



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](http://www.keene.edu/purchasing)

Today's Date: February 10, 2017

RFX: 14183-0001

Due Date & Time: 2/24/17 at 12:00PM

### 14183-0001 Keene State 2017 Viewbook

**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 to:

Renee Harlow, Purchasing Director  
Keene State College  
229 Main Street  
Keene, NH 03446-1601

and must be received by the due date and time. Other delivery methods (Fax, email, etc.) will not be accepted.

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](http://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 [rharlow@keene.edu](mailto:rharlow@keene.edu). Questions will be answered via written addenda posted on [www.keene.edu/purchasing](http://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**

RFX Release	02/10/2017
Deadline for Written Questions	02/17/2017 by 12:00 p.m. (noon)
Response to Questions	02/20/2017
RFX Due	02/24/2017 at 12:00 p.m.

**Specifications:** The Owner requires equipment 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.

**SPECIFICATIONS: Keene State College Viewbook 2017**

**Contract is for One (1) Year only.**

QUANTITY:	15,000
SIZE:	11" x 17" trim: cover + 32 pages Folds to 8.5" x 11"
STOCK:	Cover: Cougar Super Smooth, 80# cover white / Rolland Enviro 80# cover white Text: Cougar Super Smooth, 80# text white / Rolland satin 80# text white
INK:	5/5: 4/C process + PMS 186 red, with bleeds, UV Printing
COATING:	Overall Satin (non-curl) Aqueous Coating if necessary
BINDERY:	Score, fold, and saddle stitch
PREPRESS:	KSC will provide InDesign document with laser proofs. Digital images placed by KSC
PROOFS:	One round of paper digital proofs for color corrections you can match on press. Allow for color correction on 6 images. Include one round of final composite folded color proofs.
DELIVERY:	Materials to vendor by 7/3/17. Delivery by 7/17/17 Deliver c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. <b>All boxes must be clearly marked outside with quantity in each box.</b> Please pack boxes carefully. Make sure extra space in box is filled with filler so curling doesn't occur.
FOB:	Keene

**Substitutions:** Substitutions will not 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.
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- **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](http://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.”

## BIDDER STATEMENT OF QUALIFICATIONS

\*\*\*FAILURE TO REPLY MAY RESULT IN DISQUALIFICATION OF RFP\*\*\*

1. Business Name: \_\_\_\_\_
  
2. Addresses, Telephone Numbers and Fax Numbers (800/888 if available) for:
  - a. Principal Place of Business: \_\_\_\_\_
  - b. Principal Mgr. or Sales Rep: \_\_\_\_\_
  - c. RFPs: \_\_\_\_\_
  - d. Order Placement: \_\_\_\_\_
  - e. Accounts Receivable: \_\_\_\_\_
  
3. Federal ID/SSN Number \_\_\_\_\_
  
4. Are you registered with the NH Secretary of State? Yes ☐ No ☐ Date \_\_\_\_\_  
 Do you have a current Certificate of Authority? Yes ☐ No ☐ Date \_\_\_\_\_
  
5. General Classification of Business or Character of Work Performed: \_\_\_\_\_
  
6. Doing Business as:
 

<input type="checkbox"/> Contractor	<input type="checkbox"/> Manufacturer	<input type="checkbox"/> Wholesaler	<input type="checkbox"/> Distributor
<input type="checkbox"/> Dealer	<input type="checkbox"/> Individual	<input type="checkbox"/> Partners	<input type="checkbox"/> Corporation

in State of: \_\_\_\_\_

7. Year Organized: \_\_\_\_\_

8. Number of years engaged in this business under present business name

If another name, supply details: \_\_\_\_\_

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9. Standard Conditions of Order: a. Minimum \$ Amount, if any: \$

b. Terms: \_\_\_\_\_ c. F.O.B. \_\_\_\_\_

10. If a contractor, what categories of work do you perform with your own forces?

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11. Major current projects (Include name of project, owner, contract amount, percent complete, and scheduled completion date. Attach separate sheet if necessary.)

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12. List any projects completed for the University System within the last five years. (Include name, gross amount, completion date, and owner representative.)

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13. Has this business ever defaulted on a contract? \_\_\_\_\_ If "yes", state circumstances.

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14. Has this business ever failed to complete any project awarded to it? \_\_\_\_\_ If "yes", state circumstances.

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15. List your major equipment available.

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16. List and provide brief resume of key personnel available to manage and supervise.

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17. Trade References.

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