



**REQUEST FOR PROPOSALS (RFP) # UMW 16-381/PRINT SERVICES**

**(100% SET-ASIDE FOR SMALL BUSINESSES)**

**ISSUE DATE:** 13 April 2015

**COMMODITY CODE(S):** 96600: Printing and Related Services; 96628: Engraved and Embossed Awards, Bonds, Certificates, Diplomas, Stationery, etc; 96657: Offset Printing, General, Small Press Work (Quan. up to 25,000), One or More Colors, No 4 Color Processes or Large Solids or Close Registration; up to 11 x 17 In.: Brochures, Newsletters, Covers, Posters, etc.; 96658: Offset Printing, General, Large Press Work (Quan. up to 100,000); One or More Colors, No 4 Color Processes or Close Registration Required, Finished Sizes May Exceed 11 x 17 In., May Have Large Solids, 96662: Offset Printing, Booklets, Saddle Stitch Binding (Quan. Under 100,000): Books and Magazines; 96663: Offset Printing, Booklets, Saddle Stitch Binding (Quantities up to 100,000; 4 Color Process or Tight Registration Required): Books, Magazines, etc.; 96665: Offset Printing, Books, Perfect Bound (Quan. up to 10,000); 4 Color Process Acceptable: College Catalogues, Telephone Books, etc.; 96676: Print-On-Demand Printing Services (Including Print and Distribute Services); and 96686: Specialty Printing: Die Cutting, Laser, Plastic, Thermography, etc. (Folders, Invitations, Tabs, Binders, etc.).

**ISSUING AGENCY AND ADDRESS:** University of Mary Washington, Procurement Services, Eagle Village Executive Offices, Suite 480, 1125 Jefferson Davis Highway, Fredericksburg, VA 22401

**LOCATION WHERE WORK WILL BE PERFORMED:** UMW FREDERICKSBURG, VIRGINIA CAMPUS (WITHIN 100 MILES)

**PROPOSALS DUE DATE AND TIME:** 14 May 2015 @ 2PM

**PRE-PROPOSAL CONFERENCE DATE/TIME:** Optional Scheduled 23 April 2015 @ 10AM

**PRE-PROPOSAL LOCATION:** Eagle Village Executive Offices, Suite 480 Conference Room, 1125 Jefferson Davis Highway, Fredericksburg, VA 22401.

**CONTRACT OFFICER:** Pat Canciglia **EMAIL:** [pcancigl@umw.edu](mailto:pcancigl@umw.edu) **PHONE:** (540) 654-1237

**PERIOD OF CONTRACT:** Date of Award (Estimated 9/1/2015) through one year, with nine (9) one-year renewal options.

**QUESTIONS/INQUIRIES:** All inquiries for information should be directed via email to the contract officer listed above, referencing the solicitation by name and number. No questions will be accepted after 1 May 2015 Close of Business.

**PROPOSALS:** Sealed Proposals must reach the above address and department by the stated deadline in order to be considered. It is the responsibility of the offeror to ensure that the proposal is submitted in a package that clearly identifies the contents as a proposal submission in response to this RFP. Also reference section V herein. UMW requires the inclusion of a clearly marked redacted proposal if any portion of the offeror's proposal contains proprietary information; Reference Section V.3 stipulations. All resulting contracts will be made available through UMW's Public Contracts Gateway <http://umw.cobblestonesystems.com/public/>.

**Note:** If special ADA accommodations are needed in order to attend a pre-proposal conference, please contact the contract officer no later than 20 April 2015 @ 12PM.

In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned firm offers and agrees to furnish the goods/services in accordance with the attached signed proposal or as



mutually agreed upon by subsequent negotiation and the undersigned firm hereby certifies that all information provided below and in schedule or attachment of this document is true, correct, and complete.

**THIS FORM MUST BE COMPLETED AND RETURNED WITH PROPOSAL**

Name of Offering Firm: \_\_\_\_\_

Address of Offering Firm: \_\_\_\_\_

Check All That Apply: ☐ Micro Business ☐ Small Business ☐ Woman-Owned Business ☐ Minority-Owned Business

RFP Notification received via: ☐ eVA ☐ Newspaper ☐ Other: \_\_\_\_\_

DSBSD Certification No.: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

Virginia Contractor License No. : \_\_\_\_\_ Class: \_\_\_\_\_

Specialty Codes: \_\_\_\_\_ SCC No.: \_\_\_\_\_

eVA Vendor ID or DUNS No.: \_\_\_\_\_ FEIN: \_\_\_\_\_

Submitted By (Print Name & Title): \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Website: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature (In Ink): \_\_\_\_\_ Date: \_\_\_\_\_

**Note: This public body does not discriminate against faith-based organizations in accordance with Code of Virginia §2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.**



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## I. PURPOSE

The University of Mary Washington (UMW), an Agency of the Commonwealth of Virginia, is soliciting on a competitive basis sealed proposals from small business vendors that have demonstrated experience in providing printing services including, but not limited to: typesetting, design, layout, printing, binding, finishing, mailing, and delivery of various institutional publications. The intent of this RFP is to enter into multiple contracts with small business offerors that represent the best combination of qualified vendors who can provide the supplies/services as defined in the Scope of Services while maintaining UMW's commitment to offering maximum opportunity for small and micro-small businesses to meet UMW printing needs. Initial contracts will be for one (1) year with an option to renew for nine (9) additional one-year periods for a total ten years.

## II. ORGANIZATIONAL OVERVIEW

The University of Mary Washington is a coeducational, state-supported institution of the Commonwealth of Virginia, enrolling a total of approximately 5,000 undergraduate and graduate students. The institution currently consists of three academic campuses (Fredericksburg, Stafford, and Dahlgren) and three colleges – Arts and Sciences, Business, and Education. UMW has also developed a Center for Economic Development, which connects faculty and students with regional initiatives and businesses seeking their assistance. Additional information is available at <http://www.umw.edu/about/>.

