

REQUEST FOR QUOTATION (RFQ) 8149-19

FROM: Board of Governors of
Missouri State University
Procurement Services
901 South National Avenue
Springfield, Missouri 65897
Telephone: (417) 836-6835, Fax: (417) 836-6583

Date: October 7, 2022 Page 1 of 7

Bid Close Date and Time:
Wednesday, 3:00 p.m. (CST)
October 19, 2022.

TO: (Provide company name and address below.)

**ALL BIDS MUST BE PREPARED
TO INCLUDE FREIGHT COSTS
TO SPRINGFIELD, MISSOURI**

Buyer: Micki Melton for Missouri State University

Missouri State University, as a state supported educational institution, is exempt from the payment of sales/use taxes pursuant to RSMo 144.040 and 144.615

ITEM NO.	QTY	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	ITEM TOTAL
			RFQ 8149-19 OPT Program Guide Sealed bids are hereby requested for the following item(s). General specifications and requirements are provided as part of this RFQ. When submitting sealed bid, mark in lower left corner of envelope: Sealed RFQ 8149-19. All quoted prices must be firm and fixed and must include all required components and shipping/delivery costs to: FOB Destination, Missouri State University Printing Services, Plaster Center for Free Enterprise, 405 North Jefferson (Delivery at dock on Boonville side of building), Springfield, Missouri 65806. <u>Fax or e-mail bids will NOT be accepted.</u> <u>Bid Close Date-Time- 3:00 p.m. (CST) Wednesday, October 19, 2022</u> Mail Bid Response To: Missouri State University Attn: Office of Procurement Services, Room 106 901 South National, Springfield, Missouri 65897		

THE BIDDER MUST SIGN AND RETURN THIS DOCUMENT AS PART OF HIS/HER BID.

Unless noted by the bidder, there shall be no restrictions on the number or quantity of an item that may be ordered.

If the requested quantity is not a standard package quantity, the bidder should quote on both the requested quantity and the standard package quantity, clearly identifying each.

If alternate items are offered, the bidder must provide descriptive literature and/or information for each alternate offered.

Additional costs for packing, handling, etc., not shown on this quotation will not be paid by the University.

See the "TERMS AND CONDITIONS OF REQUEST FOR PROPOSAL/QUOTATION (RFP/RFQ)" attached hereto for additional requirements.

DELIVERY _____ DAYS ARO OR STATE EARLIEST _____

PRICES EFFECTIVE FOR _____ DAYS OR UNTIL _____

THE BIDDER HEREBY AGREES TO FURNISH THE ITEMS AND/OR SERVICES SPECIFIED HEREIN, AT THE PRICES QUOTED, PURSUANT TO ALL REQUIREMENTS AND SPECIFICATIONS OF THIS REQUEST FOR QUOTATION.

AUTHORIZED SIGNATURE: _____

Please type or print name: _____

TITLE _____ DATE _____ PHONE NUMBER _____

COMPANY NAME: _____ **E-MAIL:** _____

ITEM NO.	QTY	UNIT	DESCRIPTION/SPECIFICATIONS	UNIT PRICE	ITEM TOTAL
001	1	EA	OPT Program Option of Mailing OPT Program Guide TOTAL Estimate for Printing the OPT Program with option to mail the OPT Program Guide. Contract effective from January 1, 2023 through December 31, 2023 as an annual 1-year (12 Month) contract. There will be 12 guides, one per month. Questions: Contact Micki @ 417.836.6835 beginning - Friday, November 4th – November 10th, 2022. Questions will be forwarded to department for answers. Please include a Current Certificate of Insurance with the following information: Additional Insured-Board of Governors of Missouri State University, it's Officers and Employees are Additional Insureds regarding General Liability. SPECIFICATIONS • 9* guides at 24-page self-cover • 3* guides at 28-page self-cover (typical 28-page months in past years are March or June, August or September, November or December) • 6 x 9 finished size • Saddle stitched booklet • 1 / 1 , black only, with bleeds • 70# white smooth opaque text (Lynx Opaque Ultra is what is currently used) – Substitution acceptable but MUST be 96 brightness and smooth finish and specify paper that will be used in bid. • Print ready pdf files provided around 9 a.m. (4 day turn around will start the next day if files are not delivered before 1:00 p.m.) • Estimated monthly Quantity = 7,500* *Quantity estimate	\$_____ \$_____ \$_____	\$_____ \$_____ \$_____

Mailing Option:

- Include mailing option in bid—
- Address and indicia will need to be printed on outside for mailing.
- Guide will be tabbed with 1 tab on the trailing edge and 2 tabs on the leading edge of the mail piece with 1.5” opaque wafer seals.
- Quantity to tab and mail will be all except for 300 un-tabbed, unaddressed (no indicia), that will be returned to MSU Postal Services for processing.
- Guides will be mailed with MSU’s non-profit permit #1555 and will go as letters (under 3oz).
- Must be in the mail allowing 7 business days (excluding holidays) before the last day of the month.

