

REQUEST FOR PROPOSAL (RFP)



Pittsburg State
University

RFP Number	001682
Date Issued	January 26, 2023
Closing Date	February 15, 2023; 2:00pm local time
Procurement Officer	Sean Burke
Mailing Address	Pittsburg State University Purchasing Office 1701 S Broadway Pittsburg KS 6762
Telephone	620-235-4167
E-mail Address	swburke@pittstate.edu
Item	PSU Yearbook
Agency & Location	Pittsburg State University (PSU) in Pittsburg, Kansas
Term of Contract	Date of award through June 30, 2024 (with option to renew for four (4) additional one (1) year periods).
Scope of Work	Pittsburg State University is seeking proposals for the preparation, printing, and binding of the Kanza yearbook according to all terms and conditions and mechanical and material requirements.

PSU reserves the right to award in the best interest of the university.

Questions should be e-mailed to swburke@pittstate.edu.

Impromptu questions may be permitted and spontaneous unofficial answers provided, however bidders should understand that the only official answer or position of Pittsburg State University will be in writing.

Failure to notify the PSU Purchasing Office of any conflicts or ambiguities in the RFP may result in items being resolved in the best interest of PSU. Any modification to this RFP as a result of written answers to written questions shall be made in writing by addendum. Only written communications are binding.

READ THIS REQUEST CAREFULLY

Failure to abide by **all** of the conditions of this Request for Proposal (RFP) may result in the rejection of a bid.

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Section 1

Scope of Work/Specifications

Pittsburg State University is seeking proposals for the preparation, printing, and binding of the Kanza yearbook according to all terms and conditions and mechanical and material requirements.

Specifications:

Quantity: 500 copies

Pages: 240 pages, 9 inches x 12 inches, exclusive of endsheets, and cover

Cover: Cover will be hard-case constructed using 150-point binder's board, covered with best quality imitation leather such as Lexotone or Lithocote with one applied color, silk-screened in permanent lacquer to any portion of the cover. Deadlines for the Kanza submitting final cover design/files will be mutually agreed to by Kanza and successful bidder.

Binding: Books will be Smith-sewn in 16-page signatures. Bound signatures shall be rounded and backed and reinforced with heavyweight binder's stretch cloth, with matching headbands/footbands.

Paper stock: All inside pages will be printed on No. 1 quality double-coated enamel white paper, with a basic weight of 80# to the ream of 25 x 38 inch sheet size, with choices of at least dull, gloss or matte finishes.

Endsheets: Endsheets will be at least 10-point cover or 65-pound stock and will be printed in any one color desired by the Kanza, with no extra charge for Pantone inks, metallic inks, etc.

Ink: Unless otherwise specified, all pages will be printed on both sides in best quality, non-extended or diluted black lithographic ink.

Printing quality: Printed signatures must be inspected, sheet-by-sheet, to ensure that they are free of extraneous offset ink, roller streaks, marks, hickies, "picking" or loss of dot structure in halftones. Sheets must be consistent through the press run, with adequate and uniform distribution of ink. The requirement that press work be of the highest and most consistent quality will be rigidly observed, and the Kanza reserves the right to reject all imperfect yearbooks and require printer to replace all such yearbooks at no additional costs.

Folding: Bidder shall ensure that all printed sheets are folded accurately, to allow for correct margins and to ensure that the alignment of double-page spreads and double-page spread of photographs is correct.

Color separations: Bidder must be capable of producing color-corrected separations working from digital images. Please indicate below if printer can accept page spreads in PDF format and if plant can accept server-to-server transmission of page spreads.

Special services: As part of this proposal, the Bidder should describe, in detail, any special or unusual services, over and above those specified, that will benefit the Kanza in achieving better services, quality, efficiency and price. This would include, but is not limited to, manufacturing technology, plant visits, editor's kit and yearbook staff training. A complete description of these special services must be included as an attachment to this bid.

Submittals: All pages, including portrait pages and advertising pages, will be submitted as InDesign documents on CD. However, electronic transmission of pages in PDF format to printing plant will also be considered.

Proofs: Bidder will supply laser proofs from actual page negatives of all pages including endsheets. Proofs must be made available to the staff no later than six weeks after the submission of completed pages. No charge will be made for correction of printing errors. Reprints must be made available upon request of the Kanza editor or adviser. All proofs are to be returned to the staff with the delivery of the book.

Deadlines: Page submission deadlines will be mutually agreed upon by the Kanza Staff and the successful Bidder.

