



BID/PROPOSAL

COMMODITY: URI RESEARCH MAGAZINE PRINTING AND DELIVERY DATE: 3/23/2023

FORMAL BID NO. _____ PUBLIC BID NO. 101246

BIDS ARE TO BE RECEIVED IN URI PURCHASING DEPARTMENT BY: DATE: 4/11/2023 TIME: 2:00 PM
Eastern Time

BUYER: KRISTEN BELLOTTI/dz SURETY REQUIRED: YES: _____ NO: X

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

MANDATORY: YES: _____ NO: _____

LOCATION: _____

Questions concerning this solicitation must be received by: DATE: 4/4/2023 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

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action.

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/>

SECTION 2 - DISCLOSURES

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.

SECTION 3 - OWNERSHIP DISCLOSURE

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.

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

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SHIP TO:
 URI RESEARCH & ECONOMIC DEV. VP RESEARCH
 75 LOWER COLLEGE RD, 2ND FLOOR
 KINGSTON, RI 02881

BIDDER (NAME OF FIRM)

BIDDER (NAME OF FIRM)

BID NO: 101246

BID NO: 101246

ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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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
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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>

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ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
Printing and delivery of URI's Momentum: Research & Innovation Magazine per the attached Specifications (see Attachment B)								
BLANKET REQUIREMENTS: 5/1/2023 - 6/30/2026								
Award will be based on lowest responsive bid for line items 1–14 (not including items 1a, 2a, 3a, 4a, 5a, 6a and 7a).								
Vendors must bid on all line items.								
Please note: Lines 1, 2, 3, 4, 5, 6 and 7 must include the total price including paper.								
Lines 1a, 2a, 3a, 4a, 5a, 6a and 7a - cost of the paper only - is for informational purposes in the event of future changes.								
Alternates, if accepted, will be determined at the time of production.								
Fiscal Year 2022/2023:								
1	Spring 2023 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	1
1a	Please break out cost of paper only, spring 2023 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	1a
Fiscal Year 2023/2024:								
2	Fall 2023 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	2
2a	Please break out cost of paper only, fall 2023 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	2a
3	Spring 2024 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	3
3a	Please break out cost of paper only, spring 2024 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	3a
Fiscal Year 2024/2025:								
4	Fall 2024 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	4
4a	Please break out cost of paper only, fall 2024 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	4a
5	Spring 2025 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	5
5a	Please break out cost of paper only, spring 2025 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	5a
Fiscal Year 2025/2026:								
6	Fall 2025 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	6
6a	Please break out cost of paper only, fall 2025 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	6a
7	Spring 2026 issue, per the attached specifications, 3,200 copies	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	7
7a	Please break out cost of paper only, spring 2026 issue	3,200	EA	\$ _____	\$ _____	\$ _____	\$ _____	7a
Freight and Shipping: (Post Office is located at 551 Kingstown Rd, Wakefield RI 02879 and Location on campus is URI Mail Services, 6 Rhody Ram Way, Kingston RI 02881)								
8	Spring 2023 issue, total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	8
9	Fall 2023 issue: total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	9
10	Spring 2024 issue, total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	10
11	Fall 2024 issue, total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	11
12	Spring 2025 issue, total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	12
13	Fall 2025 issue: total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	13
14	Spring 2026 issue, total cost of freight and shipping to post office and location on URI campus.	1	EA		\$ _____		\$ _____	14