Timeline:

- Short turn around required for printing (4 working days)
- Files will be due to the vendor on or before the 15th of each month. If the 15th falls on a Saturday, files will be sent the Friday before. If it falls on a Sunday, the files will be sent on Monday. If files are delivered early the 4 working day turn time still stands.
- (e.g. files delivered on the 13th of the month before 1 p.m. must be delivered on the 16th). Saturday and Sunday are not working days.)

TERMS AND CONDITIONS, REQUEST FOR PROPOSAL/QUOTATION (RFP/RFQ)**I. TERMINOLOGY/DEFINITIONS**

1. Bids and Bidders means the same as proposals and offerors.
2. Closing Date and Time or Date and Time Returnable means the deadline required for the physical receipt of bids by the Procurement Office.
3. Must and Shall mean that a certain feature, component, or action is mandatory. Failure to comply will result in rejection of the proposal.
4. Request for Proposal (RFP) or Request for Quotation (RFQ) means the procurement document issued by the Procurement Office to potential bidders for the purchase of equipment, supplies, and/or services as described in the RFP/RFQ document. The definition includes these Terms and Conditions as well as any other Attachments and Amendments to the RFP/RFQ.

II. OPEN COMPETITION/RFP/RFQ DOCUMENT

1. It is the offeror's responsibility to ask questions, request changes or clarification, or otherwise advise the Procurement Office if any language, specifications, or requirements of the RFP/RFQ appear to inadvertently restrict or limit the requirements of the RFP/RFQ to a single source. Any and all communication from bidders regarding the RFP/RFQ and the procurement process must be directed to the Buyer identified on the first page of the RFP/RFQ. Such communication should be received at least five calendar days prior to the official Proposal Close Date.
2. The Procurement Office reserves the right to officially modify or cancel the RFP/RFQ after issuance. Bidders will be notified of any such modification or cancellation by issuance of an addendum from the Procurement Office.

III. CONFLICT OF INTEREST

The contractor hereby covenants that at the time of the submission of the proposal the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which could create such a conflict.

IV. PREPARATION OF BIDS/PROPOSALS

1. Failure to carefully examine the RFP/RFQ and all terms and conditions related thereto will be at the Offeror's risk.
2. Unless otherwise specifically stated in the RFP/RFQ, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
3. Bids lacking any written indication of intent to offer an alternate brand or to take an exception shall be considered to be in full compliance with the specifications and requirements of the RFP/RFQ.
4. All equipment and supplies offered must be new and of current production and available for marketing by the manufacturer unless the RFP/RFQ clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
5. Prices quoted by the offeror must remain valid for a minimum of ninety (90) days from the date of proposal opening. If the proposal is accepted, prices shall remain firm for the specified period.

V. SUBMISSION OF BIDS/PROPOSALS

1. Bids must be signed by a duly authorized representative of the offeror's organization and must contain all necessary information in the manner required by the RFP/RFQ.
2. The sealed envelope or package containing a proposal should be clearly marked with the official RFP/RFQ number and the Proposal Close Date. Bids for different RFP/RFQs should not be placed in the same envelope.
3. A bid may only be modified or withdrawn (1) by signed, written notice received by the Procurement Office prior to the Proposal Close Date and Time or (2) in person by the offeror or its authorized representative, provided proper identification is presented before the Bid Close Date and Time. Telephone requests to withdraw or modify a proposal will not be honored.
4. Bidders must, as a minimum, sign and return the RFP/RFQ cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the offeror of all RFP/RFQ terms and conditions. Failure to do so will result in rejection of the proposal unless the offeror's full compliance with those documents is indicated elsewhere within the offeror's response.

