



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: July 27, 2017

RFX: 14586-0001

Due Date & Time: 8/15/17 at 12:00PM

14586-0001 Fundraising Appeals 2017-2018

Request for Bid. This is not an order. Keene State College (hereafter referred to as KSC 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.

KSC 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 rharlow@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

| | |
|--------------------------------|---------------------------------|
| RFX Release | 7/26/2017 |
| Deadline for Written Questions | 08/03/2017 by 12:00 p.m. (noon) |
| Response to Questions | 08/04/2017 |
| RFX Due | 08/15/2017 |
| | |

Specifications: The Owner requires bid 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.

FUNDRAISING APPEALS 2017-18

Project includes printing and fulfillment for 10 KSC Appeals:

- 1.) **22,000 Stewardship Appeal** (mails 8/28/17)
- 2.) **250 Anniversary Appeal** (mails 8/28/17), these go out monthly
- 3.) **22,000 Alumni Fall Appeal** (mails 9/11/17)
- 4.) **1,500 1909 Society Appeal** (mails 9/11/17)
- 5.) **2,500 Athletic Alumni Fall Appeal** (mails 9/11/17)
- 6.) **1,600 CCHGS Fall Appeal** (mails 10/12/17)
- 7.) **1,000 CCHGS Spring Appeal** (mails 3/9/18)
- 8.) **4,500 Parents Appeal** (mails 3/14/18)
- 9.) **10,000 All Alumni Spring Appeal** (mails 3/14/18)
- 10.) **2,000 FYE Appeal** (mails 5/18/18)

- **PLEASE PRICE OUT EACH JOB SEPARATELY!**
 - **Quantities are estimated, actual usage will vary.**
-

JOB #1

STEWARDSHIP APPEAL

Project includes:

22,000 each:

Letterhead 8.5" x 11": 1 sheet, printed on both sides

#10 envelopes

For all pieces:

- | | |
|--------------|--|
| PREPRESS: | KSC will provide InDesign CC files with laser proofs. |
| PROOFS: | PDF proofs OK for 2-color, paper proofs for full color |
| SCHEDULE: | Materials to vendor by 8/14/17. Delivery to KSC by 8/28/17 |
| FULFILLMENT: | Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on outside envelope. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. One version of the letter. Stuff folded letter into #10 envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps. |
| DELIVERY: | <ul style="list-style-type: none">• Deliver 3 full samples to Lynn Roman, Keene State College. (Folded letter, #10 envelope)• Drop stamped and sorted postal bundles at your local post office. |

- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. **All boxes must be clearly labeled outside with project name and quantity in each box.**

FOB: Post Office and Keene State College

Letterhead

QUANTITY: **22,000**
 SIZE: 8.5" x 11" sheet, 2-sided
 STOCK: 24# smooth, bright white – house stock
 INK: 4/4: Process, no bleeds
 ART: Digital images placed
 FOLD: After mail-merge, fold in thirds (letter fold)

#10 ENVELOPE

QUANTITY: **22,000**
 SIZE: #10 Envelope
 STOCK: 24# White wove
 INK: 4/0: Process, no bleed
 ART: Digital images placed

JOB #2

ANNIVERSARY APPEAL

Project includes:

- 250 each:**
- 7"x10" folded card (full color)
- Separate donor reply form
- A8 envelope
- A7 Business Reply envelope
- These will go out monthly, after 8/28/17

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.
 PROOFS: PDF proofs OK for 2-color, paper proofs for full color
 SCHEDULE: Materials to vendor by 8/14/17. Delivery to KSC by 8/28/17

FULFILLMENT: **250:** Mail-merge salutation (Dear XXXX) inside card and variable in body of text, name and address on separate donor form, name and address on outside envelope. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. **There will be one version.** Stuff folded card, donor reply form, and BRE, into A8 envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples to Lynn Roman, Keene State College. (Folded card, donor form, A8 envelope, BRE)
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. **All boxes must be clearly labeled outside with project name and quantity in each box.**

