



UNIVERSITY
of WEST
FLORIDA

SUBMIT BIDS TO:

Procurement and Contracts
11000 University Parkway
Building 20E, Room 101
Pensacola, FL 32514

Access Bid Info on the Web:

<http://uwf.edu/procurement/>

**INVITATION TO BID (ITB)
CONTRACTUAL SERVICES/COMMODITY
BIDDER ACKNOWLEDGMENT**

POSTING OF BID TABULATIONS:

Bid tabulations with recommended awards will be posted at the University Procurement and Contracts' website and will remain posted for a period of 72 hours. Failure to file a protest within the 72 hours prescribed in UWF/REG. 6.0054(5), F.S., shall constitute waiver of proceedings under UWF Regulations.

BID NUMBER & TITLE: 13ITBT-01EE Printing of The Voyager

BID DUE DATE/TIME: August 19, 2013 @ 2:00 P.M. (Central Time)
And may not be withdrawn within 10 days after such date and time.

ESTIMATED POSTING DATE OF AWARD:
August 20, 2013

BUYER: Eric Engelmeyer

ISSUE DATE: August 5, 2013

BIDDER NAME:

BIDDER IS:

INDIVIDUAL OR PARTNERSHIP CORPORATION*
*State of Incorporation _____

MAILING ADDRESS:

DELIVERY DATE WILL BE _____
DAYS after receipt of Purchase Order

CITY-STATE-ZIP:

CASH DISCOUNT TERMS:

PHONE #: ()

REASON FOR NO BID:

TOLL-FREE #: ()

FAX #: ()

FEDERAL EMPLOYER ID NUMBER:

**MY FIRM IS A FLORIDA CERTIFIED MINORITY
BUSINESS ENTERPRISE:**

YES NO

WEB ADDRESS:

IF YES, ATTACH COPY OF CERTIFICATION.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder and that the bidder is in compliance with all requirements of the Invitation to Bid, hereinafter referred to as ITB, including but not limited to certification requirements. In submitting a bid to the University of West Florida, the bidder offers and agrees that if the bid is accepted, the bidder will convey, sell, assign or transfer to the University of West Florida all rights, title and interest in and to all causes of action it may now or hereafter acquire under the Anti-Trust Laws of the U.S. and the State of Florida for price fixing relating to the particular commodities or services purchased or acquired by the University of West Florida. At the University's discretion, such assignment shall be made and become effective at the time the University tenders final payment to the bidder. Furthermore, by responding to the ITB, I attest that the specifications, terms and conditions, are not restrictive and that I have no objection to any of the terms, conditions, or specifications.

X

TYPED AUTHORIZED SIGNATURE & TITLE:

E-MAIL:

MANUAL AUTHORIZED SIGNATURE

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PROJECT STATEMENT

PURPOSE

The University of West Florida intends to award a multi-year contract for printing services to produce the student newspaper, The Voyager, in accordance with accompanying specifications. The Voyager is to be printed weekly (approximately 28 issues) during the Spring and Fall terms.

CONTRACT PERIOD

The original term contract will be for a period of three (3) years from date of execution. The University may renew for one (1) additional three (3) year periods subject to satisfactory periodic performance reviews and by mutual agreement in writing. Payments will be made to the vendor by using the University credit card.

CANCELLATION

All contract obligations shall prevail through the satisfactory completion of service. This contract may be canceled in whole or in part by either party by giving sixty (60) days prior written notice to the other party without penalty or cause. A termination penalty may not be charged to the University. The University shall be liable only for payment for service rendered prior to the effective date of termination.