VI. QUOTATION/PROPOSAL OPENING

1. All bids will be opened at 3:00 p.m. on the date indicated. Prices will not be made available at that time and will not be made public until the evaluation is complete and an award is made.
2. It is the offeror's sole responsibility to ensure that the proposal is delivered to the Procurement Office by the Proposal Close Date and Time. If the Procurement Office is officially closed on the Proposal Close Date, bids will be accepted until 3:00 p.m. the next official work day and will be opened at that time.
3. Bids which are not received by the Procurement Office prior to the Proposal Close Date and Time will be considered late, regardless of the degree of lateness or the reason related thereto. Late bids will not be opened.

VII. EVALUATION/AWARD

1. An award will be made to the offeror whose proposal (1) complies with all mandatory specifications and requirements of the RFP/RFQ and (2) is the best proposal, price and other factors considered.
2. The right is reserved, as the interests of the University may require, to reject any or all bids and to waive any minor informality or irregularity in bids received. The Procurement Office reserves the right to request written clarification of any portion of the offeror's response if deemed necessary in order to verify the intent of the offeror.
3. The University reserves the right to make awards on an item by item basis, or on an all or none basis, as applicable, if deemed in the best interests of the University.
4. Any award shall be made only by written notification from the Procurement Office. For protest procedures see <http://www.missouristate.edu/procurement/65870.htm>, *Protests*.
5. All bids and associated documentation received on or before the Proposal Close Date and Time will be considered open records pursuant to Section 610.021 RSMo.

VIII. REMEDIES AND RIGHTS

1. No provision in the contract shall be construed, expressly or impliedly, as a waiver by the University of any existing or future right and/or remedy available by law in the event of any claim by the University of the contractor's default or breach of contract.
2. The contractor understands and agrees that the contract shall constitute an assignment by the contractor to the University of all rights, title, and interest in and to all causes of action that the contractor may have under the antitrust laws of the United States or the State of Missouri for which causes of action have accrued or will accrue as the result of, or in relation to, the particular equipment, supplies, and/or services purchased or procured by the contractor in the fulfillment of the contract with the University.

IX. DELIVERY, INSPECTION, AND ACCEPTANCE

1. Delivery of equipment, supplies, and/or services must be made no later than the time stated in the contract, or within a reasonable period of time if a specific time is not stated.
2. No equipment, supplies, and/or services received pursuant to the contract shall be deemed accepted until the University has had reasonable opportunity to inspect the same.
3. All equipment, supplies, and/or services which do not comply with the RFP/RFQ specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.
4. The University reserves the right to return any such rejected shipment at the contractor's expense for full credit or replacement and to specify a reasonable date by which replacements must be received. Signing the Bill of Lading shall not constitute acceptance of the shipment.
5. The University's right to reject any unacceptable equipment, supplies, and/or services shall not exclude any other legal, equitable or contractual remedies the University may have.

X. TERMINATION OF CONTRACT

1. If the University terminates the contract for any reason, the University reserves the right to obtain such equipment, supplies, and/or services from other sources and charge the contractor for any additional costs incurred as a result thereof, including attorney fees and court costs.
2. The contractor understands and agrees that funds required to fund the contract must be appropriated by the General Assembly of the State of Missouri for each fiscal year included within the contract period. The contract shall not be binding upon the University for any period in which funds have not been appropriated, and the University shall not be liable for any costs associated with termination caused by lack of appropriations.

XI. WARRANTY

1. The contractor expressly warrants that all equipment, supplies, and/or services provided will (1) conform to each and every specification, drawing, sample or other description provided as part of the RFP/RFQ, (2) be fit and sufficient for the purpose expressed in the RFP/RFQ, (3) be merchantable, (4) be of good materials and workmanship, and (5) be free from defect.
2. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of, or payment for, said equipment, supplies, and/or services.

XII. APPLICABLE LAWS AND REGULATIONS

1. The contract shall be construed according to the laws of the State of Missouri. In the event of any litigation arising hereunder, the parties agree that venue shall be proper only in the State Circuit Court for Greene County, Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
2. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provision shall be void and unenforceable. The balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the University.
3. The contractor must be registered with and maintain good standing with the Secretary of State of the State of Missouri and other regulatory agencies as may be required by law or regulation.
4. The contractor must file and pay in a timely manner all Missouri sales, withholding, corporate and any other required Missouri taxes.