FOB: Post Office and Keene State College

FOLDED CARD

QUANTITY: **250**
SIZE: 7" x 10" folded card
STOCK: 80# smooth, bright white – cover stock
INK: 4/4: Process, no bleeds
ART: Digital images placed
FOLD: Fold in half to 5" x 7"

DONOR FORM

QUANTITY: **250**
SIZE: 5" x 7"
STOCK: 65# cover, smooth, bright white uncoated – house stock
INK: 4/2: Process/black + PMS 186, no bleed
ART: Digital images placed

A8 ENVELOPE

QUANTITY: **250**
SIZE: A8 Envelope
STOCK: 24# White wove
INK: 4/0: Process, no bleed
ART: Digital images placed

A7 BRE

QUANTITY: 250
SIZE: A7 envelope
STOCK: 24# White wove
INK: 1/0: Black, no bleeds.
ART: Line-art only

JOB #3

ALUMNI FALL APPEAL

Project includes:

22,000 each:

Letterhead 8.5" x 11": 1 sheet, printed on both sides (6 versions)
Separate donor reply form
6"x9" window envelopes
#5 booklet envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.
PROOFS: PDF proofs OK for 2-color, paper proofs for full color
SCHEDULE: Materials to vendor by 8/28/17. Delivery to KSC by 9/11/17
FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on separate donor form. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. **Six versions of the letter.** Stuff folded letter, separate reply form, and remittance envelope into 6"x9" envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of both versions to Lynn Roman, Keene State College. (Folded letter, reply form, #5 booklet envelope, 6"x9" envelope
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. **All boxes must be clearly labeled outside with project name and quantity in each box.**

FOB: Post Office and Keene State College

Letterhead

QUANTITY: **22,000**
SIZE: 8.5" x 11" sheet, 2-sided (6 versions)
STOCK: 24# smooth, bright white – house stock
INK: 4/4: Process, no bleeds
ART: Digital images placed
FOLD: After mail-merge, fold in half

DONOR FORM

QUANTITY: **22,000**
SIZE: 7.875" x 5"
STOCK: 65# cover, smooth, bright white uncoated – house stock
INK: 4/2: Process/black + PMS 186, no bleed
ART: Digital images placed

6" X 9" WINDOW ENVELOPE

QUANTITY: **22,000**
SIZE: 6" x 9" Window Envelope
STOCK: 24# White wove
INK: 4/0: Process, no bleed
ART: Digital images placed

#5 BOOKLET REMITTANCE ENVELOPE

QUANTITY: **22,000**
SIZE: #5 Booklet Remittance envelope
STOCK: 24# White wove
INK: 1/0; Black, no bleeds.
ART: Line-art only

JOB #4

1909 SOCIETY APPEAL

Project includes:

1,500 each:

Letterhead, one sheet printed 2 sides

Donor Form
#10 envelopes
#9 Remittance envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.

SCHEDULE: Materials to vendor by 8/28/17. Delivery to KSC by 9/11/17

PROOFS: PDF proofs OK for 2-color, paper proofs for full color

FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on separate donor form, name and address on outside envelope. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics.

There will be one version of this letter. Stuff folded letter, donor reply form, and remittance envelope, into #10 envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of both versions to Lynn Roman, Keene State College.
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. All boxes must be clearly marked outside with project name and quantity in each box.

FOB: Post Office and Keene State College

Letterhead

QUANTITY: **1,500**

SIZE: 8.5" x 11" (1 sheet, two-sided)

STOCK: 24# smooth, bright white – house stock

INK: 4/4: Process, no bleeds

IMAGES: Digital art placed

FOLD: After mail-merge, fold in thirds (letter fold)

DONOR FORM

QUANTITY: **1,500**

SIZE: 8.5" x 3.5"

STOCK: 65# cover, smooth, bright white uncoated – house stock

INK: 4/2: Process/black + PMS 186, no bleed

ART: Digital images placed

#10 ENVELOPE

QUANTITY: 1,500
SIZE: #10 Envelope
STOCK: 24# White wove
INK: 4/0: Process, no bleed
ART: Digital images placed

#9 REMITTANCE ENVELOPE

QUANTITY: 1,600
SIZE: #9 Remittance envelope
STOCK: 24# White wove
INK: 1/0; Black only, no bleeds.
ART: Line-art only

