

MISSOURI WESTERN STATE UNIVERSITY

REQUEST FOR PROPOSAL 20-069

FOR

PRINTING SERVICES

Submission Deadline: December 13, 2019 2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until 12:00 pm on December 2, 2019. Questions received after this date may not be answered. Please reference the RFP# on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this solicitation. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.

**Table of Contents**

**Introduction** **Page**

Background 3
Scope of Work 3

**Bidder Instructions**

Bidder Instructions 3
Submission of Materials 3

**Proposal**

Proposal Term & Cancelation 4 Technical Requirements 4
Resource Requirements 5

Award 5

Data 5

Company Profile 6

Proposed Method of Performance 6

References & Samples 6

**RFP Timeline**  7

**Evaluation & Selection** 7

**Pricing Page** 8

**BACKGROUND**

Missouri Western State University (MWSU) seeks to work with firms to perform printing services in accordance with the terms and conditions included. Printing services include, but are not limited to, printing, binding and layout for the major recruitment, promotional marketing and various institutional publications published by the MWSU. For the purpose of this document, printing services are also inclusive of “quick” black/white and color copying for MWSU. Detailed information regarding MWSU may be found at <http://www.missouriwestern.edu/>about/

**SCOPE OF WORK**

The Scope of Work shall include but may not be limited to:

Printing Services as needed by MWSU. Jobs will vary.

Bidders are responsible for understanding the scope of this RFP and complying with the requirements herein. Bidder must provide accurate responses to the requirements. References to external documents or websites will not be considered; all materials must be included with the bid response. Failure to comply with any of the requirements of this RFP may cause the rejection of the bidder proposal.

**BIDDER INSTRUCTIONS**

* Proposals may not be accepted if the RFP number is not on the outside of the envelope.
* Proposal must be prepared in accordance with Submission Material (described below). Those proposals, which are not in compliance, may be deemed non-responsive.
* The last day for questions regarding this RFP is 12:00 p.m. Central Time, December 2, 2019. These questions should be submitted to purchase@misssouriwestern.edu.
* RFP should be submitted no later than December 13, 2019 2:00 p.m. Central Time to:

Missouri Western State University

Purchasing, Popplewell Hall 221

4525 Downs Drive

St. Joseph, MO 64507

**SUBMISSION MATERIALS**

ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED. Responses must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Proposals Bid Number (RFP20-069) shall also be clearly marked on the outside of the envelope or package. The following items should be mailed to MWSU by December 13, 2019 by 2:00pm Central Time.

* Invitation to Bid Page: Complete the required vendor contact information for RFP20-069.
* Beginning on page six (6) respond to the Company Profile and each point of the Proposed Method of Performance. Provide detailed responses to each point addressed.
* Pricing: Include page eight to ten (8-10) pricing pages to provide an overview of your proposal pricing. Specifications found on page four (4), under the Proposal Term & Cancelation section.
* Addendum: Include any addendums for verification of receipt.
* Include one (1) original plus two (2) copies of all proposal submission materials for a total of three (3) hard copy documents. Also, include one (1) non-returnable flash drive with your entire proposal.
* References and Samples need to be included. Find specifications beginning on page six (6).

**PROPOSAL TERM & CANCELATION**

This will be a six (6) month agreement (January 1, 2020 – June 30, 2020) with an annual renewal option for an additional three years (July 1, 2020 – June 30, 2023), upon mutual agreement by the vendor and MWSU. The pricing may be renewed by MWSU on a year-to-year basis to continue the relationship until June 30, 2023, for a three-year agreement. Please note in pricing page of any proposed increases for the subsequent years. (See pricing sheet beginning on page 8). If a mutual agreement cannot be reached, MWSU reserves the right to rebid.

Poor quality printing, as deemed by MWSU, shall be sufficient reason for rejection of all or any part of the completed order. Any errors made by the vendor will be corrected, reprinted and delivered at no cost to MWSU.

MWSU reserves the right to terminate the agreement at any time, for the convenience of MWSU, without penalty or recourse, by giving written notice to the vendor at least 30 calendar days prior to the effective date of such termination.

**TECHNICAL REQUIREMENTS**

The vendor shall provide printing services utilizing the following specifications:

Provide the highest possible quality of cost efficient printing and customer service.

Quality of print will be determined upon delivery. If print quality isn’t in line with our standards, then the vendor will reprint at no cost to MWSU.

Utilize paper of the quality equivalent to paper either currently being used or requested by MWSU.

Print MWSU’s publications within the generally accepted turnaround time as specified by the requesting department and provide draft proofs as appropriate for review.

