



**Request for Quotation (RFQ)**

<b>RFQ Number</b>	001709
<b>Date Issued</b>	July 14, 2023
<b>Closing Date</b>	<b>July 20; 2:00 PM local time</b>
<b>Procurement Officer</b>	Sean Burke; 620.235.4167; <a href="mailto:swburke@pittstate.edu">swburke@pittstate.edu</a>
<b>Item</b>	August 2023 Magazine
<b>Agency &amp; Location</b>	Pittsburg State University (PSU) in Pittsburg Kansas
<b>Scope</b>	Pittsburg State University is accepting quotations to print and mail the August 2023 Pitt State Magazine.
<b>Bid Submittal</b>	<b>Submit bid by e-mail to <a href="mailto:swburke@pittstate.edu">swburke@pittstate.edu</a></b>

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.

<b>Vendor Name</b>	
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For technical questions, please contact: Paulina Scholes at 620-235-4035 or [pscholes@pittstate.edu](mailto:pscholes@pittstate.edu)



**Pittsburg State University Magazine Winter 2023**

Quantity	Unit	Description	Unit Price	Total Price
66,000*	EA	MAGAZINE	\$ _____	\$ _____
		<p><b>Technical contact: Paulina Scholes at <a href="mailto:pscholes@pittstate.edu">pscholes@pittstate.edu</a></b></p> <p>Will you meet the specified delivery deadline? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Payment:</b> Vendor will accept Business Procurement Card (Visa) for this purchase <b>without</b> additional fee? <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Confidentiality:</b> The contractor shall not use the data provided for any purpose other than the performance of the duties specified in this contract.</p> <p><b>Shipping Costs:</b> Include all costs for shipping copies/extras to customer and transporting addressed magazines to the Post Office for mailing.</p> <p><b>In order to have this bid considered, one of the lines below must be checked:</b></p> <p><input type="checkbox"/> <b>Product offered complies with ALL specifications</b></p> <p><input type="checkbox"/> <b>Product offered deviates from the specifications as outlined on an attached page</b></p>		

\* 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.



## Pittsburg State University Magazine Winter 2023

Pittsburg State University is accepting quotations to print and mail the Winter 2023 Magazine.

### Specifications

Job	Pittsburg State University Magazine August 2023
Size	8.375 x 10.875
# of Pages	40 page guts + 4-page cover
Files	ftp transfer (files to be received on or before Friday, July 21, 2023)
Proofing	Digital proofing is acceptable.
Ink	4/c process throughout guts and cover, full bleeds 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 (Please specify paper to be used—stock name, grade, weight & brightness)
Quantity	66,000* <b>*Note:</b> this quantity is <b>before</b> NCOA and CASS certification of mailing list; final quantity will change slightly and bid will need to be adjusted.  <b>After final mailing quantity is determined, customer requests 200 extra copies to be boxed and shipped to the address below.</b>
Mailing	Mailing list will be uploaded to printer as an excel file.  <b>Estimate must include printer providing NCOA and CASS certification services.</b>  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. <b>INCLUDE SHIPPING COSTS IN QUOTE</b> Shipped FOB to:  Pittsburg State University Office of University Marketing and Communications 106 Russ Hall 1701 S Broadway Pittsburg, KS 66762



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Delivery	Files estimated to be sent to printer July 21, 2023. Requested drop date is week of August 14-18, 2023.
	<b>QUOTATION TO INCLUDE ALL COSTS FOR SHIPPING COPIES/EXTRAS TO CUSTOMER AND TRANSPORTING ADDRESSED MAGAZINES TO POST OFFICE FOR MAILING.</b>

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**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 \(KDOR\)](#).

**W9 Form:** Vendors who are new to PSU should submit a copy of their W9 with bid response. The form can be downloaded from the IRS, [here](#).

**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 available, [here](#).

**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:** \_\_\_\_\_