



Wisdom to make a difference.

Keene State College Purchasing Office
229 Main Street
Keene, NH 03431
Phone: 603/358-2493
Fax: 603/358-2495
Web Site: www.keene.edu/purchasing

Today's Date: January 10, 2017

RFX: 14121-0001

Due Date & Time: 1/25/17 at 12:00 PM

14121-0001 OSHA FY 17 Brochures

Request for Bid. This is not an order. Keene State College (hereafter referred to as USNH or Owner) reserves the right to reject any or all bids and to waive any formalities in the bid process. By responding to this solicitation, the respondent (or responding firm) acknowledges that, subject to the provisions of the New Hampshire RSA 91-A, also called "NH's Right to Know Law", all documents submitted as part of the response are public records after the issuance of an award, unless otherwise stated herein.

Responses must be either hand delivered or mailed (USPS, Fed-Ex, UPS) and must be received by the due date and time.

Bids will be opened in the Keene State College Purchasing office the time and date indicated above. Late bids will not be accepted.

Holiday Closing:

Refer to RFX Timeline below for a listing of any holiday closings.

UNH Inclement Weather Policy: It is the College's policy to declare curtailed operations when the most severe weather conditions are expected or experienced. You may review our website at www.keene.edu to learn if the College is open or if curtailed operations are in effect. Any events scheduled for a day when curtailed operations have been declared will be postponed until the next business day at the same time as originally scheduled.

Contact: The contact for this request for bid is Renee Harlow. Any communication regarding this bid between firms and College personnel and/or evaluation committee members is prohibited, unless previously authorized by the aforementioned agent or his/her designee.

Questions: All questions concerning this request for bid must be submitted in writing to Renee Harlow, at rharrow@keene.edu. Questions will be answered via written addenda posted on www.keene.edu/purchasing. It is the responsibility of the Bidder to verify that s/he has reviewed all addenda and other required documentation.

All questions must be received by the Questions due date. Questions received after this date will not be answered.

RFX Timeline (actual dates may vary slightly based upon individual circumstances)

RFX Release	01/10/2017
Deadline for Written Questions	01/18/2017 12:00 p.m. (noon)
Response to Questions	01/20/2017
RFX Due	01/25/2017 at 12:00 p.m.
University Holiday Closing	01/16/2017 – Civil Rights Day

Specifications: The Owner requires quality to meet or exceed all specifications as provided. Owner will be the sole determinant as to suitability/acceptability of all submittals. Brochures and detailed specifications must be supplied with submittal.

REQUEST FOR BID FROM THE KEENE STATE OSHA TRAINING INSTITUTE EDUCATION CENTER

Please submit written quote to Renee Harlow by the due date and time shown above. Responses must be either hand delivered or mailed (USPS, Fed-Ex, UPS) and must be received by the due date and time.

BID # 14121-0001

PROJECT: CE OSHA BROCHURE 2 PRINTINGS: Spring 2017 and Fall 2017

QUANTITY: 20,000 - 25,000 Course Brochures

FINAL TRIM: 8 1/2" X 11"

PAGES: 28 (self cover)

STOCK: 80# Gloss Text (or equivalent)

INK: Process CMYK with bleeds

ART: electronic

PREPRESS: Mac InDesign CS3 or Print PDF

PROOFS: hard copy color proof

BINDERY: Saddle-stitch; flat mailing.

ADDITIONAL REQUIREMENTS: Union bug is required, placement as noted in design file.

DELIVERY: Within two weeks from receiving the brochure file.

Deliver flat brochures to a provided shipping list

Ship designated amount to mailing house address provided.

All boxes must be clearly marked outside with quantity in each box.

FOB: Manchester, N.H

Substitutions: No substitutions will be considered.

Award: Award may be in full, by schedule, item or items, or any combination thereof, whichever is in the best interest of the Owner.

Delivery Terms: FOB Destination prepay and allow.

Payment Terms: Net 30 days

- **Pricing:** Unit prices shall be net and include all costs to supply and deliver items. In the case of a discrepancy between the unit price and the extended price, the unit price shall prevail.
- **Insurance Requirements:** Within ten (10) business days after the Owner mails, sends a fax transmission or delivers a Notice of Acceptance, Agreement or Purchase Order, or prior to beginning work on campus, whichever is sooner, the successful Firm shall deliver to the Owner the Certificate of Insurance specified on the document entitled "Insurance Requirements." The document can be accessed by going to <http://www.unh.edu/purchasing/Insurance%20Requirements.pdf>.

USNH Terms and Conditions: Terms and conditions are available on the UNH Procurement Services web site at www.unh.edu/purchasing/forms.html. By responding to this solicitation, the Firm acknowledges that s/he has read, understands and accepts the USNH's terms and conditions

Public Records: Applicability of the New Hampshire Right to Know Law, RSA 91-A

- Subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, prior to the issuance of an award the USNH shall treat all bids received as confidential. After the issuance of an award all bids shall be public records. If no award is issued and the solicitation is cancelled without intention of reissuance, all bids shall be public at the time of cancellation. If no award is issued and USNH intends to reissue the solicitation, all bids shall be confidential until the award is issued or the subsequent solicitation is cancelled without intention of reissuance.
- Also subject to the provisions of the New Hampshire Right to Know Law, RSA 91-A, the working papers and any other records of the discussions or deliberations of the evaluation committee or any of its members shall be treated as confidential and entitled to either or both of the specific exemptions from public access provided for in RSA 91-A:5, VIII and IX.
- Applying labels to documents such as “confidential” will not keep them from becoming public records as described in the preceding sections or otherwise affect the application and operation of the New Hampshire Right to Know Law, RSA 91-A.”