

BID REQUEST AND BID

UNIVERSITY OF MISSOURI-ST. LOUIS
 Campus Procurement
 209 Woods Hall
 One University Boulevard
 St. Louis, Missouri 63121-4400
 (314) 516-5366

You are invited to submit bids on the items specified. All bids must be made on this form and shall be subject to the terms and conditions attached hereof for furnishing items in quantities and of the description listed below.

Delivery must be F.O.B. University of Missouri-St. Louis, St. Louis, MO, carriage charges prepaid.

THIS IS NOT AN ORDER

BID REQUEST NUMBER	3730
DATED	August 15, 2007

BIDS MUST BE RECEIVED BY UNIVERSITY AT THE ABOVE ADDRESS NOT LATER THAN

DATE AND TIME	August 29, 2007 2:00 PM CST
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THE CURATORS OF THE UNIVERSITY OF MISSOURI

By _____
 Manager Campus Procurement
 University of Missouri-St. Louis

Item	Quantity	Units	Description	Unit Price	Total Price
			PRINTING AND MAILING: Fall 2007 Annual Fund Direct Mail Services AS PER THE ATTACHED SPECIFICATIONS.		
BID QUOTATION CANNOT BE RETURNED BY FAX					

Bids must be completed on this form and must be signed. Bids not in compliance with the above may be deemed non-responsive.

Bids are to be contained in sealed envelopes plainly marked as to the Bid Request Number, due Date and Time, and addressed to Campus Procurement, University of Missouri-St. Louis, 209 Woods Hall, One University Boulevard, St. Louis, MO 63121-4400.

It is requested that all bidders submit with their bids descriptive literature and detailed specifications on items they propose to furnish. Bids received without descriptive literature and detailed specifications MAY BE REJECTED.

In compliance with this bid request and subject to all of the terms and conditions hereon bidder offers and agrees to furnish and deliver to the University the items upon which prices are quoted herein such items to be delivered to the University with the number of days indicated after receipt by bidder of University Purchase Order. The terms and conditions following this BID REQUEST AND BID are made a part hereof.

Discount of 2%-15 days; Net 30 days unless otherwise stated below will be given University for prompt payment. Discount time to be compiled from day of delivery and acceptance of the items or receipt of correct invoice whichever is later.

Bid firm for 60 days unless otherwise noted.

Federal Tax I.D. Number		Days Delivery After Receipt Of Order		Discount Terms If Other Than 2%-15; Net 30	
Name of Bidder		Address of Bidder		City/State	Zip Code
Bidder's Telephone Number	Bid Dated	By (Signature Of Authorized Agent)		Title	

UNSIGNED BIDS MAY BE CONSIDERED NON-RESPONSIVE

RETURN ONE COPY AS YOUR BID

BID REQUEST AND BID CONDITIONS

THIS IS NOT AN ORDER

This Bid Request and Bid is made upon and subject to the following conditions, all of which are accepted by bidder. Upon acceptance by the University, this Bid Request and Bid and the University Purchase Order issued thereon shall constitute the contract for furnishing the items described in the bid in strict conformity with the contract instruments.