JOB #5

ATHLETIC ALUMNI FALL APPEAL

Project includes:

2,500 each:

Letterhead 8.5" x 11": 1 sheet, printed on both sides (6 versions)

Separate donor reply form

6" x 9" window envelopes

#5 booklet envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.
PROOFS: PDF proofs OK for 2-color, paper proofs for full color
SCHEDULE: Materials to vendor by 8/28/17. Delivery to KSC by 9/11/17
FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on separate donor form. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. **Three versions of the letter: donor, non-donor, parents.** Stuff folded letter, separate reply form, and remittance envelope into 6" x 9" window envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of both versions to Lynn Roman, Keene State College. (Folded letter, reply form, #5 booklet envelope, 6"x9" envelope
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. **All boxes must be clearly labeled outside with project name and quantity in each box.**

FOB: Post Office and Keene State College

Letterhead

QUANTITY: **2,500**

SIZE: 8.5" x 11" sheet, 2-sided (3 versions)

STOCK: 24# smooth, bright white – house stock

INK: 4/4: Process, no bleeds

ART: Digital images placed

FOLD: After mail-merge, fold in half

DONOR FORM

QUANTITY: **2,500**

SIZE: 7.875" x 5"

STOCK: 65# cover, smooth, bright white uncoated – house stock

INK: 4/2: Process/black + PMS 186, no bleed

ART: Digital images placed

6" X 9" WINDOW ENVELOPE

QUANTITY: **2,500**

SIZE: 6" x 9" Window Envelope

STOCK: 24# White wove

INK: 4/0: Process, no bleed

ART: Digital images placed

#5 BOOKLET REMITTANCE ENVELOPE

QUANTITY: **2,500**

SIZE: #5 Booklet Remittance BRE

STOCK: 24# White wove

INK: 1/0; Black, no bleeds.

ART: Line-art only

JOB #6

CCHGS FALL APPEAL

Project includes:

1,600 each:

Letterhead 8.5" x 11": 1 sheet, printed on both sides (2 versions)

Separate donor reply form

6"x9" window envelopes

#5 booklet envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.

SCHEDULE: Materials to vendor by 9/28/17. Delivery to KSC by 10/12/17

PROOFS: PDF proofs OK for 2-color, paper proofs for full color

FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on separate donor form. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics.

There will be two versions of this letter (donors (800), non-donor: 800). Stuff folded letter, donor reply form, and remittance envelope, into #10 envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of both versions to Lynn Roman, Keene State College.
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. All boxes must be clearly marked outside with project name and quantity in each box.

FOB: Post Office and Keene State College

Letterhead

QUANTITY: 1,600

SIZE: 8.5" x 11" (1 sheet, two-sided) (2 versions)

STOCK: 24# smooth, bright white – house stock

INK: 4/4: Process, no bleeds

IMAGES: Digital art placed

FOLD: After mail-merge, fold in half

DONOR FORM

QUANTITY: 1,600

SIZE: 7.875" x 5"

STOCK: 65# cover, smooth, bright white uncoated – house stock

INK: 4/2: Process/black + PMS 186, no bleed

ART: Digital images placed

6" X 9" WINDOW ENVELOPE

QUANTITY: 1,600

SIZE: 6" x 9" Window Envelope

STOCK: 24# White wove

INK: 4/0: Process, no bleed

ART: Digital images placed

#5 BOOKLET REMITTANCE ENVELOPE

QUANTITY: 1,600

SIZE: #5 Booklet Remittance BRE

STOCK: 24# White wove

INK: 1/0; Black, no bleeds.

ART: Line-art only

JOB #7

CCHGS SPRING APPEAL

Project includes:

1,000 each:

Letterhead, one sheet printed 2 sides (2 versions)

Donor Form

#10 envelopes

#9 Remittance envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.