XIII. INVOICING AND PAYMENT

1. Payment for all equipment, supplies, and/or services required herein will be made in arrears.
2. Invoices must be directed to the Procurement Office and must include the contract number or purchase order number, item number, contract description of supplies or services, sizes, quantities, unit prices, and extended totals.
3. Invoices shall be subject to late payment charges as provided for in Section 34.055 RSMo.
4. The University does not pay state or federal taxes unless otherwise required by law or regulation.
5. The University assumes no obligation for equipment, supplies, and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to rejection by the University and shall be returned at the contractor's expense.
6. The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of the University.

XIV. NON-DISCRIMINATION AND AFFIRMATIVE ACTION

1. In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:
 - a.) A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
 - b.) The identification of a person designated to handle affirmative action;
 - c.) The establishment of non-discriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion, and discipline;
 - d.) The exclusion of discrimination from all collective bargaining agreements; and
 - e.) Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.
2. **Vietnam Era Veterans' Readjustment Assistance Act of 1974 (VEVRAA) for Contracts of \$100,000.00 or More**

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-300.5(a). This regulation prohibits Discrimination against qualified protected veterans, and requires affirmative action by covered prime contractors and Subcontractors to employ and advance in employment qualified protected veterans.

3. Disability Rehabilitation Act of 1973 Section 503 for Contracts in Excess of \$10,000.00

This contractor and subcontractor shall abide by the requirements of 41 CFR 60-741.5(a). This regulation prohibits discrimination against qualified individuals on the basis of disability, and requires affirmative action by covered prime contractors and subcontractors to employ and advance in employment qualified individuals with disabilities.

XV. AMERICANS WITH DISABILITIES ACT

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors must comply with and be responsible for all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

XVI. REQUIREMENTS FOR PRIME CONTRACTORS AND SUBCONTRACTORS

1. Each prime contractor and subcontractor shall file annually, on or before the 31st day of March, complete and accurate reports on Standard Form 100 (EEO-1) promulgated jointly by the Office of Federal Contract Compliance Programs, the Equal Employment Opportunity Commission and Plans for Progress, or such form as may hereafter be promulgated in its place, if such prime contractor or subcontractor (i) is not exempt from the provisions of these regulations in accordance with 60-1.5; (ii) has 50 or more employees; (iii) is a prime contractor or first tier subcontractor; and (iv) has a contract, subcontract or purchase order amounting to \$50,000 or more or serves as a depository of government funds in any amount, or is a financial institution which is an issuing and paying agent for U.S. savings bonds and savings notes: *Provided*, that any subcontractor below the first tier which performs construction work at the site of construction shall be required to file such a report if it meets the requirements of paragraphs (i), (ii), and (iv) of this section.
2. Facilities provided for employees must be provided in such a manner that segregation on the basis of race, color, religion, or national origin cannot result.

XVII. Accessibility of Digital Materials

Any contract database delivered under this Request for Proposal will be fully compliant with i) Section 508 of the Rehabilitation Act, the Americans with Disabilities Act, as amended ("Acts"), and ii) the Web Content Accessibility Guidelines (WCAG) 2.0 AA. Should any portion of a contract database not conform to the aforementioned standards of digital accessibility, offeror agrees to defend, indemnify and hold harmless University, its officers, directors, successors, employees and agents harmless from and against any and all third-party claims, liabilities, obligations, judgment, causes of action, costs and expenses (including reasonable attorneys' fees) ("Claims") against University to the extent such claim(s) is/are based on allegations that the materials are not compliant with the above referenced standards of digital accessibility in i) and ii).

AFFIDAVIT FOR ANTI-DISCRIMINATION AGAINST ISRAEL ACT

The contractor certifies that the company is not currently engaged in and shall not, for the duration of the contract, engage in a boycott of goods or services from the State of Israel; companies doing business in or with Israel or authorized by, licensed by, or organized under the laws of the State of Israel; or persons or entities doing business in the State of Israel.

Requirement applies to contracts to acquire or dispose of services, supplies, information technology, or construction, but does not apply to contracts with a total potential value of less than one hundred thousand dollars (\$100,000.00), or to contractors with fewer than ten (10) employees.

See <https://revisor.mo.gov/main/OneSection.aspx?section=34.600>.

In Affirmation thereof, the facts stated above are true and correct (The undersigned understands that false statements made in this filing are subject to the penalties provided under Section 575.040, RSMo).

Signature of Person with Authority Printed Name

Title Date

Subscribed and sworn to before me this _____ of _____, State of

_____, and my commission expires on _____ Date
(Name of State)

Signature of notary Date