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ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
ALTERNATES (Pricing based on Spring 2023 issue)								
15	(Alternate 1) Additional 300 copies	1	EA	\$ _____		\$ _____		15
16	(Alternate 2) Additional 4 inside pages.	1	EA	\$ _____		\$ _____		16
17	(Alternate 3) Additional 8 inside pages.	1	EA	\$ _____		\$ _____		17
18	(Alternate 4) Author's alterations after hard proofing: Cost per page	1	EA	\$ _____		\$ _____		18
19	(Alternate 5) Image color correction for press: Provide pricing per image corrected.	1	EA	\$ _____		\$ _____		19
20	(Alternate 6) Spot varnish: provide pricing for either cover text, cover photo, or both.	1	EA	\$ _____		\$ _____		20
21	(Alternate 7) Reticulated varnish: provide pricing for spot gloss HUV for either cover text, cover photo, or both.	1	EA	\$ _____		\$ _____		21
22	(Alternate 8) Embossed cover text: provide pricing for embossed cover text (5"x2").	1	EA	\$ _____		\$ _____		22
23	(Alternate 9) Spot varnish: provide pricing for either one page of text, or photo, or both.	1	EA	\$ _____		\$ _____		23
24	(Alternate 10) Reticulated varnish: provide pricing for spot gloss HUV for either one page of text, or photo, or both.	1	EA	\$ _____		\$ _____		24
25	(Alternate 11) 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 reserves the right to accept or reject proposed substitute stock.	1	EA	\$ _____		\$ _____		25
ALTERNATES: (Pricing based on Fall 2023 issue; Fall issue has fold out on back cover).								
26	(Alternate 12) Additional 300 copies	1	EA	\$ _____		\$ _____		26
27	(Alternate 13) Additional 4 inside pages.	1	EA	\$ _____		\$ _____		27
28	(Alternate 14) Additional 8 inside pages.	1	EA	\$ _____		\$ _____		28
29	(Alternate 15) Author's alterations after hard proofing: Cost per page	1	EA	\$ _____		\$ _____		29
30	(Alternate 16) Image color correction for press: Provide pricing per image corrected.	1	EA	\$ _____		\$ _____		30
31	(Alternate 17) Spot varnish: provide pricing for either cover text, cover photo, or both.	1	EA	\$ _____		\$ _____		31
32	(Alternate 18) Reticulated varnish: provide pricing for spot gloss HUV for either cover text, cover photo, or both.	1	EA	\$ _____		\$ _____		32
33	(Alternate 19) Embossed cover text: provide pricing for embossed cover text (5"x2").	1	EA	\$ _____		\$ _____		33
34	(Alternate 20) Spot varnish: provide pricing for either one page of text, or photo, or both.	1	EA	\$ _____		\$ _____		34
35	(Alternate 21) Reticulated varnish: provide pricing for spot gloss HUV for either one page of text, or photo, or both.	1	EA	\$ _____		\$ _____		35
36	(Alternate 22) 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 reserves the right to accept or reject proposed substitute stock.	1	EA	\$ _____		\$ _____		36

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ATTACHMENT "A"

ITEM NO.	DESCRIPTION	QTY	UOM	UNIT PRICE	EXTENDED PRICE	UNIT PRICE	EXTENDED PRICE	ITEM NO.
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SAMPLE

Bidder must supply recent sample copies (within the last three years) of three different jobs of a similar publication that they have printed for review by the URI Office of University Research External Relations. All samples must be high-quality perfect bindery publication, minimum 36-page publication, with high-quality crossover photos, text, and graphics within 1/8th inch forgiveness in a horizontal spread, and cover varnish or embossed text options preferred.

1. Soft Touch Laminate + Raised UV Cover(5"x2")/ Process + Soft Touch AQ; with bleeds for cover.
2. Reticulated varnish with spot gloss HUV for either cover text, cover photo or both.
3. Embossed cover text.
4. Spot varnish for either one page of text, or photo, or both.
5. Reticulated varnish with spot gloss HUV for either one page of text, or photo, or both.
6. Raised UV Cover text.

Note:

1. Samples other than perfect bindery will not be considered.
2. Samples that do not include high-quality crossover photos and images within 1/8th inch forgiveness in a horizontal two-page spread will not be considered.

OVERRUN

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.

QUANTITIES

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.

INSURANCE

IN ACCORDANCE WITH THE BOARD OF GOVERNORS (BOG) FOR HIGHER EDUCATION GENERAL CONDITIONS OF PURCHASE, INSURANCE CERTIFICATES ARE REQUIRED FOR WORKERS COMPENSATION, GENERAL LIABILITY, PROPERTY DAMAGE AND AUTO INSURANCE. UPON NOTICE OF TENTATIVE AWARD, THE SUCCESSFUL BIDDER(S) WILL BE REQUIRED TO SUBMIT THE ABOVE NAMING THE UNIVERSITY OF RHODE ISLAND, THE URI BOARD OF TRUSTEES, AND THE STATE OF RHODE ISLAND AS ADDITIONAL INSURED, BY A FIRM AUTHORIZED TO DO BUSINESS IN THE STATE OF RHODE ISLAND.