CONTACTS

The sole contact and Procurement and Contracts representative for this ITB is: Eric Engelmeyer,
Email: eengelmeyer@uwf.edu , Phone: 850-474-2629, Fax: 850-474-2090,
Web address: <http://uwf.edu/procurement>

Bidders are advised that from the date of release of this ITB until award of the contract, **no contact with University personnel related to this ITB is permitted. All communications are directed to the Procurement and Contracts representative and sole contact listed above. Any such unauthorized contact will result in the disqualification of the Bidder's submittal.**

Bidders are to submit:

- one (1) original with the original manual signature of the authorized person signing the bid; and
- one (1) copy of the original: and
- one (1) electronic copy of the original

Failure to include the original with an authorized manual signature shall be grounds for rejection of your response

Bidders are fully responsible for obtaining the complete ITB, Attachments, Addenda (if applicable), information concerning the ITB tabulations, and award by visiting our web site:

<http://www.uwf.edu/procurement/pages/OpenBidsProposals.cfm>. It is highly recommended that bidders bookmark this web site and visit it frequently to obtain all applicable information. Lack of a signed addendum within the bid package could disqualify your bid.

Section 815.045, Florida Statutes makes trade secrets confidential and exempt from public records requests. Trade secrets as defined in section 812.081 Florida Statutes include proprietary information which is (1) secret, (2) of value, (3) for use in your business or in use by your business and which is (4) of advantage to your business, or provides an opportunity for you to obtain an advantage over those who do not know the information or use the information. In order for the information to be considered covered by these statutes, you must take measures to prevent the information from becoming available to persons other than those selected by you to have access to the information.

Ordinarily, information contained in bid submissions is available to the public upon request. If you believe any of the information provided in your submission meets the criteria of a trade secret and you wish to protect it, you must write the word "confidential" on each page, either on the bottom, top or as a watermark BEFORE you provide the submission to the University.

BIDDER ELIGIBILITY

To be eligible to receive an award of contract, bidders are to provide requested information and meet certain requirements which are identified in the bid information documents. Failure to provide the information may be cause to treat the bid as non-responsive. For the convenience of all bidders, a checklist of required information and materials is provided. Bidders are to provide unit prices on the Bid Pricing Summary Sheet, attached hereto.

Bidder shall provide 3 to 5 references for similar work, preferably local.

FLORIDA PREFERENCE

Pursuant to §283.35 Florida Statutes and Regulation 18.001, Florida Board of Governors, award recommendations shall make specified adjustments to pricing when considering solicitations from Proposers having a principal place of business outside the State of Florida. All Proposers must complete and submit the "Bidder's Statement of Principal Place of Business", Attachment – D, with the response to this solicitation. Failure to comply shall be considered non-responsive to the terms of this solicitation. Refer to <http://www.leg.state.fl.us/Statutes/index.cfm> for additional information regarding this Statute.

SCOPE OF WORK

The University of West Florida intends to award a multi-year contract for printing services to produce the student newspaper The Voyager, in accordance with accompanying specifications. The Voyager is to be printed weekly (approximately 28 issues) during the Spring and Fall terms. The University of West Florida reserves the right to change the frequency and number of issues, as well as the day of publication, upon ten days written notice to the printer.

Fall Term: August 28
September 4, 11, 18, 25
October 2, 9, 16, 30
November 6, 13, 20
December 4

Spring Term: January 8, 15, 22, 29
February 5, 12, 19, 26
March 5, 19, 26
April 2, 9, 16, 23

The above dates will change for the renewal years to reflect the changes in dates for the same day of the week.

TECHNICAL SPECIFICATIONS

Printing Format	
Process:	Offset
Size:	22" x 11" folded to 11" x 11"
	(6 columns – 1 1/3")
No. Of Pages:	12-14
Bindery:	Collated and Folded
Stock:	100% Recycled Content Newsprint (see attached "Recycled Content Requirement" form for recycled definitions and statute references)
Inks:	Black and Spot Color (selected at option of Voyager staff)
	Full Color Photographs (at option of Voyager staff)
Halftones, Screening & Line Work:	All pages and artwork will be submitted via FTP upload in PDF format
On-site Pickup & Delivery Service:	UWF requires that the vendor deliver materials on the scheduled dates. The vendor must provide delivery of the materials at no cost to the University.
Advertiser's Preprinted Ads:	Advertiser's ads will be printed in the Voyager. The ad copy will be provided by UWF

SPECIAL TERMS AND CONDITIONS

QUALITY STANDARDS

All printing must be of EXCELLENT quality. The University shall be the sole judge of product quality applying standards generally acceptable in the industry.

