 - 10/31/24

SHIP TO:
URI CENTRAL RECEIVING
KINGSTON, RI 02881
COMMUNICATIONS AND MARKETING
73 UPPER COLLEGE RD., STE 200

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101214

BID NO: 101214

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QUANTITY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
	<i>Envelope Placement options for 56 pages: Between pages ___ and ___ or between pages ___ and ___.</i> <i>Envelope Placement options for 64 pages: Between pages ___ and ___ or between pages ___ and ___.</i>							
20	Alternate 7: Belly band wrap, 18" x 3" (includes 1.375" overlap for gluing); 80# text, white matte stock; process 4-color with full bleeds; printed one side. Band to be fugitive glued to cover of magazine, and fugitive glue closed. Contract color-accurate proof calibrated for press at 100% size to be provided prior to printing.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	20
21	Alternate 8: Cover, single gatefold - One full page gatefold on front cover with same trim as overall magazine.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	21
22	Alternate 9: Sticker label, 3" round, one PMS ink with full bleeds; adhered to outside cover of magazine. (Sticker placement location to be specified by URI Magazine prior to printing.) Contract color-accurate proof calibrated for press at 100% size to be provided prior to printing.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	22
23	Alternate 10: Booklet Insert: 8-page booklet, self-cover; 15" W x 10.5" H, scored and folded to 7.5" W x 10.5" H, finished size. 80# text, #3 Free Sheet, satin. Process 4-color with bleeds throughout. Saddle-stitched with two staples on 10.5" side. Fugitive glued/tipped to inside pages of magazine. Contract color-accurate proof calibrated for press at 100% size to be provided prior to printing.	1	EA	\$ _____	\$ _____	\$ _____	\$ _____	23
<u>SAMPLE</u> SAMPLES MAY BE REQUIRED. IF/WHEN SAMPLES ARE REQUESTED THEY MUST BE PROVIDED WITHIN 48 HOURS. FAILURE TO PROVIDE SAMPLES AS REQUESTED MAY RESULT IN DISQUALIFICATION OF BID/RFQ. ALL SAMPLES WILL BE DISCARDED ONCE AN AWARD IS MADE. IF YOU WOULD LIKE YOUR SAMPLE RETURNED YOU MUST PROVIDE A PRE-PAID SHIPPING LABEL WITH THE PROVIDED SAMPLE.								
<u>OVERRUN</u> OVERRUNS EXCEEDING 5% OF THE QUANTITY SPECIFIED WILL NOT BE ALLOWED. IN THE EVENT OF AN UNDERRUN, THE VENDOR'S INVOICE WILL REFLECT THE ADJUSTED PRICING FOR THE ACTUAL LESSER QUANTITY SHIPPED.								
<u>QUANTITIES</u> QUANTITIES, IF ANY, ARE ESTIMATED ONLY. THE AGREEMENT SHALL COVER THE ACTUAL QUANTITIES ORDERED DURING THE PERIOD. DELIVERIES WILL BE BILLED AT THE SINGLE, FIRM, AWARDED UNIT PRICE QUOTED REGARDLESS OF THE QUANTITIES ORDERED.								

University of Rhode Island Magazine

Alumni Center, 73 Upper College Road, Kingston, RI 02881

July 26, 2022

Specifications for: *University of Rhode Island Magazine, 2023–2024*

The University of Rhode Island intends to publish 2–3 issues per calendar year. Please provide pricing for all six issues included in these specs.

Quantity: Spring 2023: 134,000 magazines
Summer 2023: 134,000 magazines
Fall 2023: 137,000 magazines
Spring 2024: 137,000 magazines
Summer 2024: 137,000 magazines
Fall 2024: 140,000 magazines

Production:

- URI Publications Office to provide printer with high-resolution Adobe PDF files.
- Printer to provide requirements for creating press-quality PDF files, and FTP site access (or similar platform) for uploading files.
- Full magazine (cover and inside pages) to be printed on a web press only, with closed loop color, and color-to-color registration control for cost savings. Close attention to crossover images expected.
- Printer to provide measurements/guidelines for accommodating hinge score and perfect binding. Crossovers must be accurate to within 1/16" between page C2 and page 1, and between page 56 and C3.