Vendor must advise location of representative and plant within 100 miles as stated on the attached Specifications - Attachment B.

SPRING 2023 TIMELINE

Magazine press ready files anticipated to be sent to printer May 2, 2023 by designer.

Imposition Proof and Color Proof to be received from Printer 48 hours (excluding weekends and holidays unless printing plant is open during such time) after receiving files from Designer.

Anticipated delivery date of magazines to URI by printer, ten (10) working days after receiving proof approval from URI: May 18, 2023.

ATTACHMENT B - SPECIFICATIONS

URI's Momentum: Research & Innovation Magazine

Carlotti Administration Building, 75 Lower College Road, Kingston, RI 02881

Specifications for: URI's Momentum: Research & Innovation Magazine,

The University of Rhode Island intends to publish 1–2 issues per calendar year. Please provide pricing for all seven issues included in these specs.

Quantity: 3,200 magazines (5% of quantity limit on overruns)

While state regulations limit overruns to 5%, the University requests that vendors reserve this policy for accidental overruns incurred in the process of providing the best possible service.

Quantity: Spring 2023: 3,200 magazines
Fall 2023: 3,200 magazines
Spring 2024: 3,200 magazines
Fall 2024: 3,200 magazines
Spring 2025: 3,200 magazines
Fall 2025: 3,200 magazines
Spring 2026: 3,200 magazines

Issues to be distributed: May 2023, October 2023, May 2024, October 2024, May 2025, October 2025, May 2026 . Spring issues may be online publication only.

Prepress:

- Native and PDF files with imbedded font supplied complete are to be provided by the designer to the printer.
- Printer will need to compare the PDF file to their proofs to make sure all design elements are captured.
- Printer will allow three (3) AA changes per issue without charging costs to the designer or University.
- Designer to provide all press ready files as a built booklet in InDesign with crossovers in position bleeding on only the outside edges.

Note: Designer will not provide single pages with bleeds on inside edges.

Production:

- Printer to provide requirements for creating press-quality PDF files, and FTP site access (or similar platform) for uploading print quality native files, page revision PDF files, and mailing list files.
- Printer to provide measurements/guidelines to designer for accommodating perfect binding.
- Printer to provide URI Office of University Research External Relations with press profile.
- Printer must produce high-quality CROSSOVERS. Close attention to crossover images expected.

- Cross over images, photographs, graphics, text must align from page to page within 1/8th of an inch forgiveness in a horizontal spread.

Format:

SPRING ISSUE

Pages: 52 Pages + 4 Page Cover (**spring**)

Size: Flat Size: 17 x 11
Final Size: 8 1/2 x 11
Bleeds: 4 Sides

FALL ISSUE

Pages: 52 Pages + 6 Page Cover (**fall**)

Size: Flat Size: 17 x 11, 25 x 11 foldout cover, flaps. (fold out on back cover)
Cover must be slightly recessed from text of book.
Final Size: 8 1/2 x 11
Bleeds: 4 Sides

Paper Stock: 80.0 lb Dull Text
100.0 lb Dull Cover

Ink: 4/4 Process. Ink Coverage: Front-Light to Medium Back-Light to Medium; with bleeds throughout.

Cover: 4/4 Process + Soft Touch Laminate + Raised UV Cover(5"x2")/ Process + Soft Touch AQ; with bleeds.

Note: Inkjet addressing equipment must print without flaws or smudges over coating.

Prepress: Files Ready to Go - Contract Proof

Finishing: Perfect Bindery, & Fold, Trim to Size, Perfect Bind, PUR Glue, IS09001 QC Inspection

Fold-scored at spine edges to ensure squared-off corners; glued and hinge-scored at 1/4" from spine.

Proofs: One complete contract color-accurate proof and one imposition proof of entire magazine calibrated for press at 100% size required.

Printer to indicate margins of perfect bindery with seam/gutter loss clearly marked on each spread.

Magazine hard copy proofs are to be received by the URI Office of University Research External Relations **within 48 hours (excluding weekends and holidays unless printing plant is open during such time)** upon receipt of electronic press ready files.

Representative from printing company to bring proofs to the University of Rhode Island for an in-person meeting with printer, designer and editor-in-chief.