CALENDAR DEADLINES

The University reserves the right to cancel the order or any portion thereof if delivery or performance is not made within the specified time.

Delivery of the completed publication does not constitute approval. Final acceptance must be determined by the University and may require an extended inspection period. The University has 20 days after delivery of printed material to notify the vendor of acceptance or non-acceptance. Most notifications will be within 10 days.

Unless an extension of delivery date is issued in writing by the University, delivery deadlines are time sensitive and firm. The University reserves the right to cancel the order or any portion thereof if delivery or performance is not made within the specified time. Delivery of completed publication shall be FOB to the University of West Florida.

DELIVERY AND COPY MATERIALS

The Publication and all copy materials supplied by UWF must be returned with the completed publication to:

Print copy to be transmitted electronically to the printer before Monday 10:00 PM CST.

Publication must be delivered the following Wednesday no later than noon (12:00pm, CST) on each scheduled publication date.

Location for Delivery: Publication must be delivered to UWF or alternate location agreed upon by the Vendor and the Voyager Staff. One week notice in advance of printing is required if the publication is to be delivered to an alternate location. Publication to be delivered to UWF at the address:

THE UNIVERSITY OF WEST FLORIDA
VOYAGER NEWSPAPER OFFICE
BLDG 36 RM 108
11000 UNIVERSITY PKWY
PENSACOLA FL 32514-5750

DESIGNATED "TIME-SENSITIVE" MATERIAL

This printing job is considered time sensitive

Material designated as "time-sensitive" is defined as dated material or material intended for a specific event.

LIQUIDATED DAMAGES AND CURES

Printed materials must meet the quality and standards set forth in these specifications and by the materials supplied by the University. If the University deems a product unacceptable, the vendor will be given the opportunity for a prompt cure. When time permits, the cure shall consist of a reprint of the item at no additional cost to the University. When time is of the essence and will not allow reprinting, the cure shall be made in the following form: The University shall retain the unapproved printed items and pay the vendor one-half of the invoice price (based on original quote figures).

Failure to meet delivery deadlines may result in penalties amounting to 10% of the total contract price for each day delivery is delayed beyond the contract delivery date; up to 100% of the entire invoice price.

In the case of printing designated as "time sensitive" (see definition), failure to meet deadlines, may result in penalties amounting to 20% of the total contract price for each day delivery is delayed beyond the contract delivery date; up to 100% of entire invoice price.

CHANGES

It is understood by the vendor that charges for changes in mechanicals, negatives, proofs, etc., UNLESS such change is an alteration requested by the University, are not allowed. Vendor may not charge for corrections to proofs required because of an error on vendor's part or re-paging proofs if required by an error on vendor's part. Each alteration charge shall be per page only as indicated. No changes in this order will be recognized unless made and confirmed in the form of a Change Purchase Order. Additional charges for changes will not be paid for upon submission of invoice unless a Change Purchase Order has been issued.

An itemized statement of additional charges for approved changes must be submitted with invoice upon delivery of the publication. It is understood that the University will not be responsible for the cost of unused materials and supplies in the event of a cancellation or change of order.

No changes in proof deadlines or delivery deadlines will be recognized unless made and confirmed in writing by the University Procurement and Contracts Department. An e-mail may serve as a written change to proof deadlines only. Any changes to delivery deadlines must be in the form of a written Change Purchase Order (see contact for issuance of Change Purchase Order above.)

OVER/UNDER RUN

Limited to 5%

PAPER PRICE ADJUSTMENT

Quote prices must remain firm for a minimum of 45 days from the date of signed ITB submittal. If an award is made within 45 days of the signed ITB, the cost of the paper stock specified on the Purchase Order must remain firm for a 30-day period beginning on the date of the Purchase Order.

Note: The vendor may quote a "True Firm Price" or an "Adjusted Base Paper Cost."

"TRUE FIRM PRICE" If the cost of paper increases or decreases, these changes will not be passed on to the University. The vendor shall quote on Part 1 ONLY on the Price Summary Sheet

"ADJUSTED BASE PAPER COST" If the cost of paper increases or decreases after the above-stated 30-day period, these changes (if substantiated) may be passed on to the University. The vendor MUST complete Part 2 ONLY on the Price Summary Sheet.