## III. BACKGROUND

It is the policy of the Commonwealth of Virginia to contribute to the establishment, preservation, and strengthening of small businesses, micro-small businesses, and businesses owned by women and minorities and to encourage their participation in State procurement activities. To that end, based on market research, there are adequate resources to support a total small business set-aside for this procurement. The University of Mary Washington desires to partner with small business contractors to provide quality printing services for a potential ten year term (including renewable options). **In no event will a contract be extended to any vendor who is no longer SWAM certified and eVA registered.**

Selection shall be made of up to twenty offerors who are determined to represent the best combination of vendors to meet UMW current and future printing needs. **No minimum sales are guaranteed to any of the selected vendors. Resulting contracts will establish an ordering capability for the University of Mary Washington Buyers.**

UMW via separate contract offers managed print services through an on-site Copy Center which is managed by a vendor (currently Novitex Enterprise Solutions) and provides a full array of document reproduction for staff and students. Services offered through the copy center include, but are not limited to: color and black and white copying; laminating; binding services; transparencies; fax service; shredding, inserting service; personalized stationery, notepads and calendars; digital photo processing; and scanning. This RFP (UMW 16-381) is not intended to replace the Copy Center Contract, rather to supplement the Copy Center Contract when it is unable to meet demand because of schedule, availability, pricing or capability limitations. Historically, UMW has demonstrated the need to contract out, beyond the on-site Copy Center capability, an estimated \$470,000 annually. Products represented in that annual estimate include, but are not limited to: Commencement Programs, Academic Catalogs, Alumni Magazines, Recruitment and Admissions Materials, Promotional Materials for various Departments such as Theater and Dance, Belmont and James Monroe Museum, Advancement, and International Study Abroad.



**IV. SCOPE OF SERVICES (STATEMENT OF WORK):** Selected firms shall provide:

**a. General Requirements / Printing Services:** Selected Firms shall:

- i. Provide the highest possible quality of cost-efficient printing and customer services.
- ii. Include paper of the quality required by the University (addressed in Section XI, Special Terms and Conditions for Printing), printing and related services (stripping, filming, binding, etc.), color separations, duotones, and all appropriate proofs.
- iii. Print the University's publications within the required turnaround time, which can be as little as three business days for commencement programs. For priority items such as commencement programs, liquidated damages clause, as follows will be incorporated into the resulting order:

**LIQUIDATED DAMAGES, GOODS AND NONPROFESSIONAL SERVICES:** Delivery is required not later than \_\_\_\_\_. It is understood and agreed by the bidder/offeror that time is of the essence in the delivery of supplies, services, materials, or equipment of the character and quality specified in the bid/proposal document. In the event these specified supplies, services, materials, or equipment are not delivered by the date specified there will be deducted, not as a penalty but as liquidated damages, the sum of \$\_\_\_\_\_ per day for each and every calendar day of delay beyond the time specified; except that if the delivery be delayed by any act, negligence, or default on the part of the Commonwealth, public enemy, war, embargo, fire, or explosion not caused by the negligence or intentional act of the contractor or his supplier(s), or by riot, sabotage, or labor trouble that results from a cause or causes entirely beyond the control or fault of the contractor or his supplier(s), a reasonable extension of time as the procuring public body deems appropriate may be granted. Upon receipt of a written request and justification for any extension from the contractor, the purchasing office may extend the time for performance of the contract or delivery of goods herein specified, at the purchasing office's sole discretion, for good cause shown.

- iv. Provide pickup and delivery, or appropriate transmittal, including overnight delivery when necessary of all artwork, proofs, and finished product, to and from the University or its designated designer's offices. In the case of the finished product, a designated mailing house or bindery (Contractor's subcontractor) may be making final delivery in accordance with the original job requirements. In the event a subcontractor is to make delivery directly to the University, the contractor shall be responsible for ensuring that subcontractor work is completed to contractor's satisfaction, prior to delivery, and that goods are delivered on time, according to the job requirements.
- v. Provide the University with the highest possible level of customer service. This will include, but is not limited to: meeting with the University's representative and designer for each publication at the University's request. The vendor shall be available to meet with the University prior to the job in order to: (1) Review job specifications and printing requirements; (2) Pickup artwork, disks, and review final specifications; and (3) Deliver proofs as requested.

- vi. Meet the University's Production Schedule. Production schedules may vary, but should not exceed a total of two weeks from delivery of University Order to final printing and shipping unless agreed upon in writing by the University and the selected firms. Production schedules shall be met in all cases unless the University and the selected firm agree **in writing** to an alternate production schedule.

**ALL ITEMS PRINTED SHALL MEET THE UNIVERSITY OF MARY WASHINGTON "BRAND STANDARDS" OUTLINED ON OUR WEB PAGE AT <http://www.umw.edu/documents/document/umw-brand-standards/>**

- vii. **Mail Servicing:** For certain purposes, Excel files will be provided for ink jetting of addresses; lists will need National Change Of Address (NCOA) processing. Pieces may require pre-sorted first class or non-profit indicia. On occasion, UMW might use vendor permit number in order to mail from vendor post office location or deliveries might be made to the Falmouth Post Office, 16 Lichfield Blvd, Fredericksburg, VA 22406. Any remaining unaddressed pieces will not include vendor indicia (if used) and will be delivered to a location(s) to be determined on campus or surrounding areas. Postage statement (PS Form 3602-N) will be required for jobs that will be mailed out; this form is to be emailed to Kathy Johnson, [kjohnson@umw.edu](mailto:kjohnson@umw.edu).
- viii. **Proofs:** One hard-copy color-and screen-accurate contract proof is required (color is critical). In some cases a soft proof (PDF) will suffice. Type of proof shall be indicated on University Purchase Orders. Proofs will be delivered to Design Services, The Executive Offices at Eagle Village, 1125 Jefferson Davis Highway, Suite 300, Fredericksburg, VA 22401. Proofs will be received only during normal working hours (8am – 5pm), Monday through Friday, no later than **three** working days following receipt of files (unless noted differently in individual specifications). Should additional proofs be required due to contractor's errors, such proofs shall be furnished at no additional charge. Delivery by the specified date shall be required. Proofs will be reviewed and vendor notified for pick-up within 48 hours.
- ix. **Press Inspection:** Due to the University's expectation of high quality products, press checks may be needed (at no additional charge). Press checks by a UMW representative are preferred during normal business hours (Monday-Friday, 8am – 5pm). UMW representative must be notified 24 hours prior to the scheduled press check.
- x. **Printer Servicing:** Printer must clearly identify a representative who will be the single point of contact responsible for a UMW project and who will be available at the press check (if press check is requested). Printer must provide a production schedule within three days of receipt of files. Printer's representative shall deliver proof in a timely manner with consideration given to the production schedule.
- xi. **Radius:** The distance between UMW Fredericksburg, VA Campus (22401) and the facility for the printing of these can be no greater than 100 miles due to optional press check. Mileage will be calculated using MapQuest with the contractor's primary facility listed as starting point and the college's address (1301 College Avenue, Fredericksburg, VA 22401) as the destination. **The Printer representative must be physically located on-site in the same facility where presses will be located to run requested jobs.**