Delivery: Delivery must be made to the Kanza office, Pittsburg State University, Pittsburg, Kansas, by September 20. All transportation and handling charges must be fully paid by bidder. Bidder may delay the delivery of the book two days for every one day that the final copy deadline is late. For each day's delay of delivery of the book beyond September 20, the University will deduct \$500 from the final bill.

Payment: Final payment or settlement for the account shall be made no later than 30 days after the Kanza adviser receives the final billing and has agreed with the printer's representative of any credits or adjustments. The Kanza chooses to make payments in three installments with the following approximate due dates: First payment, Dec. 10; Second payment, March 10; Third and last payment, 30 days after delivery of book. Please indicate the annual percentage rate of interest to be paid or credited against final invoice for said first two early payments.

Annual Percentage Rate	%
TOTAL BASE BID PRICE	\$

Please complete this table to receive consideration for this bid:

Cost of additional copies per copy of the 240-page book	\$
Credit for fewer copies per copy of the 240-page book	\$
Cost of additional eight-page signature for 500 books	\$
Credit for fewer eight-page signatures for 500 books	\$
Four-color process printing, eight-page signatures	\$
Additional Pantone spot color, eight-page signatures	\$
Printing on endsheets, over and above the one color included in the base bid	\$
Additional spot color silk screened in permanent lacquer to any portion of cover, per copy	\$
Foil stamping, per copy	\$
Embossing, die charge, approx. 5-by-7-inch area	\$

Embossing, per copy	\$
Graining operation, per copy	\$
Overtone ink rub on grained embossed books, per copy	\$
Metalay application, per copy	\$
Debossing, per copy	\$
Lithography (four-color) with plastic lamination	\$
Mailing of individual books in damage-proof container suitable for a book of completed size and weight. Mailing labels will be provided by the Kanza	\$
Cost of 100# weight paper for at least dull, matte or gloss finish for 240-page book	\$

Vendor's proposal should also address any value-add components your company can provide that are not addressed in your response to the specifications. Value-add components may include but are not be limited to:

- Professional training
- Seminars
- Student support
- Classes and/or coursework
- Customer support
- Consultation
- Online help
- Promotional support

Section 2 Proposal Response Instructions

Negotiated Procurement: This is a negotiated procurement pursuant to K.S.A. 75-37,102. Final evaluation and award will be made by The Procurement Negotiation Committee (PNC) composed of individuals selected solely for this purpose.

Vendor's proposal shall be received no later than the Proposal Due Date/Time. **Proposals must be sent to:**

- **E-mailed to swburke@pittstate.edu**
- **Standard Mail – Please contact if this is your preferred method.**

PSU shall not be responsible for the premature opening of a proposal or for the rejection of a proposal that was not received prior to the closing date because it was not properly identified on the outside of the envelope or container. Late proposals will be retained unopened in the file and not receive consideration.

It is the vendor's responsibility to ensure bids are received by the closing date and time. Delays in mail delivery or any other means of transmittal, including couriers or agents of the issuing entity shall not excuse late bid submissions.

Cost of Preparing Proposal: The cost of developing and submitting the proposal is entirely the responsibility of the bidder.

Evaluation of Proposals: Award shall be made in the best interest of PSU as determined by the PNC or their designees. Consideration may focus toward but is not limited to:

- Cost (vendors are not to inflate prices in the initial proposal as cost is a factor in determining who may receive an award or be invited to formal negotiations. PSU reserves the right to award to the lowest responsive bid without conducting formal negotiations, if authorized by the PNC.)
- Adequacy and completeness of proposal
- Compliance with the terms, conditions, and specifications of this RFP
- Experience in providing like equipment or services
- Response format as required by this RFP
- Value-add components of proposal

Contract: The successful bidder will be required to enter into a written contract with Pittsburg State University. The bidder agrees to accept the provisions of form DA-146a, Contractual Provisions Attachment, which is incorporated into all contracts with PSU.

The acceptance of any proposal submitted shall create a valid contract with the Bidder to whom the contract is awarded. The terms and conditions; mechanical and material requirements; and prices set forth in this proposal shall constitute an integral part of the contract. Any contract thus made does not guarantee that Pittsburg State University will publish a yearbook or spend any specific amount for a yearbook. If a yearbook is not published and no materials ordered or mechanical work performed, there shall be no financial obligation by Pittsburg State University toward the Bidder. If the book should be abandoned after production has begun, the Bidder shall be paid for the material ordered and actual work done up to that date, based on a percentage of the total contract performance by Bidder.