1. NO ORAL EXPLANATION in regard to the meaning of the specifications will be made, and no oral interpretation will be given before the award of the contract. If any person contemplating submitting a bid for this contract is in doubt as to the true meaning of any part of the specifications or any other proposed contract documents, he may submit to the University a written request for an interpretation thereof. The person submitting the request will be responsible for its prompt delivery. Any interpretation of the proposed documents will be made by addendum duly issued or delivered to each person receiving a set of such documents. The University will not be responsible for any other explanations or interpretation of the proposed documents.
2. The University reserves the right to reject any and all bids and to waive any informality in bids.
3. Whenever the name of a manufacturer or vendor is mentioned on the face hereon and words "or equal" do not follow, it shall be deemed that the words "or equal" shall follow such designation unless the context specifies "no substitution". The University assumes that items bid as equal are equal. The University reserves the right to return at the bidder's expense all items that are furnished which are not acceptable as equals to items specified by the Bid Request and Specifications, and vendor agrees to replace such items with satisfactory items at the original bid price.
4. All items bid shall be new unless otherwise specified by the University.
5. Bidder agrees to unconditionally guarantee all items bid upon against defects in material and workmanship for a period of one year from the date of acceptance by the University unless otherwise specified.
6. Unless it is so noted on the bid it will be deemed that the article furnished is that designated. If the vendor proposes to furnish an item of a different manufacturer or vendor other than the one specified on the face hereof, the manufacturer or vendor of the substituted items shall be noted and complete descriptive literature describing the items to be substituted must accompany the bid.
7. Materials and services furnished the University are not subject to either Federal Excise Taxes or the Missouri Sales Tax. Exemption certificates will be furnished on request.
8. Prices quoted are to be firm and final and prices shall be stated in units of quantity specified with packing and drayage charges included.
9. Shipments shall be marked as directed on the Purchase Order.
10. C.O.D. shipments will not be accepted. All shipping charges must be PREPAID. No packing or drayage charges will be allowed.
11. The University will not be responsible for articles or services furnished without a Purchase Order.
12. Risk of loss or damage to the goods prior to the time of their receipt and acceptance by the University is upon the vendor.
13. All invoices and correspondence shall show the Purchase Order Number. All invoices must be rendered in duplicate and contain full descriptive information on items or service furnished. Separate invoices shall be rendered for each order and forwarded to the University.
14. Vendor agrees to defend, protect and save the University harmless from all claims and actions arising out of patent infringement.
15. University reserves the right to cancel all or any part of orders if shipment is not made as promised. Vendor shall notify the University if shipment cannot be made as promised. Time of proposed delivery must be stated in definite terms in the space provided.
16. The bidder hereby guarantees that no article listed herein is adulterated or misbranded within the meaning of the Federal Food, Drug and Cosmetic Act or is an article which may not, under the provisions of Federal Law, be introduced into interstate commerce.
17. Samples, when required, are to be furnished prior to the date specified for receipt of bids.
18. In case of any doubt or difference of opinion as to the items to be furnished hereunder or the quality thereof, the decision of the Campus Purchasing Director shall be final and binding upon both parties.
19. The University reserves the right to award an order to the lowest aggregate bidder for all items or on an item basis, or a group of like items, whichever is found to be in the best interest of the University. If a split award is not acceptable to a bidder, it must be stated in the bid response.
20. In awarding the contract, the University may take into consideration relevant factors, including but not limited to the skill, facilities, capacity, cost of and compatibility with existing systems and operations when major changes of practice would be required, experience, ability, responsibility, previous work, the financial standing of the bidder(s); the amount of other work being carried on by the bidder; the quality, efficiency, and construction of equipment proposed to be furnished; the period of time within which the equipment or service is to be provided, and necessity of prompt delivery of the items herein described. The inability of any bidder to meet the requirement mentioned above may be cause for rejection of their bid.
21. In the event that time and materials are a portion of this bid, the University reserves the right to audit vendor's records concerning this bid.
22. All items or services to be furnished hereunder shall meet all applicable State and Federal requirements of the Occupational Safety and Health Standard. All alleged violations and deviations from said State and Federal regulations or standards of the items of services to be furnished hereunder, must be set forth on the Bid Form at the time of submission of the bid. Or if at any later date the items or services contained herein shall not meet all applicable state and federal requirements after the bidder is awarded the contract hereunder the bidder must notify the Campus Purchasing Director, immediately by certified mail, return receipt requested.
23. The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L.95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
24. If this Bid Request and the University Purchase Order issued thereon involves health care services or products, the vendor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to vendor with regard to patients of the University. All services provided pursuant to this Purchase Order shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and the Health Care Financing Administration. Vendor represents that vendor is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Vendor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

Printing and Mailing Fall 2007 Annual Fund Direct Mail Services as per the following specifications.

FINAL DATE FOR CLARIFICATION:

The final date for a request to be accepted for a clarification on Bid No. 3730 is August 24, 2007 at 12:00 noon. Any request received after this date and time will NOT be acknowledged with a response.

SPECIFICATIONS:

Fall 2007 UM-St. Louis Annual Fund Direct Mail Bid

Total mailing will be approximately 53,450 pieces divided into nine different jobs: Arts and Sciences-13,500, Business-16,000, Education-13,000, Fine Arts and Communication-2,900, Nursing-2,800, Optometry-800, Social Work 1,300, Non-alumni past donors-1,750, Evening College-1,400.