- xii. **Mechanical:** The University designers work with the most current version of Adobe Creative Cloud Suite. Mechanical files can be uploaded to a vendor's File Transfer Protocol (FTP) site. All associated fonts and image files will be included.
- xiii. **Packaging:** To be boxed convenient; boxes marked with job name and quantity in each, unless indicated otherwise. Other packaging may be required (i.e., shrink wrapping). Occasionally, UMW might request that for certain publications a special die and counter, a specialty sculpted/etched stamp and bump die, or a combination die be made. These dies would be used for foil stamping or embossing/debossing and foil stamping.
- xiv. **Ownership of Material:** All materials used in the production of jobs will be the property of the University of Mary Washington and shall be returned to the University of Mary Washington upon completion of work, or alternately to another supplier upon request.
- xv. **Delivery Locations:** Locations will be specified when projects are submitted for printing. Deliveries could be made via ground or overnight UPS or FEDEX shipment to one or multiple locations on the University's primary campus, Stafford campus, Dahlgren campus, Gary Melcher's Home and Studio, or James Monroe Museum.
- xvi. **Conditions:** The University of Mary Washington is prohibiting the use of print brokers for this requirement because of high risk associated with the nature of the work and the schedule demands. No print broker arrangements will be permitted under the resulting contract.
- xvii. **Templates:** Occasionally, the University will design printed pieces with specialty folds or pockets or die-cuts. The vendor shall provide a mechanical file or exact measurements for designers to use.
- xviii. **On Demand Work:** On-demand work includes items where the University is prepared to develop forms for submission to the vendor by individual buyers for pre-approved products. It is highly desired that this arrangement be formally documented in a punch-out catalog or similar web-based ordering tool developed by the vendor to assure continuity with the University's branding requirements and specification standards.
- xix. **Optional Use Contract:** The resulting contract(s) will be an optional use contract. UMW is in no way required to make purchases from the Contractor and may in its sole discretion purchase the identical and/or similar goods/services from other sources. Any estimates/quantities contained herein do not represent a purchase commitment by UMW.
- xx. **Forestry Stewardship Council (FSC):** UMW supports the FSC mission to promote environmentally sound, socially beneficial and economically prosperous management of forest resources that will have a direct impact on this requirement.



## V. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

### A. GENERAL REQUIREMENTS FOR PROPOSAL PREPARATION:

1. This Request for Proposal creates no obligation on the part of the University to award a contract or to compensate vendors for proposal preparation expenses. The University will not be responsible for any costs incurred by any vendor in preparing and submitting a proposal. The University reserves the right to accept or reject any and all proposals, in whole or in part, received as a result of this RFP, to waive minor informalities, or to negotiate with all responsible vendors in any manner necessary to serve the best interests of the University. However, the University has the right to accept the best combination of proposals submitted, without negotiation, and may do so; therefore, vendors should not rely on having a chance to negotiate and adjust their proposals.

2. Trade secrets or proprietary information submitted for a procurement transaction shall not be subject to public disclosure under the Freedom of Information Act; however, the Offeror must invoke the protection of Code of Virginia § 2.2-4342F of the Code of Virginia, in writing, prior to or upon submission of the data or other materials and must identify the data or other materials to be protected and state the reasons why protection is necessary. **However, the classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secret is not acceptable. If, after being given reasonable time, the Offeror refuses to withdraw an entire classification, designation, the proposal will be rejected.**

a. Please note that UMW's Public Contract Gateway will publish contract documents, in their redacted digital version as provided by the contractor. In compliance with the stipulations detailed above no contractor-indicated proprietary data will be made publically available by UMW.

3. In order to be considered for selection, Offerors must submit a complete response to the RFP. One (1) original and one electronic media version (DVD, CD, USB Drive) of each proposal along with one set of samples must be submitted to the University. If your proposal includes proprietary information and you are invoking protection from disclosure under §2.2-4342F of the Code of Virginia, you must submit one (1) redacted copy of the proposal clearly marked with the words "REDACTED COPY" on the cover. No other distribution of the proposals shall be made by the offeror.

4. Proposals should be as thorough and detailed as possible so that the University of Mary Washington may properly evaluate your capabilities to provide the required services. Offerors are required to submit the following items as part of a complete proposal:

a. Offerors must submit a cover letter on company letterhead that references this solicitation and provides a brief summary of their proposal, includes firm name and address, phone and fax numbers, email address, contact person and year the firm was established, along with type of firm (partnership, corporation, sole proprietorship). Cover letter should also include eVA and DSBDS (SWAM) registration numbers.

b. The RFP Cover sheet and any addenda must be completed and signed by an authorized representative (able to be contractually obligated) of the offering vendor and returned with the RFP package.

c. Specific Format: Proposals, in accordance with the University's sustainability initiatives, must be prepared simply, economically, and with the ability to be recycled. A simple staple, a binder clip, or if necessary, a reusable, 3-ring binder are all university-preferred methods to hold dual-side printed proposal documents. Only send the quantity of copies requested in the RFP. It is preferable that semi-permanent bindings made of non-recyclable materials (i.e., plastic combs, spiral wire) are not used to bind documents. Each copy of the proposal should be bound in a single



*where great minds get to work*

volume where practical. All documentation submitted with the proposal should be bound in that single volume. Emphasis should be on completeness and clarity of content; providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP.