SCHEDULE: Materials to vendor by 2/23/18. Delivery to PO by 3/9/18

PROOFS: PDF proofs OK for 2-color, paper proofs for full color

FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter and in body of letter, name and address on separate donor form, name and address on outside envelope. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. **There will be two versions of this letter (donors: 500 and non-donors: 500).** Stuff folded letter, donor reply form, and remittance envelope, into #10 envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of both versions to Lynn Roman, Keene State College.
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. All boxes must be clearly marked outside with project name and quantity in each box.

FOB: Post Office and Keene State College

Letterhead

QUANTITY: 1,000

SIZE: 8.5" x 11" (1 sheet, two-sided) two versions

STOCK: 24# smooth, bright white – house stock

INK: 4/4: Process, no bleeds

IMAGES: Digital art placed

FOLD: After mail-merge, fold in thirds (letter fold)

DONOR FORM

QUANTITY: 1,000

SIZE: 8.5" x 3.5"

STOCK: 65# cover, smooth, bright white uncoated – house stock

INK: 4/2: Process/black + PMS 186, no bleed

ART: Digital images placed

#10 ENVELOPE

QUANTITY: 1,000

SIZE: #10 Envelope

STOCK: 24# White wove

INK: 4/0: Process, no bleed

ART: Digital images placed

#9 REMITTANCE ENVELOPE

QUANTITY: 1,000
SIZE: #9 Remittance envelope
STOCK: 24# White wove
INK: 1/0; Black, no bleeds.
ART: Line-art only

JOB #8

PARENTS APPEAL

Project includes:

4,500 each:

Letterhead 8.5" x 11": 1 sheet, printed on both sides (4 versions)

Separate donor reply form

6"x9" window envelopes

#5 booklet envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.

SCHEDULE: Materials to vendor by 2/28/18. Delivery to KSC by 3/14/18

PROOFS: PDF proofs OK for 2-color, paper proofs for full color

FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on separate donor form. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. **There will be 4 versions of the letter.** Stuff folded letter, donor reply form, and remittance envelope, into 6"x9" window envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of both versions to Lynn Roman, Keene State College.
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. **All boxes must be clearly marked outside with project name and quantity in each box.**

FOB: Post Office and Keene State College

Letterhead

QUANTITY: **4,500**
SIZE: 8.5" x 11" (1 sheet, 2-sided) (? versions)
STOCK: 24# smooth, bright white – house stock
INK: 4/4: Process/Black + PMS 186 Red, no bleeds
ART: Digital images placed
FOLD: After mail-merge, fold in half

DONOR FORM

QUANTITY: **4,500**
SIZE: 7.875" x 5"
STOCK: 65# cover, smooth, bright white uncoated – house stock
INK: 4/2: Process/black + PMS 186, no bleed
ART: Digital images placed

6" X 9" WINDOW ENVELOPE

QUANTITY: **4,500**
SIZE: 6" x 9" Window Envelope
STOCK: 24# White wove
INK: 4/0: Process, no bleed
ART: Digital images placed

#5 BOOKLET REMITTANCE ENVELOPE

QUANTITY: **4,500**
SIZE: #5 Booklet Remittance
STOCK: 24# White wove
INK: 1/0; Black, no bleeds.
ART: Line-art only

JOB #9

ALL ALUMNI SPRING APPEAL

Project includes:

10,000 each:
Letterhead 8.5" x 11": 1 sheet, printed on both sides (3 versions)
Separate donor reply form
6"x9" window envelopes
#5 booklet envelopes

For all pieces:

| | |
|--------------|---|
| PREPRESS: | KSC will provide InDesign CC files with laser proofs. |
| SCHEDULE: | Materials to vendor by 2/28/18. Delivery to KSC by 3/14/18 |
| PROOFS: | PDF proofs OK for 2-color, paper proofs for full color |
| FULFILLMENT: | Mail-merge salutation (Dear XXXX) at top of letter and variable in body of letter, name and address on separate donor form. KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. There will be 3 versions of the letter (lapsed donors, LYBUNTS, SYBUNTS). Stuff folded letter, donor reply form, and remittance envelope, into 6"X9" window envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps. |
| DELIVERY: | <ul style="list-style-type: none">• Deliver 3 full samples of both versions to Lynn Roman, Keene State College.• Drop stamped and sorted postal bundles at your local post office.• After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. All boxes must be clearly marked outside with project name and quantity in each box. |
| FOB: | Post Office and Keene State College |

