

Pittsburg State University
Request for Quotation

RFQ Number	001524
Date Issued	September 24, 2020
Closing Date	September 30, 2020; 2:00pm local time
Procurement Officer	Brad Stefanoni; 620.235.4169; bstefanoni@pittstate.edu
Item	Fall 2020 Magazine
Agency & Location	Pittsburg State University (PSU) in Pittsburg Kansas
Scope	Pittsburg State University is seeking quotations for the fall 2020 magazine.
Bid Submittal	Submit bid by e-mail to bstefanoni@pittstate.edu

1. When communicating, always refer to the Quotation number above.
2. In order to receive consideration for award, one copy of this “Request for Quotation,” a properly completed and signed, must be returned to Pittsburg State University no later than the specified closing time. The University is not responsible for late bids.
3. All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
4. Prompt payment discounts will not be considered in determining the low bid.
5. Prices quoted shall be less Federal Excise and State Sales taxes.
6. The PSU Director of Purchasing reserves the right to accept or reject any part of this quotation.
7. Bid results will not be given to individuals over the phone. Written bid results may be obtained by written request from the procurement officer.
8. Contractual Provisions Attachment DA-146a applies to all bids.
9. It is hereby agreed that the bidder will, if required by law, comply with the Kansas Act Against Discrimination, K.S.A. 44-1030 et. Seq.
10. PSU reserves the right to award in the best interest of the university.

Vendor Name	
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Quantity	Unit	Description	Unit Price	Total Price
64,350	ea	<p>48 page guts + 4 page cover per the attached specifications</p> <p>Specify paper to be used (stock name, weight, brightness, and grade).</p> <p>Cover: stock name _____</p> <p>Cover: weight, brightness, and grade _____</p> <p>Guts: stock name _____</p> <p>Guts: weight, brightness, and grade _____</p> <p>Technical contact: Diane Hutchison at dhutchison@pittstate.edu</p> <p>Will you meet the specified delivery deadline? ____ Yes ____ No</p> <p>Payment: Vendor will accept Business Procurement Card (Visa) for this purchase without additional fee? ____ Yes ____ No</p> <p>Confidentiality: The contractor shall not use the data provided for any purpose other than the performance of the duties specified in this contract.</p> <p>Shipping Costs: Include all costs for shipping copies/extras to customer and transporting addressed magazines to the Post Office for mailing.</p> <p>In order to have this bid considered, one of the lines below must be checked:</p> <p>____ Product offered complies with ALL specifications</p> <p>____ Product offered deviates from the specifications as outlined on an attached page</p>	\$ _____	\$ _____
			TOTAL BID PRICE	

Pittsburg State University Magazine Fall 2020

Pittsburg State University is accepting quotations to print and mail the Fall 2020 PittState Magazine. If interested in submitting a bid, please follow the bid specifications outlined below.

Project Name: Pittsburg State University Magazine Fall 2020

Size: 8.375 x 10.8125

Number of Pages: 48 page guts + 4-page cover

Files: ftp transfer

Proofing:* Assembled, high resolution color correct HARD proof for cover and guts (**PLEASE SPECIFY COST SAVINGS IF SOFT PROOFING IS AVAILABLE.**)

Ink: 4/c process throughout guts and cover, full bleeds

Ink, special: Gloss UV coating on outside covers. (knock-out top area of back cover if necessary for inkjet addressing)

Bindery: Saddle stitch

Stock: Cover: 80# white gloss text #3
Guts: 57-60# white gloss text #3
Specify paper to be used- stock name, grade, weight & brightness

Quantity: 64,350*
***Note:** this quantity is **before** NCOA and CASS certification of mailing list; final quantity will change slightly and bid will need to be adjusted.
Printing estimate to include printer providing NCOA and CASS certification services

After final mailing quantity is determined, customer requests 200 extra copies to be boxed and shipped to the address below.

Mailing:** Mailing list will be uploaded to printer.
Printing estimate to include printer providing NCOA and CASS certification services

INCLUDE ALL COSTS for addressing, processing and transporting to post office for mailing of job for a non-profit entity. (Postage will be additional charge to customer.)

Shipping: Box & ship 200 additional copies to customer.
SHIPPING COSTS INCLUDED IN QUOTATION
Shipped FOB to:
Pittsburg State University
Office of University Marketing and Communications
106 Russ Hall
1701 S. Broadway
Pittsburg, KS 66762

Delivery: Job MUST drop in mail no later than 10 WORKING DAYS after receipt of job. This is a FIRM delivery expectation. **(Job scheduled to be received by printer no later than Monday, Oct. 5)**

QUOTATION TO INCLUDE ALL COSTS FOR SHIPPING COPIES/EXTRAS TO CUSTOMER AND TRANSPORTING ADDRESSED MAGAZINES TO POST OFFICE FOR MAILING.

General Provisions/Signature

Tax Clearance Certification: Bid submittals of \$25,000 or more shall include a copy of a Tax Clearance Certification. Tax Clearances may be obtained from the Kansas Dept. of Revenue (KDOR):

<http://www.ksrevenue.org/taxclearance.html>

W9 Form: Vendors who are new to PSU should submit a copy of their W9 with bid response. The form can be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf

DA-146a Contractual Provisions: The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment which is incorporated into all contracts with the State <http://www.da.ks.gov/purch/DA-146a.pdf>

NEW MATERIALS, SUPPLIES, OR EQUIPMENT: Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, and unused in any regard. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

COMPARABLE PRODUCTS: Bids on comparable products are invited. Indicate appropriate items, brands, model numbers, and specifications. Minor deviations in size and operational characteristics from those set forth in the specification will be considered when such deviations do not alter nor deter Pittsburg State University from accomplishing its intended usage or function. **Each bidder must clearly indicate in writing where (if any) their product characteristics deviate from these specifications and explain how their product accomplishes the desired function even though product characteristics may be different.**

ACCEPTANCE OR REJECTION: PSU reserves the right to accept or reject any or all bids or part of a bid; to waive any informalities or technicalities; clarify any ambiguities in bids; and unless otherwise specified, to accept any item in the bid.

PAYMENT: Payment will be made upon receipt of shipment by PSU.

FREIGHT COST INFORMATION: FOB Destination, Freight Prepaid, and Allowed.

The undersigned certifies that he does not have any substantial conflict of interest sufficient to influence the bidding process on this bid. A conflict of substantial interest is one which a reasonable person would think would compromise the open competitive bid process.

- Legal Name of Person, Firm or Corporation:
- Payment Terms:
- Telephone Number:
- E-mail Address:
- **Signature:** _____
- **Date:** _____