5. Include any other information that the vendor feels the University should consider in evaluating its proposal.
6. Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the University. This will provide an opportunity for the vendor to clarify or elaborate on the proposal. This is a fact-finding and explanation session only and does not include negotiation. Oral presentations are an option of the University and may not be conducted. Therefore, proposals should be complete.
7. Proposals shall be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number and the corresponding section of the RFP. It is also helpful to cite the paragraph number, sub-letter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and sub-letter should be repeated at the top of the next page. The proposal should contain a table of contents that cross references the RFP requirements. Information that the Offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
8. As used in this RFP, the terms “must”, “shall”, “should”, “may”, or “desired” identify the criticality of the requirements. “Must” and “shall” identify requirements whose absence will have a major negative impact on the suitability of the proposed solution. Items labeled “should” or “may”, although their absence will not have a large impact and would be useful, are not necessary. “Desired” directly correlates to the overall rating of the Offeror’s proposal with higher scores being given to those Offerors who meet the University’s desired requirements.  
  
Depending on the overall response to the RFP, some individual “must” and “shall” items may not be fully satisfied, but it is the intent to satisfy most, if not all, “must” and “shall” requirements. The inability of an Offeror to satisfy a “must” or “shall” requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offeror’s proposal.
9. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in the purchasing agency requiring prompt submissions of missing information and/or giving a lowered evaluation of the proposal. Proposals that are substantially incomplete or lack key information may be rejected by the purchasing agency. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.



**B. SPECIFIC SUBMISSION REQUIREMENTS FOR THE RFP PACKAGE:** The Offeror should provide the following information tabbed as follows:

**1. TECHNICAL PROPOSAL**

The Offeror shall provide a technical proposal which outlines specific approach, capability and commitment to providing sustained quality products/services, on schedule and at a competitive price for the life of this contract. At a minimum the technical proposal shall address the following:

a. This plan shall address the specific requirements called out in Section IV, Scope of Services and Section XI, Special Terms and Conditions Printing. At a minimum, Offerors should:

- (i) Provide detailed plans and approach for providing the printing services that the Offeror is proposing to provide to the University, including all available resources, area of expertise, levels of experience, and facility capabilities.
- (ii) Provide a detailed plan outlining how the use of subcontractors, if any, will be used to assist in the completion of requested jobs. **Note: It is a requirement of this contract that a contact person under this contract be on site for any work that is being produced because of UMW's unique branding considerations which will require a collaborative relationship which would not be conducive to a brokering arrangement.**
- (iii) Describe the firm's ability to access and receive electronic mail and files.
- (iv) Identify the local sales representative proposed for UMW, including their primary place of work (within 100 miles of UMW Fredericksburg campus). Include a resume for the single point of contact identified to provide day-to-day interaction with UMW and a staffing plan that shows key individuals that will be assigned to support this tasking.
- (v) List all contact information for ordering, invoicing, customer service, etc.
- (vi) Describe plan for providing pre-production samples, including timelines from placement of order through pre-production approval to completion.
- (vii) Describe delivery options and policies, including in-stock, rush, and manufacturer order for items offered. All orders shall be FOB Destination. Include information regarding delivery costs and/or free delivery.
- (viii) Identify specify typical turnaround time for delivery (standard, rush, etc.).
- (ix) Describe return policy and associated costs.
- (x) Provide process for replacement of defective items.
- (xi) Provide sample quote and invoice.



- (xii) Describe the firm's ability to perform prepress work from a variety of software programs. Identify the software programs that your firm has experience using.
- (xiii) Describe the firm's ability and knowledge in handling variable data print jobs.
- (xiv) Describe process and proposed pricing associated with customer (UMW's) requirement to change a job (1) before it has gone to press; and (2) after it has been printed.
- (xv) State the amount of time required between receipt of files (on disk/uploaded to ftp site) and final printed product. Further describe the firm's flexibility and method in meeting the University's delivery needs.
- (xvi) Describe the firm's ability to provide graphic design services to the University.
- (xvii) Describe the firm's ability to provide design templates and print-on-demand work.
- (xviii) Describe firm's in-plant printing, binding and finishing capability. Provide a complete list of equipment from pre-press through finishing available for use on site at vendor's location.
- (xix) Describe subcontractor's in-plant printing, binding and finishing capability. Provide a complete list of equipment from pre-press through finishing available for use on site at subcontractor's location.

## 2. **SAMPLES**

- (a) Each Offeror shall provide one package of samples for evaluation. For samples that are too large to send, such as displays, the Offeror shall provide photographs. Only those samples and associated photographs submitted will be used to evaluate Offeror's proposals. Offerors are encouraged to send samples of documents of similar size and complexity as that requested by UMW through this solicitation. Each sample shall include the following detail:
  - (i) Date Produced (within past five years), Customer Name and Point of Contact Information (email and phone), Quantities Produced, Required Delivery Schedule and Actual Delivery Date with notations for any deliveries that were not made on schedule, Contract Price, and extent of Offeror's contribution to the final product. Also, identify any subcontracting (name of subcontractor and specific work completed by subcontractor) that was used in production of said sample.
  - (ii) Sample Packages shall be clearly marked with the UMW RFP Number.
  - (iii) If the Offeror would like samples returned, they should so note in the Sample Package. Otherwise samples will be kept or disposed of by UMW.
  - (iv) It is desired, but not required, that samples from Institutions of Higher Education be included.