IMPORTANT: the paper price adjustment clause can be claimed and increases passed on to the university only if the vendor submits all of the following information to establish a base paper cost.

To establish a base paper cost, vendor must:

1. Furnish a current written price quote or price list from paper supplier(s) on their letterhead with following:
 - a. each paper type, brand name
 - b. sheet size
 - c. sheets per carton
 - d. price per thousand (M) or price per hundred (CWT)
 - e. price per carton
2. Completely fill out Part 2 of the Price Summary Sheet:
 - a. Base Paper Cost: the cost of the paper from supplier to you/vendor
 - b. Base Stock Price: the price of the paper from you/vendor to the University

IMPORTANT: If all the required information listed in 1 & 2 above is not provided, the University will deem the bid as a "True Firm Price" quote and no cost adjustments will be considered during the life of the awarded ITB.

Prior to submittal of invoice, the awarded must submit in writing to the University Procurement and Contracts Department:

1. The request for price adjustment
2. A copy of the dated order to the paper supplier(s)
3. The written price increase from the paper supplier(s)

When this Material Price Adjustment Clause is applicable, the University shall have the right to request the vendor to substantiate a decrease in paper costs and furnish the necessary documentation to verify the actual paper costs. If the decrease is substantiated, the vendor's invoice will be adjusted by the University for the Equivalent Decrease in paper costs.

SAMPLES/PROOF OF CAPABILITY

Two samples of the items completed on the vendor's equipment and representative of the type and process of printing specified within this ITB are required to accompany the submitted ITB. These samples shall be considered as criteria for the evaluation of the vendor's capability to complete the work according to the quality standards set by the University.

RECYCLED CERTIFICATION

Vendor must complete and return attached "recycled stock" content and weight certification prior to award of ITB. To qualify as a recycled paper stock under this ITB, material must meet the DEP definition of recycled paper (minimum of 50% wastepaper content) and contain a portion of Post-Consumer waste. "Post-Consumer recycled materials" are defined as waste material and by-products that have been recovered or diverted from solid waste and do not include those materials and by-products generated from, and commonly used within an original manufacturing process.

BIDDING INSTRUCTIONS

See Attachment A

GENERAL CONDITIONS

See Attachment B

SAMPLE AGREEMENT

See Attachment C

BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS

See Attachment D

**13ITBT-01EE
 BID PRICE SUMMARY SHEET – PART 1**

Part 1 – TRUE FIRM PRICE				
DESCRIPTION	AMOUNTS			
	INITIAL TERM		1 st RENEWAL	
1. 12 - 14 PG ISSUE (BLK INK ONLY): 2,000 COPIES	\$		\$	
3,000 COPIES	\$		\$	
4,000 COPIES	\$		\$	
5,000 COPIES	\$		\$	
2. ADD'L 2-PG SIGNR (BLK INK ONLY): 2,000 COPIES	\$		\$	
3,000 COPIES	\$		\$	
4,000 COPIES	\$		\$	
5,000 COPIES	\$		\$	
3. CHARGES FOR ONE SPOT COLOR:	ONE SIGNATURE	TWO SIGNATURE	ONE SIGNATURE	TWO SIGNATURE
	\$	\$	\$	\$
4. CHARGES FOR TWO SPOT COLOR:	ONE SIGNATURE	TWO SIGNATURE	ONE SIGNATURE	TWO SIGNATURE
	\$	\$	\$	\$
5. CHARGES FOR FOUR COLOR:	ONE SIGNATURE	TWO SIGNATURE	ONE SIGNATURE	TWO SIGNATURE
	\$	\$	\$	\$
6. COLOR SEPARATIONS	\$		\$	
7. CHARGES FOR CONVERSION OF PMT'S & REPRODUCABLE ARTWORK	\$		\$	
8. CHARGES FOR HALFTONE SCREENING & REDUCTION/ENLARGING	\$		\$	
9. CHARGES FOR LINE ART REDUCTION/ ENLARGING	\$		\$	
10. CHARGES FOR PREPRINTED AD INSERTION	\$		\$	
11. VENDOR WITHIN 100 MILE RADIUS (Circle One)	YES		NO	