URI's *Momentum: Research & Innovation* Magazine team may make revisions and upload new PDF files to printer within 24 hours of receipt of hard copy proofs. Additional hard copy or electronic proofs of revised pages may be required.

Final hard copy proof approval from the editor-in chief is required to be received in writing.

Delivery of Magazine: URI's *Momentum: Research & Innovation* Magazine to be delivered to URI by printer, **ten (10) working days** after receiving proof approval from URI's *Momentum: Research & Innovation* editor-in-chief.

Mailing: Split addressing

Internal Campus Mailing Address List:

- Internal mailing list data provided by URI in excel file.
- Printer to inkjet in-line addresses on back cover of magazine.
- Printer to sort by URI campus department, alphabetically, consecutively, in boxes of 50.
- Printer to box and label magazines of internal list indicating contents of each box.
- Printer to deliver at University of Rhode Island Mailing Services, 6 Rhody Ram Way, Kingston, RI 02881. Loading dock is available; vendor needs to bring a pallet mover.
- Editor-in-chief will meet delivery at URI Mailing Services to approve and sign off on delivery. No other person is authorized to sign off on delivery.

External Mailing Address List:

- External mailing list data provided by URI in excel file.
- Printer to inkjet in-line addresses on back cover of magazine
- Printer to presort for bulk mail postal discount.
- Printer must prepare bulk mail paper work and bag magazines for bulk mail drop at US Post Office, 551 Kingstown Road, Wakefield, RI 02879.
- USPS Account numbers to be provided by URI.

Postage:

- Printer to inkjet in-line addresses with data provided by URI, presort and packaged/bagged for bulk mail 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;
- Printer to provide NCOA report upon completion.
- Printer to provide magazines in bulk mail order, packaged/bagged with corresponding USPS paperwork.
- URI will provide USPS account information.

Unlabeled magazines:

- To be delivered to URI Mailing Services: 6 Rhody Ram Way, Kingston, RI 02881
- Unlabeled magazines cartons to be clearly marked with quantity contained therein.
- Unlabeled cartons may be requested as cartons in quantities of 50, 20, 10, or 5.

Note: *Momentum: Research & Innovation* editor-in-chief must be informed of delivery date and time three days prior to delivery and must be present to accept delivery and sign delivery paperwork upon delivery. No other person is authorized to accept the order.

Note: Delivery is to be made to the URI campus first, then to the Wakefield, RI US Post Office.

Shipping, Freight, and Delivery:

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

- Final mailing and shipping required within 10 working days from receipt of proof approval including proofing, printing, and finishing.

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.

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 issues.
- 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'.

Other: Printer must send knowledgeable representative to URI during production for approximately two meetings to confirm consistency in color, photos, graphics, and crossover images during production.

Note: This is not a sales call. The representative must be knowledgeable of printing processes. Printer must have local representative within 100 miles of the University of Rhode Island for meetings and for URI Office of University Research External Relations to press proof as necessary. Printing plant must be located within a geographic area of 100 miles of the University of Rhode Island.

Printer to assume all delivery charges for delivery of proofs to and from URI.

Bidder must supply recent sample copies (within the last three years) of three different jobs of a similar publication that they have printed for review by the URI Office of University Research External Relations. All samples must be high-quality perfect bindery publication, minimum 36-page publication, with high-quality crossover photos, text, and graphics within 1/8th inch forgiveness in a horizontal spread, and cover varnish or embossed text options preferred.

1. Soft Touch Laminate + Raised UV Cover(5"x2")/ Process + Soft Touch AQ; with bleeds for cover.
2. Reticulated varnish with spot gloss HUV for either cover text, cover photo or both.
3. Embossed cover text.
4. Spot varnish for either one page of text, or photo, or both.
5. Reticulated varnish with spot gloss HUV for either one page of text, or photo, or both.
6. Raised UV Cover text.

Note: 1. Samples other than perfect bindery will not be considered.
2. Samples that do not include high-quality crossover photos and images within 1/8th inch forgiveness in a horizontal two-page spread will not be considered.

Printer's bid to be based on **invoice provided per issue** for *all* pre- and post-production costs including all mail-related transportation, fulfillment, freight, fuel surcharge, and administrative costs, and any and all costs related to distribution of magazine.

