


<p><b>SUBMIT BIDS TO:</b></p>  <p>University of West Florida Office of Procurement and Contracts ATTN: Jason Verschueren Building 20W, Room 159 11000 University Parkway Pensacola, FL 32514</p> <p><b>Access Bid Info on the Web:</b></p> <p><a href="http://uwf.edu/offices/procurement/vendors-only/open-solicitations/">http://uwf.edu/offices/procurement/vendors-only/open-solicitations/</a></p>	<p align="center"><b>INVITATION TO BID (ITB) CERTIFICATION FORM CONTRACTUAL SERVICES/COMMODITY</b></p> <p><b>POSTING OF BID TABULATIONS:</b> 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 timely file a protest or failure to timely deliver the required bond or other security in accordance with the Board of Governors' Regulations 18.002 and 18.003 shall constitute a waiver of protest proceedings.</p>
<p><b>BID NUMBER &amp; TITLE: 18ITB-09JV Printing Services - Rebid</b></p>	
<p>ISSUE DATE: December 14, 2018</p>	<p><b>BID DUE DATE/TIME: January 14, 2019 at 3:00 P.M. CT</b></p>
<p>BUYER: Jason Verschueren, Asst. Procurement Director</p>	<p>ESTIMATED BID TAB POSTING DATE: February 2019</p>
<p>BIDDER / COMPANY NAME:</p>	<p>BIDDER IS:  <input type="checkbox"/> INDIVIDUAL OR PARTNERSHIP    <input type="checkbox"/> CORPORATION*  *State of Incorporation: _____</p>
<p>MAILING ADDRESS:</p>	<p>FEDERAL EMPLOYER ID NUMBER:</p>
<p>CITY, STATE, ZIP:</p>	<p>MY FIRM IS A FLORIDA CERTIFIED MINORITY BUSINESS ENTERPRISE:  <input type="checkbox"/> YES    <input type="checkbox"/> NO    (If yes, attach copy of certification)</p>
<p>PHONE NUMBER:</p>	<p>REASON FOR NO BID (if applicable):</p>
<p>FAX NUMBER:</p>	
<p>WEB ADDRESS:</p>	
<p><i>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.</i></p>	
<p>X</p> <p>MANUAL AUTHORIZED SIGNATURE</p>	<p>TYPED / PRINTED AUTHORIZED NAME &amp; TITLE:</p>
	<p>E-MAIL:</p>

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### **ATTACHMENTS**

The following attachments are hereby incorporated by reference and made part of this ITB.

GENERAL TERMS AND CONDITIONS.....	Attachment B
SAMPLE PRINTING SERVICES AGREEMENT.....	Attachment C
MINIMUM INSURANCE REQUIREMENTS.....	Attachment D
CERTIFICATION REGARDING E-VERIFY SYSTEM.....	Attachment E
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BIDDER'S STATEMENT OF PRINCIPAL PLACE OF BUSINESS.....	Attachment H
TECHNICAL SPECIFICATIONS.....	Exhibit 1
ORDER HISTORY.....	Exhibit 2

(Please note that Order History is provided for informational purposes only. The actual amounts ordered by UWF may be greater or less than the amounts reflected in the Order History.)

## **BID OVERVIEW**

### **A. Scope of Work**

At the University of West Florida ("UWF"), we believe in the power of higher education to drive change: on campus, in our region, across the state and around the world. We are equipping today's students with the knowledge and skills needed to become tomorrow's leaders, blazing new paths, shaping their environment and creating an even brighter future. Based in Pensacola, Florida with additional locations in the region, UWF is home to five academic colleges, offering a variety of bachelor's and master's degree programs, as well as specialist degrees and a doctorate in education. With a student population of nearly 13,000 and an average class size of less than 40, UWF is committed to providing a close-knit academic experience and is consistently named a top "military friendly" University. UWF is a public, fully accredited, co-education institution of the twelve-member State University System of Florida. Additional information, which may be useful to the Respondent, may be obtained by visiting the University's website: <http://uwf.edu/>.

The intent of this ITB is to award a contract to a responsible Vendor whose proposal, conforming to this ITB, is most advantageous to the University, price and other factors considered. However, the University reserves the right to separately procure individual requirements that are the subject of the awarded contract during the contract term, when deemed to be in the University's best interest.

The University is requesting a response for printing services to produce business cards, stationery, and other stationery-related items from a secure web portal that can accommodate custom orders, proofs and credit card transactions. Orders must be delivered to the University no less than once a week.