Format:

- 56 pages plus cover
- 8.25" x 10.875" finish size; perfect bound on 10.875" side.
- Fold-scored at spine edges to ensure squared-off corners; glued and hinge-scored at 1/4" from spine.

Stock:

Cover: 100# Text, Somerset Matte

Body: 50# Text, Somerset Matte

See Alternate 16 below for quoting on different stock options.

If base bid stock becomes unavailable after the contract is awarded, printer must notify URI Publications immediately, and procure an acceptable substitute. URI Publications reserves the right to accept or reject proposed substitute stock.

Paper Price Adjustments: While manufacturing costs must be held consistent with bid throughout the term of the contract, URI will allow industry standard increases in paper cost to be passed through to us, at cost, with proof of the increase. Proof must be provided by the printer in the form of documented current price (a letter from the paper mill announcing the cost increase, documentation from Fastmarkets RISI graphic paper price index, etc.) of

specified stock at time of printing, compared to documented price of specified stock at time of bid. The proof/documentation must be acceptable to URI Purchasing.

Ink:

Cover: Process 4-color with bleeds. Full UV coating (satin or matte, TBD at production time) on C1 and C4. Note: Inkjet addressing equipment must print without flaws or smudges over UV coating on C4.

Body: Process 4-color with bleeds throughout.

Proofs: One complete contract color-accurate proof of the entire magazine, calibrated for press at 100% size, required within 5 working days of printer's receipt of PDF files. URI Magazine team may make revisions and upload new PDF files to printer within one week of receipt of hard copy proofs. Additional hard copy proofs of revised pages may be required.

Mailing and Postage:

- Printer to inkjet in-line addresses with data provided by URI, presort for postal discount;
- Printer to have redundant co-mail services, selective bind/mail and mail tracking capability;
- Printer to provide barcode/ZIP code correction and NCOA processing with an NCOA report/certification for each issue;
- Postage will be paid by the University of Rhode Island directly to USPS in Providence using URI's Mail Anywhere permit.
- Postage estimate must be provided on a separate line with your bid. Upon request, a sample list of zip codes to calculate your estimate will be provided.

Shipping, Freight, and Delivery:

Bidder must include cost of freight and delivery in final bid for the following:

- Prior to mailing and shipping, at least 10 magazines must be delivered to URI. Once print quality is approved, magazines may be released for shipping and mailing.
- Final mailing and shipping required within 15 working days from receipt of PDF files including proofing, printing, and finishing.
- Split delivery of approx. 1,500 magazines, and additional overruns (quantity TBD), to two separate URI Kingston Campus locations. Magazines to be packed in cartons of no more than 40 lbs. each.

Overruns and Storage:

We request that vendors limit overruns to the extent possible. We reserve the right to determine how many overruns will be accepted for delivery, and how many will be stored for up to three months by the printer. Please provide an estimate for cost of storing and shipping of overruns.

Printer Requirements:

- Printer may not subcontract printing or production of magazine.

- Printer to specify in bid the plant at which the magazine will be printed and provide a website listing capabilities and equipment.
- Printer to provide similar magazine examples for review, samples must be current and printed by the bidder.
- Assign knowledgeable representatives prior to and during production.
- Provide estimated print production schedule for all three issues.
- Provide UPS account number to assume all UPS charges for shipping of proofs sent to and returned from URI Publications.
- Bid to be based on one invoice per issue. Invoice to include all pre- and post-production costs including, but not limited to addressing, sorting, mailing, shipping, delivery, mail-related transportation, fulfillment, freight, fuel surcharge, and administrative needs.
- Additional invoices will not be accepted with the exception of 'alternates' such as remittance envelopes, belly bands, and other special finishes.
- Postage estimate must be provided on a separate line with your bid. Upon request, a sample list of zip codes to calculate your estimate will be provided.