3. **QUALITY ASSURANCE PLAN**

(a) The Offeror shall provide a Quality Assurance Plan to be used in administration of any resulting contract which addresses the Offeror's documented process to review work, correct problems, coordinate with UMW officials to highlight any potential mistakes (customer or vendor generated), to assure delivery of timely and quality products. The Quality Assurance Plan should address key elements as follows:

(i) Provide a general description of the areas to be addressed by the Quality Assurance Plan.

(ii) Describe in detail Quality Assurance processes to be used and when they will be used. For each of the cited checkpoints, provide a high level overview of who will be involved, criteria to be used in evaluation and who will review/approve the results.

(iii) Identify the methodologies to be used and standards to be applied.

(iv) Provide a high level description of planned procedures to track and resolve problems or issues identified in project processes detected during Quality Assurance Reviews.

(v) If subcontracting is proposed, include methodology for Quality Assurance for subcontracted items.

(vi) Describe any processes or measures put in place to prevent detection of additional errors or problems. A liquidated damages schedule can be provided, but is not required.

4. **SMALL BUSINESS SUBCONTRACTING**

This requirement is set-aside for small businesses. Offerors shall identify in their proposal any proposed subcontracting, including the name of the company, their business size, and percentage of work proposed to be subcontracted. Maximum points will be given to those offerors who present 100% small business approach.

5. **PRICE**

Offerors shall complete, Pricing Schedule, Attachment B to this Request for Proposal. Also provide pricing schedule for changes made by the customer, UMW, after final printing.

6. **Other Information to Be Included in Proposal:**

**(a) Past Performance documentation shall include, but not be limited to:**

(i) Complete Contractor Data Sheet, included as Attachment A, to Request for Proposal.

(ii). Identify the amount of sales your company has had (if any) during the last 12 months. Highlight sales with each public higher education institution within the Commonwealth of Virginia.

(iii). Provide a brief description and history of the firm including whether it is a corporation, partnership, or sole proprietorship. Describe the Offeror's background and the nature and scope of



its operation. Provide financial data that will support the Offeror's capacity to meet the requirements of this procurement.

(iv). Provide a list of current higher education, state agencies, government, or other client accounts to include contact name, phone number, email, length of service of the account, and sales volumes. Additionally, the Offeror must also provide a list of lost accounts during the previous three years to include contact name, phone number, email, length of service, and reasons for the loss of the account.

(v). Identify the amount of sales your company had during the last twelve months with each VASCUPP Member Institution. A list of VASCUPP Members can be found at: [www.VASCUPP.org](http://www.VASCUPP.org).

(vi). Indicate how long your firm has been in continuous operation and lines of business and growth within the last 5 yrs.

**(b) Responsibility Information to Be Included in Proposal:**

(i). Evidence that the Offeror and any proposed subcontractors are regular dealers, suppliers or authorized dealers of the goods/services required;

(ii). Evidence that the Offeror and any proposed subcontractors have the ability to comply with the required delivery or performance schedule, taking into consideration other business commitments;

(iii). Evidence that the Offeror and any proposed subcontractors have a satisfactory record of performance;

(iv). Evidence that the Offeror and any proposed subcontractors have a satisfactory record of integrity; and

(v). Evidence that the Offeror and any proposed subcontractors have the necessary facilities, organization, experience, technical skills, and financial resources to fulfill the items of the contract.

**VI – TIME LINES AND KEY DATES**

Event	Date	Time
Optional Pre-Proposal Conference	23 April 2015	10:00-11:00AM
Questions from Offerors accepted through	1 May 2015	NLT 5PM
Addendum with Q&A	5 May 2015	
RFP Closing	14 May 2015	2:00PM
Tentative Award	1 September 2015	



## VII – EVALUATION AND AWARD CRITERIA

### A. EVALUATION CRITERIA:

UMW source selection will be based on the **best overall combination of vendors (up to twenty) capable of meeting UMW current and future printing demands**. UMW will individually score each responsive proposal based on the evaluation criteria outlined below and then will **assess the best overall combination of vendors to meet UMW diverse requirements while sustaining UMW's commitment to small, micro-small, women and minority owned businesses**.

Proposals shall be evaluated by the University of Mary Washington using the following criteria:

Evaluation Criteria	Assigned Points	Notes
Technical Proposal	25	1
Samples	25	2
Quality Assurance Plan	25	3
Small Business Participation	15	4
Price	10	5
<b>Total</b>	<b>100</b>	

#### Notes:

(1) The Offeror's Technical Proposal will be evaluated based on each of the elements outlined in V.B.1 above. Offerors that offer the best overall approach to meet UMW current and future requirements will be given the highest scores. The Offeror's adaptability to meet deadlines, to present new papers, inks, coatings and finishes and demonstrated commitment to provide quality, on schedule and competitively priced products/services are key considerations for this portion of the evaluation. UMW branding is a key consideration for evaluation. **Offerors are reminded the use of print brokers is prohibited.** Higher scoring will be reserved for Offerors who offer ease of ordering (possibility of punchout catalog in eVA); competitive pricing for set up of multiple templates, then individual templates, as needed; proof approval capability within 48 hours of receipt of order; maximum two-week turnaround after receipt of order; and visual proofing for obvious errors to communicate to customer (**no automatic corrections**).

(2) Samples – Offerors must produce samples with their proposal that best represents similar size and complexity of work products to that being solicited through this UMW solicitation. While there are no specific requirements for this sample, offerors are reminded that the evaluation will be based on quality and size and complexity when compared to the UMW specific requirements called out in this solicitation. The reference information will be used by UMW as required to verify customer satisfaction with quality, schedule and price of the document sampled.



(3) Quality Assurance Plan is intended to be a working document to be used by the Offeror to document processes, procedures and remedies to assure that quality products are delivered on schedule and within established pricing. This document should thoroughly address not only the Offeror's Quality Assurance Process, but their responsibility for Quality Assurance for any proposed subcontracting arrangements.

(4) Small Business Participation – It is UMW's desire to maximize potential for small, micro-small, women-owned, and minority businesses. Offerors shall provide a complete list of planned subcontracting along with size of any proposed subcontractor and estimated percentage of the work to be subcontracted to that firm.