BASE BID:

Printing (total cost of print production including paper, printing, trimming, binding, delivery, etc. to be included in lines 1, 2, 3, 4, 5, 6, and 7; the cost of the paper portion only in the "a" lines – this is informational only in case changes need to be made due to paper shortages, etc.):

1. Spring 2023 issue, per the attached specifications, 3,200 copies
1a. Please break out cost of paper only, spring 2023 issue
2. Fall 2023 issue, per the attached specifications, 3,200 copies
2a. Please break out cost of paper only, fall 2023 issue
3. Spring 2024 issue, per the attached specifications, 3,200 copies
3a. Please break out cost of paper only, spring 2024 issue
4. Fall 2024 issue, per the attached specifications, 3,200 copies
4a. Please break out cost of paper only, fall 2024 issue
5. Spring 2025 issue, per the attached specifications, 3,200 copies
5a. Please break out cost of paper only, spring 2025 issue
6. Fall 2025 issue, per the attached specifications, 3,200 copies
6a. Please break out cost of paper only, fall 2025 issue
7. Spring 2026 issue, per the attached specifications, 3,200 copies
7a. Please break out cost of paper only, spring 2026 issue

Freight and Shipping:

8 . Spring 2023 issue, total cost of freight and shipping to post office, and location on URI campus.

9 . Fall 2023 issue: total cost of freight and shipping to post office, and location on URI campus.

10 . Spring 2024 issue, total cost of freight and shipping to post office, and location on URI campus.

11 . Fall 2024 issue, total cost of freight and shipping to post office, and location on URI campus.

12 . Spring 2025 issue, total cost of freight and shipping to post office, and location on URI campus.

13 . Fall 2025 issue: total cost of freight and shipping to post office, and location on URI campus.

14 . Spring 2026 issue, total cost of freight and shipping to post office, and location on URI campus.

ALTERNATES ON BASE BID:

Please provide alternate pricing based on the spring 2023 issue.

15 . (Alt. 1) Additional 300 copies

16 . (Alt. 2) Additional 4 inside pages.

17 . (Alt. 3) Additional 8 inside pages.

18 . (Alt. 4) Author's alterations after hard proofing: Cost per page

19 . (Alt. 5) Image color correction for press: Provide pricing per image corrected.

20 . (Alt. 6) Spot varnish: provide pricing for either cover text, cover photo, or both.

21 . (Alt. 7) Reticulated varnish: provide pricing for spot gloss HUV for either cover text, cover photo, or both.

22 . (Alt. 8) Embossed cover text: provide pricing for embossed cover text (5"x2").

23 . (Alt. 9) Spot varnish: provide pricing for either one page of text, or photo, or both.

24 . (Alt. 10) Reticulated varnish: provide pricing for spot gloss HUV for either one page of text, or photo, or both.

25 . (Alt. 11) 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 reserves the right to accept or reject proposed substitute stock.

Please provide alternate pricing based on the fall 2023 issue (fall issue has fold out on back cover).

26 . (Alt. 12) Additional 300 copies

27 . (Alt. 13) Additional 4 inside pages.

28 . (Alt. 1) Additional 8 inside pages.

29 . (Alt. 2) Author's alterations after hard proofing: Cost per page

30 . (Alt. 3) Image color correction for press: Provide pricing per image corrected.

31 . (Alt. 4) Spot varnish: provide pricing for either cover text, cover photo, or both.

32 . (Alt. 5) Reticulated varnish: provide pricing for spot gloss HUV for either cover text, cover photo, or both.

33 . (Alt. 6) Embossed cover text: provide pricing for embossed cover text (5"x2").

34 . (Alt. 7) Spot varnish: provide pricing for either one page of text, or photo, or both.

35 . (Alt. 8) Reticulated varnish: provide pricing for spot gloss HUV for either one page of text, or photo, or both.

36 . (Alt. 9) 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 reserves the right to accept or reject proposed substitute stock.

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.

Magazine press ready files anticipated to be sent to printer May 2, 2023 by designer.

Imposition Proof and Color Proof to be received from Printer 48 hours (excluding weekends and holidays unless printing plant is open during such time) after receiving files from Designer.

Anticipated delivery date of magazines to URI by printer, ten (10) working days after receiving proof approval from URI: May 18, 2023.