Production and mailing must occur in the Midwest. Proofs must be provided 4-6 days in advance to allow for changes if necessary. Graphics are not to be changed except when permitted by the University of Missouri-St. Louis. All jobs must mail no later than November 7, 2007. Samples of any part of this bid may not be used by the vendor without permission from the University of Missouri-St. Louis.

This bid will only be awarded to vendors who provide references and samples from comparable educational or non-profit institutions. Bids must include postage for non-profit stamps (estimations based on the above quantities are acceptable) and be divided to easily decipher the cost per job as well as the total.

Timeline:

- Graphics for the letterhead and outer envelope will be provided by September 21, 2007.
- Letter text, signature graphics and data files will be provided by October 10, 2007. All information provided is to remain confidential and must be disposed of once the job is completed.
- November 7, 2007 mail date

Expectations:

- All vendors must be able to comply with the timeline stated above.
- Live first proofs are required. Additional proofs, if necessary, can be PDF's. Proof will be reviewed within one business day.
- All completed jobs should be mailed by the predetermined mail date, even if other jobs scheduled for that mail date are delayed.
- All shipping costs for envelopes and samples need to be included in the bid.
- Data files will be provided in Excel format – costs for data manipulation to make it CASS certified and ready to print, should be included in the bid.
- Five samples of each job provided to UMSL within one week of the mail date.

Job Details:

All jobs will use the same business reply envelope and insert. Each job will require a different letterhead, outer envelope, datafile, letter text with variable printing fields, a signature block and possible black and white photo.

Package Elements: The University will provide all graphics using InDesign, Quark or Adobe Illustrator and may be in either PC or MAC formats.

- 8 ½ x 14 letterhead with perforated pledge card, 70 # white wove, printed two color on front and one color on back with bleeds
 - #9 Business reply envelope, 24# white wove, printed in black only with no bleed
 - #10 Outer envelope-24# white wove, printed in two colors with no bleed
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•Full color, 70#, one-third page insert printed front and back with no bleed

Data Processing & Mailing Services:

CASS certify database and sort for non-profit rates. Print /laser personalize letter and envelope, slit pledge card from letterhead, nest pledge card inside folded letter, stuff (three-way match-letter, pledge card and envelope-required), seal and mail.

QUANTITIES

The quantities indicated are only estimates based on past usage. The University reserves the right to increase or decrease the amount indicated to meet its needs.

BID:

<u>Item</u>	<u>Quantity</u>	<u>Units</u>	<u>Description</u>	<u>Unit Price</u>	<u>Total Price</u>
1.	53,450	pieces	PRINTING & MAILING	\$ _____	\$ _____
			Additional 1,000's \$ _____		
2.	1	lot	POSTAGE	\$ _____	\$ _____
			(estimated based on the quantities of 53,450)		
Total Cost F.O.B. University of Missouri-St. Louis				\$ _____	

Vendor to state brand of paper. Sample must accompany this bid:

INCORPORATED OR NON-INCORPORATED

Please check the following for your company:

Incorporated: _____ Non-Incorporated: _____

WBE/MBE REPORTING FORM:

For WBE/MBE Reporting Purposes Only:

Minority Business Type (Optional) (A minority business is defined as an organization in which 51% of the ownership interest, stock, or otherwise, is owned by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment of minority persons.) Check the appropriate box.

African-American
 Hispanic/Latino
 Asian Pacific
 Native American
 Asian Indian

___ Other (please specify) _____

Missouri Firm? ___Yes ___No

Woman Owned Business? ___Yes ___No

Can you provide Second-Tier Reporting? ___Yes ___No

REFERENCES:

Please provide a list of three (3) references:

1. Name _____

Address _____

City & State _____

Phone _____ Cell _____

Email Address _____

2. Name _____

Address _____

City & State _____

Phone _____ Cell _____

Email Address _____

3. Name _____

Address _____

City & State _____

Phone _____ Cell _____

Email Address _____

VENDOR'S CONTACT INFORMATION:

Contact Person: _____

Telephone: _____ Fax: _____

Email Address: _____

QUESTIONS:

QUESTIONS REGARDING THIS BID SHOULD BE EMAILED TO TANJELA BROOKS AT:
tangie_brooks@umsl.edu