BASE BID:

Printing (total cost of print production including paper, printing, trimming, binding, etc., but not including freight and shipping, which should be listed in the next section):

1. Spring 2023 issue, per the attached specifications, 134,000 copies
 - 1a. Please break out cost of paper only, spring 2023 issue
2. Summer 2023 issue, per the attached specifications, 134,000 copies
 - 2a. Please break out cost of paper only, summer 2023 issue
3. Fall 2023 issue, per the attached specifications, 137,000 copies
 - 3a. Please break out cost of paper only, fall 2023 issue
4. Spring 2024 issue, per the attached specifications, 137,000 copies
 - 4a. Please break out cost of paper only, spring 2024 issue
5. Summer 2024 issue, per the attached specifications, 137,000 copies
 - 5a. Please break out cost of paper only, summer 2024 issue
6. Fall 2024 issue, per the attached specifications, 140,000 copies
 - 6a. Please break out cost of paper only, fall 2024 issue

Freight and Shipping:

7. Spring 2023 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.
8. Summer 2023 issue: total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.

9. Fall 2023 issue: total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.

10. Spring 2024 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.

11. Summer 2024 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.

12. Fall 2024 issue, total cost of freight and shipping to post office or co-mail facility, and two separate locations on URI campus.

Postage:

13. Postage estimate for mailing magazine per attached specifications based on Spring 2023 issue (134,000 copies). Upon request, a sample list of zip codes to calculate your estimate will be provided. Postage will be paid by the University of Rhode Island directly to USPS in Providence using URI's Mail Anywhere permit.

ALTERNATES ON BASE BID:

Please provide alternate pricing based on the spring 2023 issue.

14. (Alt. 1) Additional 1,000 copies up to 5,000

15. (Alt. 2) Additional 8 inside pages.

16. (Alt. 3) Substitute Stock: Printer may suggest an economical substitute for the specified stock, a perfect bound mockup of the magazine must be provided along with a pre-printed sample. URI Magazine reserves the right to accept or reject proposed substitute stock.

17. (Alt. 4) Image color correction for press: Provide pricing per image corrected.

18. (Alt. 5) Author's alterations after hard proofing: Cost per page.

19. (Alt. 6) Remittance Envelope, measured flat: 7-7/16" x 8-1/2", plus 3-1/2" envelope pocket, modified to printer's specs for perfect binding, 24# white stock with remoistenable glue; printed with PMS 282 blue ink, no bleeds, bound into perfect binding on edge, and perforated for removal. Bound between signatures, preferably in the back of the magazine—printer must advise page placement options. Contract proof of envelope calibrated for press at 100% size prior to printing required.

20. (Alt. 7) Belly band wrap: 18" x 3" (includes 1.375" overlap for gluing); 80# text, white matte stock; process 4-color with full bleeds; printed one side. Band to be fugitive glued to cover of magazine, and fugitive glue closed. Contract color-accurate proof calibrated for press at 100% size to be provided prior to printing.

21. (Alt. 8) Cover, single gatefold: one full-page gatefold on cover.

22. (Alt. 9) Sticker label: 3" round, one PMS ink color with full bleeds; adhered to outside cover (sticker placement location to be specified by URI Magazine prior to printing). Contract color-accurate proof calibrated for press at 100% size to be provided prior to printing.

23. (Alt. 10) Booklet Insert: 8-page booklet, self-cover; 15"W x 10.5"H scored and folded to 7.5"W x 10.5"H, finished size. 80# text, #3 Free Sheet, satin. Process 4-color with bleeds throughout, saddle-stitched with two staples on 10.5" side. Fugitive-glued/tipped to inside pages of magazine. Contract color-accurate proof calibrated for press at 100% size required prior to printing.