 Authorized Signature

 Printed Name and Title

 Date

 Company Name

**13ITBT-01EE
 BID PRICE SUMMARY SHEET – PART 2**

Part 2 – BASE STOCK PRICES				
This section to be filled out ONLY if adjustment is required & MUST be accompanied by a supplier's affidavit				
DESCRIPTION	AMOUNTS			
	INITIAL TERM		1 st RENEWAL	
1. 12 - 14 PG ISSUE (BLK INK ONLY): 2,000 COPIES	\$		\$	
3,000 COPIES	\$		\$	
4,000 COPIES	\$		\$	
5,000 COPIES	\$		\$	
2. ADD'L 2-PG SIGNR (BLK INK ONLY): 2,000 COPIES	\$		\$	
3,000 COPIES	\$		\$	
4,000 COPIES	\$		\$	
5,000 COPIES	\$		\$	
3. CHARGES FOR ONE SPOT COLOR:	ONE SIGNATURE	TWO SIGNATURE	ONE SIGNATURE	TWO SIGNATURE
	\$	\$	\$	\$
4. CHARGES FOR TWO SPOT COLOR:	ONE SIGNATURE	TWO SIGNATURE	ONE SIGNATURE	TWO SIGNATURE
	\$	\$	\$	\$
5. CHARGES FOR FOUR COLOR:	ONE SIGNATURE	TWO SIGNATURE	ONE SIGNATURE	TWO SIGNATURE
	\$	\$	\$	\$
6. COLOR SEPARATIONS	\$		\$	
7. CHARGES FOR CONVERSION OF PMT'S & REPRODUCABLE ARTWORK	\$		\$	
8. CHARGES FOR HALFTONE SCREENING & REDUCTION/ENLARGING	\$		\$	
9. CHARGES FOR LINE ART REDUCTION/ENLARGING	\$		\$	
10. CHARGES FOR PREPRINTED AD INSERTION	\$		\$	
11. STOCK – 100% RECYCLED CONTENT NEWSPRINT	BASE PAPER COST PER/M \$		BASE STOCK PRICE/M \$	
12. VENDOR WITHIN 100 MILE RADIUS (Circle One)	YES		NO	

 Authorized Signature

 Printed Name and Title

 Date

 Company Name

LIST OF REFERENCES

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

COMPANY NAME:		
ADDRESS:		
CONTACT PERSON:		
PHONE:	FAX:	E-MAIL ADDRESS:
NAME OF CONTRACTOR'S SUPERVISOR:		
PROJECT DESCRIPTION:		

BIDDER'S CHECKLIST

This list is provided as a guide for the bidder and the University to assure that all required and requested information has been supplied. **Bidder should submit this CHECKLIST with the returned bid.** If any of these items listed below are not included within the returned bid, it may be cause for the bid to be considered non-responsive and could be disqualified. **It is requested that the bid be submitted in order as listed below.** This will aid in accurately determining that all information has been supplied in accordance with the specifications.

To preclude possible errors and/or misinterpretations, bid prices must be affixed in ink legible or typewritten. Any corrections must be initialed by person making the corrections, or by modification prior to scheduled bid due date. Failure to comply may be sufficient reason to reject bid.

**Save a tree! Please send only those items requested.
Do not include the bid package.**

	Company name on Invitation to Bid form
	Original signature on front page of Invitation to Bid Acknowledgment Form (MANDATORY)
	One original completed and signed Bid
	One copy of completed and signed Bid
	One electronic copy of completed and signed Bid
	Bid Price Summary Sheet Part 1 or Part 2
	Signed Bidder's Statement of Principle Place of Business (MANDATORY)
	Acknowledgment of receipt of addenda (if applicable)
	List of References
	Bidder's Checklist
	The Solicitation # written on the outside of the Bid package. The University will not be responsible for unopened Bid packages at the Bid opening when the mailing package is not properly identified.