Letterhead

| | |
|-----------|---|
| QUANTITY: | 10,000 |
| SIZE: | 8.5" x 11" (1 sheet, 2-sided) (? versions) |
| STOCK: | 24# smooth, bright white – house stock |
| INK: | 4/4: Process/Black + PMS 186 Red, no bleeds |
| ART: | Digital images placed |
| FOLD: | After mail-merge, fold in half |

DONOR FORM

| | |
|-----------|--|
| QUANTITY: | 10,000 |
| SIZE: | 7.875" x 5" |
| STOCK: | 65# cover, smooth, bright white uncoated – house stock |
| INK: | 4/2: Process/black + PMS 186, no bleed |
| ART: | Digital images placed |

6" X 9" WINDOW ENVELOPE

| | |
|-----------|---------------|
| QUANTITY: | 10,000 |
|-----------|---------------|

SIZE: 6" x 9" Window Envelope
STOCK: 24# White wove
INK: 4/0: Process, no bleed
ART: Digital images placed

#5 BOOKLET REMITTANCE ENVELOPE

QUANTITY: 10,000
SIZE: #5 Booklet Remittance
STOCK: 24# White wove
INK: 1/0; Black, no bleeds.
ART: Line-art only

JOB #10

FYE APPEAL

Project includes:

2,000 each:

Letterhead (1 sheet) printed on both sides

Donor Form

#10 window envelopes

#9 envelopes

For all pieces:

PREPRESS: KSC will provide InDesign CC files with laser proofs.
SCHEDULE: Materials to vendor by 5/4/18. Delivery to PO by 5/18/18
PROOFS: PDF proofs OK for 2-color, paper proofs for full color
FULFILLMENT: Mail-merge salutation (Dear XXXX) at top of letter, name and address on separate donor form.
KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. **There will be one version.** Stuff folded letter, donor reply form, and remittance envelope, into #10 window envelope. Vendor responsible for all preparation for postal presort with intelligent barcode for non-profit standard class mailing using non-profit stamps.

DELIVERY:

- Deliver 3 full samples of four versions to Lynn Roman, Keene State College.
- Drop stamped and sorted postal bundles at your local post office.
- After mailing is complete, deliver extras c/o Lynn Roman, KSC Central Stores, 51 Wyman Way, Keene, NH 03435-2502. **All boxes**

must be clearly marked outside with project name and quantity in each box.

FOB: Post Office and Keene State College

Letterhead

QUANTITY: 2,000
SIZE: 8.5" x 11" (1 sheet, 2-sided)
STOCK: 24# smooth, bright white – house stock
INK: 4/4: Process/Black + PMS 186 Red, no bleeds
ART: Digital images placed
FOLD: After mail-merge, fold in thirds (letter fold)

DONOR FORM

QUANTITY: 2,000
SIZE: 8.5" x 3.5"
STOCK: 65# cover, smooth, bright white uncoated – house stock
INK: 4/2: Process/black + PMS 186, no bleed
ART: Digital images placed

#10 WINDOW ENVELOPE

QUANTITY: 2,000
SIZE: #10 Window Envelope
STOCK: 24# White wove
INK: 4/0: Process, no bleed
ART: Digital images placed

#9 BUSINESS REPLY ENVELOPE

QUANTITY: 2,000
SIZE: #9 envelope
STOCK: 24# White wove
INK: 1/0: Black, no bleeds.
ART: Line-art only

For all projects: KSC provides pre-formatted Excel mail list and will work with vendor on the specifics. KSC contact for mailing list: Jessica Bigaj (jbigaj@keene.edu) 603-358-2620.

- **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. 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:

☐ Contractor

☐ Manufacturer

☐ Wholesaler

☐ Distributor

☐ Dealer

☐ Individual

☐ Partners

☐ Corporation

in State of: _____

7. Year Organized: _____

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

If another name, supply details: _____

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?

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

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

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

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

15. List your major equipment available.

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

17. Trade References.
