

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	3731
DATED	August 16, 2007

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

DATE AND TIME	August 30, 2007 1:00 PM CSDT
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THE CURATORS OF THE UNIVERSITY OF MISSOURI

By Tanjela R. Brooks
 Manager Campus Procurement
 University of Missouri-St. Louis

Item	Quantity	Units	Description	Unit Price	Total Price
			<p>FURNISH AND DELIVER:</p> <p>PRINTING & MAILING SERVICES FOR PROGRAM CARD for the period of September 1, 2007, through August 31, 2008.</p> <p>AS PER THE ATTACHED SPECIFICATIONS.</p> <p>Bids are to be contained in a sealed envelope, plainly marked:</p> <p style="padding-left: 40px;">'Sealed Bid for Bid Request No. 3731, Due 1:00 PM, 8/30/2007 '.</p> <p>Address Sealed Bids To:</p> <p style="padding-left: 40px;">Manager, Campus Procurement University of Missouri-St.Louis 209 Woods Hall One University Boulevard St. Louis, MO 63121-4400</p>		

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.

Furnish and Deliver PRINTING & MAILING SERVICES FOR PROGRAM CARD for the period of September 1, 2007, through August 31, 2008. as per the following specifications.

FINAL DATE FOR CLARIFICATION:

The final date for a request to be accepted for a clarification on Bid No. 3731 is August 24, 2007 at 12:00 noon. Any request received after this date and time will NOT be acknowledged with a response.

SPECIFICATIONS:

KWMU is seeking bids for printing and mailing services for its Program Card which is produced four times a year. Approximately 17,000 will be printed and 15,000 will be mailed for each quarterly issue.

Vendor bids should show cost to produce each quarterly issue. Please provide separate bid totals for 1) printing costs, and 2) mail house services for each quarterly issue. Also provide the cost for printing additional 1,000 pieces.

KWMU reserves the right to do any or all projects on a trade or donated basis with any vendor who makes this available at any time, regardless of any prior bid award(s) to do the project(s) on a cash basis.

NOTE: If your bid estimates will be more clear and/or complete by including separate detailed information, please attach it. Please be sure that your information minimally includes the information requested on this form.

The selected vendor and KWMU will agree upon a production schedule for each issue to insure that mail is dropped on the desired and necessary dates agree upon. It is vital that the production schedule be followed; and should drop dates not be accomplished as agreed upon, termination clause procedures could be initiated.

The terms of the contract shall be for September 1, 2007 through August 31, 2008. Service may be terminated at the anniversary date of the award, by either party by written notice 30 days prior to the date of termination. This contract may be extended on the same terms and conditions for a period of two (2) one year periods (2008-2009) (2009-2010) upon mutual agreement of the parties.

The following areas will be given consideration when evaluating prospective bids:

Price

References from other non-profits including experience with similar projects

Average turn around times

Degree of outsourcing versus in-house work

Willingness of vendor to do trade or to donate a portion of the project cost

Completeness of bid materials

PRINTING

General: This is a one piece, three fold item. See attached sample for exact size/specifics. The piece will be 2-colors. 1 piece, 2-sided, 16 ½" x 8 ½" , BLEED

Paper: Economical, recycled white stock 65# cover. Currently the paper used is a 65# Torchglow cover. Please provide paper sample(s) with bid for KWMU approval.

Art Work: Whole piece will be on a CD as a Quark Express v. 5 for PC file. Please notify KWMU if there will be an additional scanning cost for images that are not able to be supplied high res. on disk.

MAILING

The names/addresses will be provided via email each quarter by KWMU. The mailing list should be bar coded (or whatever procedure will yield the lowest postal rates). The piece may need to be tabbed so please include pricing.

OTHER

Please include any other recommendations you may have that would lead to reduced costs and specify the amount of any cost savings.

BID:

	Unit Price	Total Price
Cost for printing each quarterly issue	\$ _____	\$ _____
Additional 1,000's \$ _____		
Additional cost (if any) \$ _____ for scanning images		
Mailhouse services for each quarterly issue	\$ _____	\$ _____
Subtotal mailhouse services:		
a. _____	\$ _____	
b. _____	\$ _____	
c. _____	\$ _____	

TOTAL COST for each Quarterly Issue: \$ _____

Other recommendations for reducing costs:

Estimated or standard average turn around time from receipt of art/data to mail drop:

Will portions of the project be outsourced to other vendors? Yes No

Please give details: _____

Would you do all or part of this in trade for underwriting? Yes No

Please specify dollar amount or percentage trade desired: _____

Contact Person: _____

Telephone: _____ Fax: _____

Email address: _____

QUESTIONS:

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

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 _____