The selected vendor will be able to provide the following services to the University:

1. Online login for the UWF community using a UWF email address and a personal password;
2. Online ordering specifically for UWF printing items via a dedicated secure website;
3. Online proofs;
4. Secure payment transactions made by UWF credit card (MasterCard) online;
5. Prices include shipping with no additional shipping charges incurred;
6. No longer than a fourteen (14) day turnaround time from order date to delivery date;
7. Contractor must have the capacity to store paper stock and printed business card shells;
8. Print job over/under run is limited to 5%;
9. Contractor must provide monthly reports, by the 10<sup>th</sup> of the following month, and an annual report, no later than January 10<sup>th</sup>, to UWF indicating items sold, quantities, prices and totals. The University's fiscal year runs from July 1 through June 30;
10. The contractor will deliver print orders to the UWF main campus once a week to a central location. The delivery day and central location will be determined by the awarded printing contractor and the University;
11. Unless an extension is granted in writing by UWF, delivery deadlines are 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 agreed upon by UWF and the successful contractor. Delivery of printed items does not constitute

approval. Final acceptance must be determined by the University, and;

12. The contractor should be able to provide both offset and digital printing. Executive stationery set uses PMS 871 metallic gold ink. Shells for these items may be pre-printed on an offset press.

## B. Bidder Eligibility

To be eligible to receive an award of contract, bidders must provide all requested information and meet all requirements as identified in this ITB. Failure to do so may cause the bid to be deemed as non-responsive. **For the convenience of all bidders, a checklist of required information and materials is provided on Page 8.**

## C. Timetable

The estimated schedule and deadlines for this ITB and contract award are projected as follows:

Activity	Time (Central)	Date
Issue solicitation		December 14, 2018
<b>Written request for explanation due date</b>	3:00 pm CT	January 7, 2019
Estimated issuance of explanation due date	3:00 pm CT	January 12, 2019
<b>Submittal Due Date</b>	3:00 pm CT	January 30, 2019
Estimated contract begins		February 2019

## D. Contact

The Office of Procurement and Contracts representative and sole point of contact (POC) for this ITB is:

Jason Verschuere, Assistant Procurement Director  
Email – [jverschuere@uwf.edu](mailto:jverschuere@uwf.edu)  
Phone – 850.474.2017

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

Bidders are fully responsible for obtaining the complete ITB, including all attachments, addenda (if applicable), and other information by visiting our web site: <https://uwf.edu/offices/procurement/> It is recommended that bidders bookmark this web site and visit it frequently.

## E. Questions

Explanations desired by bidders regarding the meaning or interpretation of this ITB must be requested from the above contact person in writing via e-mail prior to the due date and time as stated in the above Timetable. Any questions received after such date and time will go unanswered.

The explanation response will be issued in writing in the form of an addendum and posted to the Procurement and Contracts web site as identified above. Bidders must acknowledge receipt of any and all addenda by signing each addendum in the space provided and returning with the bid submittal. Lack of signed addenda with the bid package may disqualify your bid.

Bidders should not rely on any representations, statements, or explanations other than those made in writing by the UWF sole POC in the official addendum format. Where there appears to be a conflict between the ITB and any addenda issued, the last written addendum issued shall prevail.

## **F. Response Submission**

**For the convenience of all bidders, a checklist of required information and materials is provided on Page 8.**

Bids must be submitted in the official name of the firm or individual under which business is conducted. All documents requiring signature must be signed by a person duly authorized to legally bind the individual, partnership, company, or corporation responding to this ITB.

### **Samples of Work**

Respondent should reference Exhibit 1 for the required printing Technical Specifications. (Section IV attachment displays examples of current stationery. Executive stationery set uses PMS 871 metallic gold ink.) Printed samples should have similar specs as Exhibit 1. 4-Color samples must be close registration with color accuracy and consistency. All printing must be of excellent quality.

Provide one printed sample of each the following:

- 4-Color Stationery Pkg.; business cards, letterhead and envelopes
- 2-Color Stationery Pkg.; business cards, letterhead and envelopes
- 2-Color Business Cards; preferably 2-sided with heavy ink coverage on one side
- 2-Color or Full Color Notecard: 5.5 x 4.25 folded with 5 1/2 Baronial envelope

The University Marketing and Communications Department will determine acceptable and required quality to advance to the second phase of the process.

**Submit one (1) original, four (4) hard copies, and one (1) electronic copy of your response, and the above described samples of work** directly to the University of West Florida Office of Procurement and Contracts at the following address:

University of West Florida  
Office of Procurement and Contracts  
ATTN: Jason Verschueren  
Building 20W, Room 159  
11000 University Parkway  
Pensacola, FL 32514

All required completed and signed copies of the bid response must be received by the University of West Florida Office of Procurement and Contracts by the due date and time as stated in the above Timetable. **Late, incomplete, unsigned, or non-responsive submittals will not be accepted.** The Bid Number and Title must be clearly marked 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.

## GENERAL TERMS AND CONDITIONS

### **A. General Terms and Conditions**

See Attachment B, "General Terms and Conditions".

### **B. Insurance**

Bidder shall provide written evidence of insurance coverage in the amounts specified in Attachment D, "Minimum Insurance Requirements" with the bid response. Upon notification of intent of award to the successful bidder, an original ACORD certificate of insurance must be received by the University of West Florida Office of Procurement and Contracts, which shall be in accordance with Attachment D, "Minimum Insurance Requirements". During the term of the contract, the successful respondent must provide, pay for and maintain such insurance.

