



REQUEST FOR QUOTE

Procurement
8600 University Blvd.
Evansville, IN 47712-3597

USI illume Magazine:
2024 Fall & 2025 Spring, 2025 Fall & 2026 Spring and
2026 Fall & 2027 Spring illume issues

Quotation No: 25-4-10001-02080 Due Date / Time: September 19, 2024 / 2PM Local Time	Instructions: See attachment for Magazine Specifications and Inkjet Mail Preparation	Return to: Jeff Sponn, Director of Procurement University of Southern Indiana Procurement (Support Services Building) 8600 University Blvd Evansville, IN 47712 jsponn@usi.edu Fax: 812-461-5275
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GENERAL INSTRUCTIONS TO PROPOSERS

USI RFQ form must be returned to:
JEFF SPONN, Director of Procurement
Email: jsponn@usi.edu
PROCUREMENT, Support Services Building
Non-sealed proposal form may be emailed by due date/time.
Late submissions will NOT be considered in bid analysis.

This is an RFQ for a 3-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 April and end of October.

Vendor is requested to hold pricing for 2-year contract based on a per/thousand cost as quantities will increase per issue over the 3-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 any 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:

Amy Ubelhor, Director of University Creative and Print
University of Southern Indiana
8600 University Blvd., Evansville, IN 47712.
Telephone: (812) 465-1616 Email: aeubelhor1@usi.edu

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 Date 9-9-24 

Jeff Sporn, Director of Procurement

Printing and Mailing Specs for RFQ

USI *illumine* magazine

PRINTING AGREEMENT

This is an RFQ for a 3-year contract for magazine printing production, mail preparation and fulfillment of the Spring and Fall issues of *illumine* magazine. The magazine mails at the end of April and end of October.

Vendor is requested to hold pricing for 2-year contract based on a per/thousand cost as quantities will increase per issue over the 3-year time frame.

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

Printing Specs

2024 Fall & 2025 Spring, 2025 Fall & 2026 Spring and 2026 Fall & 2027 Spring *illumine* issues

Qty: 49,000 & 51,000

Finished Size: 8. 3/8' x 10. 7/8"

Pages: 48 + cover

Perfect Bound

Stock: Cover—7pt Dull or Satin Cover web press

Inside pages—80# Matte text

Inks: 4cp/4cp with bleed

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

Please indicate the number of pages/signatures we can add or subtract if the need arises.

Bindery: trim, score cover, fold and perfect bound

> 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

Mail processing to include: mail file provided by USI, inkjet sort and truck to postal distribution centers

Send remaining unaddressed magazines to University Creative and Print

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 (include co-mailing options) and freight to dropship locations before actual mailing.

*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: Amy Ubelhor). Extra copies are approximately 600. Please include in your quote an estimated shipping cost for extra copies to USI.