(5) Price

Price will become of increasing value when proposals are considered essentially equal. UMW is extremely interested in quality products at the lowest overall cost. Evaluation of pricing will include Schedule Pricing along with any proposed rebates or discounts.

#### **B. AWARD OF CONTRACT**

Selection shall be made of multiple Offerors deemed to represent the best combination of qualified vendors. Negotiations may be conducted with the Offerors so selected. Price shall be considered but need not be the sole determining factor. The University reserves the right to make multiple awards as a result of this solicitation. The University may cancel this Request for Proposals or reject proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular proposal was not deemed to be the most advantageous. (Section 11-65D, Code of Virginia.) The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated.

#### **VIII. CONTRACT ADMINISTRATION**

a. The UMW Director of Design Services, or designee, shall be identified by the University as the Contract Administrator and shall use all powers under the contract to enforce its faithfulness and performance in conjunction with the University's Purchasing Department.

b. The Contract Administrator shall determine the amount, quantity, acceptability, fitness of all aspects of the services, and shall decide all other questions in connection with the services.

c. The Contract Administrator shall not have authority to approve changes in the services which alter the contract or which call for an extension of the contract term. Any modifications made to the contract must be authorized by University Procurement Division through a written two-party modification to the contract.

**IX. GENERAL TERMS AND CONDITIONS: GENERAL TERMS AND CONDITIONS:** Please refer to the link to follow regarding Required General Terms and Conditions of this Solicitation which are a mandatory part of the resulting contract: <http://adminfinance.umw.edu/procurement/files/2014/11/UMW-General-Terms-and-Conditions-Nov14.pdf>



**X. SPECIAL TERMS AND CONDITIONS:**

**AUDIT:** The contractor shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. The agency, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.

**PROPOSAL ACCEPTANCE PERIOD:** Any offer in response to this solicitation shall be valid for 90 days. At the end of the 90 days the proposal may be withdrawn at the written request of the offeror. If the proposal is not withdrawn at that time it remains in effect until an award is made or the solicitation is canceled.

**COOPERATIVE PROCUREMENT/ADDITIONAL USERS - USE OF AGREEMENT BY THIRD PARTIES:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body (to include government/state agencies, political subdivisions, etc.), cooperative purchasing organizations, public or private health or educational institutions, or any University affiliated agency and/or corporation may access any resulting contract if authorized by the Contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the contractor may modify the terms and conditions of this contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The Contractor will notify the University in writing of any such entities accessing this Contract. The Contractor will provide semi-annual usage reports for all entities accessing the Contract. The Contractor should consider an offer of special tiered pricing or rebates to all entities accessing the contract, based on the results of such reporting. This tiered pricing and/or rebate structure should be included with the Bidder/Offeror's bid or proposal package.

The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity, and will not be considered in default of the Contract no matter the circumstances.

Use of this Agreement does not preclude any participating entity from using other agreements or competitive processes.

**ASSIGNMENT:** This contract cannot be assigned by contractor in whole or in part w/o consent of the Commonwealth of Virginia/UMW.

**AWARD TO MULTIPLE OFFERORS:** Selection shall be made of up to twenty offerors who represent the best combination of vendors to provide print services to the UMW based on evaluation criteria outlined in this solicitation. Negotiations may be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. The University reserves the right to make multiple awards as a result of this solicitation. The University may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Code of Virginia*, § 2.2-4359D). The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor.

**CANCELLATION OF CONTRACT:** The University reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of





the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

**FORMAL SOLICITATION COMMUNICATIONS/DISQUALIFICATION OF OFFERORS:**

Informal Communications - From the date of receipt of this RFP by each Offeror until a binding contractual agreement exists with the selected contractor and all other Offerors have been notified, or when the University rejects all proposals, informal communication regarding this procurement shall cease. Informal communication shall include, but not be limited to:

- a. Requests from Offerors to any departments of the University, with the exception of Purchasing, for information, comments, etc.
- b. Requests from any department at the University of any employee of the Offeror, with the exception of Procurement Services, for information, comments, etc.
- c. Contact with any individuals participating on the selection committee.

Formal Communications - From the date of receipt of this RFP by each Offeror, until a binding contractual agreement exists with the selected Offeror, and all other Offerors have been notified, or when the University rejects all proposals, all communications between the University and the Offerors will be formal as provided for in this RFP or as requested by Procurement Services. Formal communication shall include, but not be limited to:

- a. Pre-proposal conference
- b. Oral presentation, if requested
- c. Site visits, etc.

***ANY FAILURE TO ADHERE TO PROVISIONS SET FORTH ABOVE MAY RESULT IN THE REJECTION OF ANY OFFERORS PROPOSAL AND CANCELLATION OF THIS REQUEST FOR PROPOSAL.***

**IDENTIFICATION OF PROPOSAL ENVELOPE:** The signed proposal should be returned in a separate envelope or package, sealed and identified as follows (on the outside of the package):

FROM: \_\_\_\_\_  
Name of Offeror Due Date Time  
Street or Box No. \_\_\_\_\_  
City/State: \_\_\_\_\_

**RFP# UMW 16-381 PRINT SERVICES**

The envelope should be addressed as directed on Page 1 of the solicitation.



**E-VERIFY PROGRAM:** Effective 12/1/2013, and pursuant to Code of Virginia, §2.2-4308.2., any employer with more than an average of 50 employees for the previous 12 months entering into a contract in excess of \$50,000 with any agency of the Commonwealth to perform work or provide services pursuant to such contract shall register and participate in the E-Verify program to verify information and work authorization of its newly hired employees performing work pursuant to such public contract. Any such employer who fails to comply with these provisions shall be debarred from contracting with any agency of the Commonwealth for a period up to one year. Such debarment shall cease upon the employer's registration and participation in the E-Verify program. *If requested, the employer shall present a copy of their Maintain Company page from E-Verify to prove that they are enrolled in E-Verify.*

**SUBCONTRACTS:** No portion of the work shall be subcontracted without prior written consent of the purchasing agency. In the event that the contractor desires to subcontract some part of the work specified herein, the contractor shall furnish the purchasing agency the names, qualifications and experience of their proposed subcontractors. The contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of the contract.