Provide pick-up and delivery or appropriate transmittal, including overnight delivery w when necessary, of all artwork proofs, and finished product to and from MWSU (individual departments not the Mailroom).

Provide MWSU with the highest possible level of customer service. This may include, but not be limited to, meeting with MWSU representatives within 48 hours of request at no charge to MWSU. Depending upon the scope/complexity of the publication, multiple meetings may be necessary. Vendors must have the ability to make modifications to the print files, as instructed by MWSU staff. Vendors must have the ability to purchase stock photography as instructed/approved by MWSU staff. Vendors must have the ability to routinely design projects consistent with MWSU brand and style within generally accepted turnaround time as specified by the requesting department.

Package and/or shrink-wrap each job as appropriate for ease of handling.

For all agreements awarded, MWSU’s Chief Communications Officer shall be the main contact person. However, due to the decentralized nature of MWSU and the nature of these intended agreements, it is anticipated that a variety of individuals will most likely work directly with the vendor.

**RESOURCE REQUIREMENTS**

The vendor shall become familiar with the entire graphics standards policy and MWSU’s brand to ensure printed materials comply with MWSU’s standards, including ownership of required fonts. Printed materials must be approved by the Marketing and Communications Division prior to printing.

 <https://www.missouriwestern.edu/cps/wp-content/uploads/sites/110/2018/11/GraphicStandards.pdf>

Unless otherwise specified herein, the vendor shall be responsible for furnishing all material, labor, facilities, equipment and supplies necessary to perform the printing services.

The vendor represents itself to be an independent contractor offering such services to the public and shall not represent itself or its employees to be employed by MWSU. The sole relationship between MWSU and the vendor is as established by this agreement. The vendor acknowledges responsibility for filing all returns and paying all taxes, FICA, employee fringe benefits, workers compensation, employee insurance, minimum wage requirements, overtime, etc., associated with the performance of the contractual requirements. The vendor also agrees to indemnify, save and hold MWSU its officers, agents and employees, harmless from and against any and all losses, costs attorney fees and damage of any kind related to such matters. Upon request, the vendor will provide to MWSU evidence of compliance with these requirements.

The vendor must comply with all existing or future applicable laws, including but not limited to, those pertaining to soy-based ink and recycled paper.

**AWARD**

MWSU is seeking to enter into agreements with more than one firm to provide the best quality products and the highest level of customer service for a reasonable price.

The vendor agrees and understands that the agreement shall not be construed as an exclusive arrangement and further agrees that the University may secure identical and/or similar services from other sources at any time in conjunction with or in replacement of the vendor's service.

A MWSU department with a printing need will be allowed to utilize any of these multiple pre-certified firms. This will ensure MWSU business continues uninterrupted and recognizes that different firms have various expertise or equipment, which fulfills a specialty niche. For larger printing jobs over $3,000, departments will be encouraged to obtain competitive quotes based on the job specifications from more than one vendor before selecting one of the vendors to perform the services.

**DATA**

Inasmuch as under the agreement the vendor may acquire confidential information, the vendor agrees to use such information only for the sole benefit of MWSU and to keep confidential such information, as well as all information developed in the conduct of the work contracted for including information disclosed by MWSU to vendor or any other person engaged in the contracted work. The vendor further agrees that all data, technical information, and reports developed by vendor or any person engaged in the contracted work are the property of MWSU and shall not be disclosed to others at any time or used for any other purpose other than for the sole benefit of MWSU, and that upon termination of the agreement, or at any other time MWSU requests, the vendor or any other person involved in the contracted work will transmit to MWSU any written, printed, or other materials embodying such confidential information, including all copies and excerpts thereof, given to, prepared by or for the vendor, or any other person involved in the contracted work. It is further understood and agreed that this obligation to keep such information confidential shall continue at all times beyond the completion of the contracted work. W-2 tax information would be the most sensitive file MWSU would send to the vendor (once annually).

The vendor shall agree and understand that all exhibits, materials, digital files, artwork, design features and concepts developed as a result of the agreement shall become the property of MWSU, with all rights and interests for present and future publication, display, sale, copyright or other use as deemed appropriate by

MWSU.

**COMPANY PROFILE**

The Bidder must provide information regarding their company background and what local presence (if any) exists. The Bidder must also provide a minimum of three references from the Higher Education community (preferably also located in Missouri), which includes contact name, email, and phone number.