### **C. Public Records Provisions**

- a. To the extent that Vendor meets the definition of "contractor" under Section 119.0701, Florida Statutes, and in addition to other contract requirements provided by law, the Vendor agrees that it is acting as a contractor on behalf of the University as provided under s. 119.0701(a) and as such it will comply with Florida's Public Records Law. Specifically, Vendor agrees that it will:
  - i. Keep and maintain public records that ordinarily and necessarily would be required by the University in order to perform the services performed by the Vendor under the Contracts;
  - ii. Provide the public with access to such public records on the same terms and conditions the University would provide the records and at a cost that does not exceed that provided in chapter 119, Fla. Stat., or as otherwise provided by law;
  - iii. Ensure that public records that are exempt or that are confidential and exempt from public record requirements are not disclosed except as authorized by law; and
  - iv. Meet all requirements for retaining public records and transfer to the University, at no cost, all public records in possession of the Vendor upon termination of the Contracts and destroy any duplicate public records that are exempt or confidential and exempt. All records stored electronically must be provided to the University in a format that is compatible with the information technology systems of the University.
- b. **IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF RECORDS AT:**
  - i. The Office of General Counsel: (850) 474-3420, gcfrofrontdesk@uwf.edu, Building 10, 11000 University Parkway, Pensacola, FL 32514.

### **D. Tobacco Free Campus Policy**

Effective August 1, 2016, the University of West Florida is a tobacco-free campus. The use of cigarettes (electronic or traditional) or other tobacco products is prohibited in all UWF-owned buildings and outdoors on all UWF campus properties. The Vendor must fully comply with this tobacco free policy.

## SPECIAL TERMS AND CONDITIONS

### **A. Business Licenses**

If the bidder is a corporation, limited liability company, or limited partnership, provide a copy of the Florida Department of State Certificate of Status.

Bidder shall also possess an Escambia County Business License.

#### **B. Florida Preference**

Pursuant to §287.084 Florida Statute, award recommendations shall make appropriate 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 I 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.

**All bidders shall submit a completed and signed "Bidder's Statement of Principal Place of Business" with the response to this solicitation (see Attachment H). Failure to comply shall cause your bid to be considered non-responsive.**

#### **C. Background Checks**

A Level I background check is required to be performed by the successful Respondent for each employee engaged in providing the services or activities described in this ITB. The successful Respondent must represent that each employee it assigns to provide the services or activities described in this ITB has successfully passed a Level I background check.

The successful Respondent shall also include in any related subcontracts a requirement that subcontractors providing work or services for the University on its behalf perform a Level I background check for each employee engaged in providing such work or services. Any and all subcontractors must represent that each employee it assigns to provide the work or services described in this ITB has successfully passed a Level I background check.

#### **D. Sample Agreement**

See Attachment C, "Sample Agreement" for the University's standard agreement to be executed with the successful bidder. Although subject to minor revisions to include all clarifications and negotiated modifications, the successful bidder will be required to execute the University's agreement.

The initial contract term will be for a period of three (3) years from the Effective Date. The University may renew for one (1) additional three (3)-year period subject to satisfactory periodic performance reviews and by mutual agreement in writing. Annual blanket purchase orders or a PCard will be issued against the term contract.

#### **E. Price**

The template to be used to submit your pricing is included as Attachment F, "Firm Fixed Price Sheet". **DO NOT MAKE ANY CHANGES TO THE FORMATTING OF THE FIRM FIXED PRICE SHEET. Failure to submit pricing as requested may disqualify your response.**

All prices offered shall be firm for the first two (2) years of the agreement.

## BIDDER'S CHECKLIST

This list is provided as a guide for the bidder and the University to ensure that all required information and materials have been submitted. **Bidder must submit a completed and signed checklist with the bid response.** If any of the items listed below are not included within the bid, it may be cause for the bid to be considered non-responsive. **It is requested that the information be submitted in the order listed below.** This will aid in accurately determining that all information has been supplied in accordance with the specifications.

**Submit one (1) original, one (1) hard copy, and one (1) electronic copy** of your response directly to the University of West Florida Office of Procurement and Contracts. All required completed and signed copies of the bid response must be received by the University of West Florida Office of Procurement and Contracts by the due date and time as stated in the ITB. **Late, incomplete, unsigned, or non-responsive submittals will not be accepted.** The Bid Number and Title must be clearly marked 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.

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

Item included in bid response? <i>(circle one)</i>		Item
Yes	No	Completed and <b>Signed</b> Invitation to Bid Certification Form
Yes	No	<b>Signed</b> Addenda (if applicable)
Yes	No	Evidence of Insurance Coverage, Attachment D
Yes	No	Completed and <b>Signed</b> Certification Regarding E-Verify System, Attachment E
Yes	No	Copy of current County Business License
Yes	No	Completed and <b>Signed</b> Bid Price Summary Sheet, Attachment F
Yes	No	Copy of Florida Department of State Certificate of Status
Yes	No	Completed and <b>Signed</b> Bidder's Statement of Principal Place of Business, Attachment H
Yes	No	Completed List of References, Attachment G
Yes	No	Completed and <b>Signed</b> Bidder's Checklist

\_\_\_\_\_  
COMPANY NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINTED NAME AND TITLE

\_\_\_\_\_  
DATE