**DELIVERY POINT:** Any and all items shall be F.O.B. Destination delivered as directed by the ordering department institution or agency of the Commonwealth.

**DELIVERY NOTIFICATION:** The Agency shall be notified prior to delivery (24 hours) of any items so that personnel may be available to allow access to the building and verify items received. Notification shall be made to Kathy Johnson, (540) 654-1932.

**DELIVERY AND STORAGE:** It shall be the responsibility for the contractor to make all arrangements for delivery, unloading, receiving and storing of materials. The owner will not assume any responsibility for receiving these shipments. Contractor shall check with the owner and make necessary arrangements for security and storage space.

**FINAL INSPECTION AND ACCEPTANCE:** At the conclusion of a job, the authorized owner's representative (Requisitioner) will confirm that the results are in compliance with all requirements detailed in the purchase order (contract). Any deficiencies shall be promptly and permanently corrected by the contractor at the contractor's sole expense prior to final acceptance of the work and payment.

**LATE PROPOSALS:** To be considered for selection, proposals must be received by the issuing office by the designated date and hour. The official time used in the receipt of proposals is that time on the automatic time stamp machine in the issuing office. Proposals received in the issuing office after the date and hour designated are automatically non-responsive and will not be considered. The University is not responsible for delays in delivery of mail by the U.S. Postal Service, private couriers, or the intra university mail system. It is the sole responsibility of the Offeror to ensure that its proposal reaches the issuing office by the designated date and hour.

**RENEWAL OF CONTRACT:** This contract may be renewed by the Commonwealth for a period of nine (9) successive one year periods under the terms and conditions of the original contract except as stated in 1 and 2 below. Price increases may be negotiated only at the time of renewal. Written notice of the Commonwealth's intention to renew shall be given approximately 60 days prior to the expiration date of each contract period.

1. If the Commonwealth elects to exercise the option to renew the contract for an additional one-year period, the contract price(s) for the additional one year shall not exceed the contract price(s) of the original contract increased/decreased by no more than the percentage increase/decrease of the other services category of the



CPI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the last twelve months for which statistics are available.

2. If during any subsequent renewal periods, the Commonwealth elects to exercise the option to renew the contract, the contract price(s) for the subsequent renewal period shall not exceed the contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the other series category of the CPI-W Section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available.

**AUTHORIZATION TO CONDUCT BUSINESS IN THE COMMONWEALTH:** A contractor organized as a stock or nonstock corporation, limited liability company, business trust, or limited partnership or registered as a registered limited liability partnership shall be authorized to transact business in the Commonwealth as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia or as otherwise required by law. Any business entity described above that enters into a contract with a public body shall not allow its existence to lapse or its certificate of authority or registration to transact business in the Commonwealth, if so required under Title 13.1 or Title 50, to be revoked or cancelled at any time during the term of the contract. A public body may void any contract with a business entity if the business entity fails to remain in compliance with the provisions of this section.

**PUBLIC POSTING OF COOPERATIVE CONTRACTS:** UMW maintains a web-based contracts database with a public gateway access. Any resulting cooperative contract(s) to this solicitation will be posted to the publicly accessible website. Contents identified as proprietary information will not be made public.

**QUANTITIES:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply bid prices for actual quantities as ordered, regardless of whether such total quantities are more or less than those shown.

**PRIME CONTRACTOR RESPONSIBILITIES:** The contractor shall be responsible for completely supervising and directing the work under this contract and all subcontractors that he may utilize, using his best skill and attention. Subcontractors who perform work under this contract shall be responsible to the prime contractor. The contractor agrees that he is as fully responsible for the acts and omissions of his subcontractors and of persons employed by them as he is for the acts and omissions of his own employees.

**WARRANTY:** All manufactured materials shall be fully guaranteed against defects in material and workmanship. Should any defect be noted by the owner (requisitioner), either the owner or Procurement Services will notify the contractor of such defect or non-conformation. Notification will state either (1) that the contractor shall replace or correct; or (2) the owner does not require replacement or correction, but an equitable adjustment to the contract price will be negotiated. If the contractor is required to correct or replace, it shall be at no cost to the Commonwealth and shall be subject to all provisions of this clause to the same extent as materials initially delivered. If the contractor fails or refuses to replace or correct the deficiency, the office issuing the purchase order may have the materials corrected or replaced with similar items, and charge the contractor the costs occasioned thereby or obtain an equitable adjustment in the contract price.



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**PRODUCT AVAILABILITY SUBSTITUTION:** Substitution of a product, or brand or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contracting Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contracting Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.

**OPTIONAL PRE-PROPOSAL CONFERENCE:** An optional pre-proposal conference will be held on **23 April 2015 at 10 am.**

The purpose of this conference is to allow potential bidders/offers an opportunity to present questions and obtain clarification relative to any facet of this solicitation.

While attendance at this conference will not be a prerequisite to submitting a proposal, offerors who intend to submit a proposal are strongly encouraged to attend. Bring a copy of the solicitation with you. Any changes resulting from this conference will be issued in a written addendum to the solicitation.

If you are an individual with a disability with need of reasonable accommodations to participate in this activity, please notify Patricia A. Canciglia at (540) 654-1237 no later than **20 April 2015 at 12PM.**

**CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION:**

The Contractor assures that information and data obtained as to personal facts and circumstances related to UMW or other athletes, faculty, staff, students, parents of students, or others will be collected and held confidential, during and following the term of this agreement, and will not be divulged without the individual's and the agency's written consent and only in accordance with federal law or the Code of Virginia. Contractors who utilize, access, or store personally identified information as part of the performance of a contract are required to safeguard this information and immediately notify the agency of any breach or suspected breach in the security of such information. Contractors shall allow the agency to both participate in the investigation of incidents and exercise control over decisions regarding external reporting. Contractors and their employees working on this project may be required to sign a confidentiality statement.