**PROPOSED METHOD OF PERFORMANCE**

Each response will be evaluated subjectively based on the vendor’s distinctive plan for performing the requirements of the RFP. The vendor should present a written narrative, which clearly and concisely states the method or manner by which the Scope of Work will be satisfied, specifically the following items:

* Describe how your firm plans to provide printing services for MWSU. Include a description on how the firm will work with MWSU, whether a single point of contact will be assigned, and any subcontractors, which would be used to complete the work. It may be helpful to describe how your firm will work on a job from the start of a typical job to completion.
* Describe how your firm plans to review work and correct initial problems prior to the proofs arriving at MWSU.
* Describe your firm’s ability to perform prepress work from a variety of software programs. State the software programs the firm has experience with, and how the firm will adapt to new-to-the-marketplace programs.
* Describe your firm’s proofing procedures.
* Describe your firm’s ability to access and receive electronic mail and files.
* Describe the amount of time required between receipt of approved, finished digital files and final printed product.
* Describe how your firm would provide delivery services to the campus community. Please note: all deliveries at MWSU will go through the Mailroom and not be delivered directly to departments. And any associated fees and costs.
* Describe how your firm would market itself to the campus community, differentiating between students, faculty, and staff. Also describe anticipated promotions, special offerings, etc. and how such would be marketed to the campus.
* Describe how invoicing will be handled. Specifically, due to its decentralized nature, MWSU will require separate invoices for different jobs. MWSU does not pay for overages. Also, describe how invoices will be generated and sent to ensure the correct individual receives the invoice.
* Describe any additional professional services or incentives, which will be provided to MWSU in addition to fulfilling the Scope of Services.
* If confidentiality is essential to the job being printed, outline how the job will be handled (from receipt of information through delivery of job), to ensure no breach of confidentiality occurs.

**REFERENCES & SAMPLES**

Printers are required to send recent, comparable samples of work along with bids. MWSU may reject bids that do not send samples.

Any sample items and mock-ups submitted with the proposal must be provided at no expense to MWSU. The items will not be returned.

MWSU reserves the right to request additional samples and/or mock-ups from the vendor in order to develop a comprehensive assessment of the proposal.

**RFP TIMELINE**

RFP Issued November 22, 2019

Deadline for Submission of Questions December 2, 2019

RFP Open Date December 13, 2019

Selection Committee Recommendation No later than December 20, 2019

Agreement Awarded December 20, 2019

**EVALUATION AND SELECTION**

For vendors who meet the minimum qualifications their proposals shall be evaluated by the Selection Review Committee.

Responses to this RFP will be evaluated upon the features and functionality stated in the proposal and the related costs as well as the responses provided. The evaluation process of proposed solutions will be managed to identify the solution that best meets the objectives of this RFP and serves the MWSU’s objectives with the best value.

Factors that will be considered during the assessment and decision process include:

1. Information from references and submitted samples of your work
2. Cost
3. Experience and Reliability
4. Proposed Method of Performance
5. Response and compliance to the requirements of RFP

 **PRINTING SERVICES**

**PRICING PAGE**

Please provide firm, fixed pricing information for the standard items listed below. Please also include initial set-up costs for the first six (6) months (January 1, 2020 to June 30, 2020). This allows MWSU to compare prices on an “apples to apples” basis. Include pricing for subsequent years as price increases in space provided below. Since MWSU requests FOB destination, the unit price must include all applicable charges (such as shipping, handling, delivery, etc.) **Please note that Missouri Western will NOT pay for overages. Please include them in your bid.**

Flyers 8.5” x 11” 10 pt. Carolina C1S 4/0

Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Flyers 11” x 17” 10 pt. Carolina C1S 4/0

 Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Handbills 4.25” x 5.5”10 pt. Carolina C1S 4/0 vs 10 pt. Carolina 2CS 4/4

 Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Business cards 80# cover finch, 4/0, one-side

Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Letterhead 60# text finch, 4/0

 Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Rack cards 8.5” x 3.667” 4/4 Carolina 10pt. C2S

 Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Tri-folds 4/4, 80# matte text, 8.5” x 11”

 Quantity 100 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 250 $\_\_\_\_\_\_\_\_\_\_\_

Quantity 500 $\_\_\_\_\_\_\_\_\_\_\_

 Quantity 1,000 $\_\_\_\_\_\_\_\_\_\_\_

Design services per hour $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 1 pricing % increase (7-1-20 to 6-30-21) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 2 pricing % increase (7-1-21 to 6-30-22) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year 3 pricing % increase (7-1-22 to 6-30-23) $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**CONDITIONS OF BID AND SALE:**

The vendor must comply with all Federal, State and Local regulations and laws.

Proposals received after the deadline will not be accepted or considered.

MWSU reserves the right to reject any and all proposals received in response to this RFP and to waive any minor irregularity or informality.

Printed Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date\_\_\_\_\_\_\_\_\_