



REQUEST FOR QUOTE

Procurement Services
 8600 University Blvd.
 Evansville, IN 47712-3597

USI Illume Magazine:
 2022 Fall & 2023 Spring and 2023 Fall & 2024 Spring Issues

<p>Quotation No: 22-7-10001-02080</p> <p>Due Date / Time: 2-3-22 / 2PM Local Time</p>	<p>Instructions: See attachment for Magazine Specifications and Inkjet Mail Preparation</p>	<p>Return to: Jeff Sponn, Director of Procurement University of Southern Indiana Procurement Services (Support Services Building) 8600 University Blvd Evansville, IN 47712 jsponn@usi.edu Fax: 812-461-5275</p>
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GENERAL INSTRUCTIONS TO PROPOSERS

USI Quote form must be returned to:
PROCUREMENT SERVICES, JEFF SPONN
 Support Services Building
jsponn@usi.edu, Fax: 812-461-5275

- Late submissions will NOT be considered in bid analysis.
- **Non-sealed quote form may be faxed or emailed by due date/time.**
- Original form must be received by Procurement within two days following the due date.
- If no quote is to be submitted, mark "NO QUOTE", sign and return to remain on future mailing list.

This is an RFQ for a 2-year contract for magazine printing production, mail preparation and fulfillment of the Spring and Fall issues of *illume* magazine. The magazine mails at the end of March and end of September.

Vendor is requested to hold pricing for 2-year contract based on a per/thousand cost as quantities will increase per issue over the 2-year time frame.

**During the Initial Term and any extended term, either party may terminate this Agreement in the event the other party breaches and material provision of the Agreement, and such breach is not cured within thirty (30) days of receipt of written notice thereof.

Give the name, email, phone & fax number of the person to contact regarding questions about this quote request.

Name ()
 Email ()
 Phone () Fax ()

Please direct any questions concerning this proposal to:

Terri Bischoff, Director Creative and Print Services
 University of Southern Indiana
 8600 University Blvd., Evansville, IN 47712.
 Telephone: (812) 461-5465 Email: tjbischoff@usi.edu

For proposal results please view our website at www.usi.edu/procurement/competitive-bids-results

A. General Terms and Conditions

1. Prices to include F.O.B. University of Southern Indiana
2. Freight or other costs will not be allowed unless included in your proposal.
3. Unless otherwise understood, there are no restrictions on the number of items or quantity that may be ordered.
4. If alternates are offered, full descriptive information and literature must be submitted with proposal.
5. The University of Southern Indiana is a political subdivision of the state of Indiana and is not subject to state sales tax. A tax exemption certificate will be sent upon request.

B. Terms/Shipping (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Prices are firm for _____ days
2. Expected terms are Net 30, if not, please indicate here: _____
3. Shipment to be made from _____ within _____ days

C. Minority Business Information (VENDOR: PLEASE COMPLETE THE FOLLOWING)

1. Is your business a certified minority?
Yes _____ No _____
2. If yes, how certified: _____

Company Name: _____

Authorized company signature: _____

Printed name: _____

For questions arising from this proposal request, please complete:

Contact Person Name: _____

Contact Person Email: _____

Contact Person Telephone: _____

Nondiscrimination and affirmative action. This contractor and its subcontractor(s), if any, shall abide by the requirements of Indiana Civil Rights Act, IC 22-9, Executive Order 11246 and the Equal Opportunity clauses as set forth in 41 CFR §§ 60-1.4(a), 60-300.5(a) and 60-741.5(a). These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals with respect to his hire, tenure, terms, conditions or privileges of employment or any matter directly or indirectly related to employment, based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, protected veteran status or disability. As used herein, "contractor" shall be deemed to mean "Vendor" or "Supplier" and "contract" shall be deemed to mean this Agreement. The contractor will also comply with all applicable affirmative action reporting requirements. In addition, the contractor shall cause the Equal Opportunity clause references to be included in their subcontracts or purchases orders hereunder unless exempted by rules, regulations and orders of the Secretary of Labor issue pursuant to Section 201 of the Executive Order 11246 and 11375 as amended.

Signature  _____
Jeff Sporn, Director of Procurement

Date 1-18-22

Printing and Mailing Specs for RFP

USI *illum*e magazine

PRINTING AGREEMENT

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Printing Specs

2022 Fall & 2023 Spring and 2023 Fall & 2024 Spring *illum*e issues

Qty: 49,000 & 51,000

Finished Size: 9' x 10.5"

Pages: 48 + cover

Stock: Cover—80# Lynx Cover

Inside pages—70# Opus satin text

Inks: 4cp/4cp with bleed

Quote Cover as sheetfed and inside pages printing on in-house web press (will not accept outsourcing to a second-party vendor)

Bindery: trim, score cover, fold and saddlestitch (note: will have a #9 remittance envelope as a separate component to bind in to magazine. Do not include printing cost of this piece in this quote)

> No overs or unders accepted.

USI will provide print ready files, vendor to provide color match proof. Vendor to cover costs of mailing proofs to and from USI by supplying USI with vendor's UPS or FedEx account number.

Inkjet and Mail Preparation:

Inkjet NCOA certified address list supplied by USI

Prepare magazine for mailing using USI's nonprofit mail permit # for mailing

Note: Postage will be paid separately from printing and mail prep Purchase Order via USI' CAPS debit account. All mailing transaction & documentation must be handled via USPS PostalOne systems.

Based on USI's supplied list and specified weight, vendor will provide a distribution postal analysis, listing of total postage costs and freight to dropship locations.

*Provide bundled pricing for mail list processing (inclusive of merge, purge, duplicate eliminations address standardization and NCOA).

Estimated Shipping cost for extra copies:

Before sending press ready files USI will include in final quantity an approximate number of extra copies (upon completion of printing & mail fulfillment) to be sent to Creative & Print services (Attention: Terri Bischoff).

Extra copies are approximately 600. Please include estimated shipping costs to USI.