Contract Formation: No contract shall be considered to have been entered into by PSU until funds for the contract have been encumbered; and a purchase order has been accepted by the successful bidder.

Proposal Disclosures: At the time of closing, only the names of those who submitted proposals shall be made public information. No price information will be released.

Bid results will not be given to individuals over the telephone. Results may be obtained after contract finalization by obtaining a **bid tabulation** from the PSU Purchasing Office by sending (do not include with bid):

- A check for \$3.00, payable to Pittsburg State University
- A self-addressed, stamped envelope
- RFP Number

Send Request for Bid Tabulation to:
Pittsburg State University
Purchasing Office, RFP# *(Indicated on Page 1)*
1701 S. Broadway
Pittsburg, KS 66762
ATTN: Sean Burke

Section 3 Terms and Conditions

- 1.1 **Inspection:** PSU reserves the right to reject, on arrival at destination, any items which do not conform to specifications of this Request.
- 1.2 **Mandatory Provisions:** The provisions found in Contractual Provisions Attachment (DA 146a) located at (<http://www.da.ks.gov/purch/DA-146a.pdf>) are incorporated by reference and made a part of this contract.
- 1.3 **Shipping and F.O.B. Point:** Unless otherwise specified, bid prices shall be F.O.B. DESTINATION, PREPAID AND ALLOWED (included in the price bid), which means delivered to PSU's receiving dock or other designated point as specified in this Request without additional charge. Shipments shall be made in order to arrive at the destination at a satisfactory time for unloading during receiving hours.
- 1.4 **Price Adjustments:** Prices quoted shall be net delivered, including all trade, quantity and cash discounts. Any price reductions available during the contract period shall be offered to PSU. Prior to the yearly anniversary date of this contract, costs may remain at the price bid or a request for adjustment may be made, either upward or downward, keyed to industry changes. Contractor shall furnish documentation at least 60 days prior to the expiration date to substantiate any claim for increase. The PSU Director of Purchasing reserves the right to accept, amend or deny any such price increase. If parties to the contract cannot agree on renewal terms, it is hereby understood that the contract will be re-bid.
- 1.5 In order to receive consideration for award, one copy of this "Request for Proposal", 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 due to off campus mail service.
- 1.6 All prices, terms, and conditions must be shown. Additions or conditions not shown on this bid will not be allowed.
- 1.7 Prompt payment discounts will not be considered in determining the low bid.
- 1.8 Prices quoted shall be less Federal Excise and State Sales taxes.
- 1.9 Contractual Provisions Attachment DA-146a applies to all bids.
- 1.10 The PSU Director of Purchasing reserves the right to accept or reject any part of this quotation.

Signature Sheet

By submission of a bid and the signatures affixed thereto, the bidder certifies all products and services proposed in the bid meet or exceed all requirements of this specification as set forth in the request and that all exceptions are clearly identified.

Legal Name of Person, Firm, or Corporation	
Mailing Address	
City, State, Zip Code	
Phone Number	
Tax Number	
E-mail	
Date	
Typed Name of Person Submitting Bid	
Title of Person Submitting Bid	

PSU may use the Business Procurement Card (VISA) for this purchase? Yes _____ No _____

If “Yes” is there an additional processing fee charged for credit card use? _____

CERTIFICATION REGARDING IMMIGRATION REFORM & CONTROL: All Contractors are expected to comply with the Immigration and Reform Control Act of 1986 (IRCA), as may be amended from time to time. This Act, with certain limitations, requires the verification of the employment status of all individuals who were hired on or after November 6, 1986, by the Contractor as well as any subcontractor or sub-subcontractor. The usual method of verification is through the Employment Verification (I-9) Form. With the submission of this bid, the Contractor hereby certifies without exception that Contractor has complied with all federal and state laws relating to immigration and reform. Any misrepresentation in this regard or any employment of persons not authorized to work in the United States constitutes a material breach and, at the State’s option, may subject the contract to termination and any applicable damages.

Contractor certifies that, should it be awarded a contract by the State, Contractor will comply with all applicable federal and state laws, standards, orders and regulations affecting a person’s participation and eligibility in any program or activity undertaken by the Contractor pursuant to this contract. Contractor further certifies that it will remain in compliance throughout the term of the contract.

At the State’s request, Contractor is expected to produce to the State any documentation or other such evidence to verify Contractor’s compliance with any provision, duty, certification, or the like under the contract.

Contractor agrees to include this Certification in contracts between itself and any subcontractors in connection with the services performed under this contract.

Signature, Title of Contractor