**CONTINUITY OF SERVICES:**

a) The Contractor recognizes that the services under this contract are vital to the Agency and must be continued without interruption and that, upon contract expiration, a successor, either the Agency or another contractor, may continue them. The Contractor agrees:

(i) To exercise the best efforts and cooperation to effect an orderly and efficient transition to a successor;

(ii) To make all Agency-owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the contract to facilitate transition to successor; and

(iii) That the Agency Contracting Officer shall have final authority to resolve disputes related to the transition of the contract from the Contractor to its successor.

b) The Contractor shall, upon written notice from the Contracting Officer, furnish phase-in/phase-out services for up to ninety (90) days after this contract expires and negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Contracting Officer's approval.



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c) The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after contract expiration that result from phase-in, phase-out operations) and a fee (profit) not to exceed a pro rata portion of the fee (profit) under this contract. All phase-in/phase-out work fees must be approved by the Contracting Officer in writing prior to commencement of said work.

**INDEPENDENT CONTRACTOR:** The contractor shall not be an employee of UMW, but shall be an independent contractor. Nothing in this agreement shall be construed as authority for the contractor to make commitments that shall bind UMW or to otherwise act on behalf of UMW, except as UMW may expressly authorize in writing.

**OFFEROR'S REPRESENTATION:** Offerors, by submission of a proposal, represent that they have read and understand the solicitation documents and specifications and have familiarized themselves with all federal, state and local laws, ordinances, rules and regulations that may affect the cost, progress or performance of the work. The failure or omission of any Offeror to receive or examine any form, instrument, addendum or other documents, or to acquaint itself with conditions existing at the site, shall in no way relieve the Offeror from any obligations with respect to its proposal or to the contract.

**UNDERSTANDING OF REQUIREMENTS:** It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that is not understood. The University will not be bound by oral explanations as to the meaning of the specifications or language contained in this solicitation. Therefore, all inquiries deemed to be substantive in nature must be in writing and submitted to the responsible buyer in the Procurement Services Office. Offerors must ensure that written inquiries reach the Buyer/Specialist no later than **1 May 2015**. A copy of all queries and the respective response will be provided in the form of an addendum to all offerors who have indicated an interest in responding to this solicitation. Your signature on your Offer certifies that you fully understand all facets of this solicitation.

**SUBMISSION OF INVOICES:** All invoices shall be submitted within sixty days of contract term expiration for the initial contract period as well as for each subsequent contract renewal period. Any invoices submitted after the sixty-day period will not be processed for payment.

**EXTRA CHARGES PROHIBITED:** The pricing provided under the resulting contract shall be complete, and shall include all applicable freight and any other charges; extra charges invoked by the contractor shall not be honored or paid. These charges, for example, shall include but not be limited to fees for the use of credit card for payment of invoices or any order-associated eVA fees unless specifically disclosed in advance and in accordance with terms and conditions of usage. The Commonwealth expects that these costs, as well as all contractor business expenses will be built into the contractor's quoted price. If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000 or less.

Postage charges, which may be invoiced separately and may follow invoicing of printed work, cannot reflect any additional charges for payment via charge card. All fees for use of the charge card must be in compliance with terms and conditions of usage.



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**STATE CORPORATION COMMISSION IDENTIFICATION NUMBER:** Pursuant to the Code of Virginia §2.2-4311.2 subsection B, a bidder or offeror organized or authorized to transact business in the Commonwealth pursuant to Title 13.1 or Title 50 is required to include in its bid or proposal the identification number issued to it by the State Corporation Commission (SCC). Any bidder or offeror that is not required to be authorized to transact business in the Commonwealth as a foreign business entity under Title 13.1 or Title 50 or as otherwise required by law is required to include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized.

For assistance in complying with the above requirements please read the following:

The link below takes you to the SCC document which provides information for foreign firms pertaining to exclusions to the requirement to register with the SCC. Note that a foreign firm is defined as “organized or existing under the laws of a state or jurisdiction other than Virginia”. (<http://www.scc.virginia.gov/clk/befaq/forinva.aspx#al>).

**STANDARDS OF CONDUCT IN THE WORKPLACE:**

The University of Mary Washington, an agency of the Commonwealth of Virginia, strictly forbids harassment of any employee, applicant for employment, vendor, contractor or volunteer in the workplace\*, on the basis of an individual’s race, sex, color, national origin, religion, sexual orientation, age, veteran status, political affiliation or disability. The Commonwealth will not tolerate any form of retaliation directed against an employee or third party\* who either complains about harassment or who participates in any investigation concerning harassment.

The Commonwealth expressly prohibits workplace violence.\* Prohibited conduct includes, but is not limited to:

Injuring another person physically; Engaging in behavior that creates a reasonable fear of injury to another person; Engaging in behavior that subjects another individual to extreme emotional distress; Possessing, brandishing, or using a weapon that is not required by the individual’s position while on state premises or engaged in state business; Intentionally damaging property; Threatening to injure an individual or to damage property; Committing injurious acts motivated by, or related to, domestic violence or sexual harassment; and Retaliating against an employee who, in good faith, reports a violation of this policy.

Violations of the above standards of conduct may result in requests for apparent offenders to temporarily or permanently leave the workplace.

**\*Definitions**

**Workplace:** Any location, either permanent or temporary, where an employee or third party performs any work-related duty. This includes, but is not limited to, the buildings and the surrounding perimeters, including the parking lots, field locations, alternative work locations, and travel to and from work assignments.

**Third parties:** Individuals who are not state employees, but who have business interactions with state employees. Such individuals include, but are not limited to: Customers, including applicants for state employment or services; Vendors; Contractors; Volunteers; Relatives; Unknown parties.

**Workplace Violence:** Any physical assault, threatening behavior or verbal abuse occurring in the workplace by employees or third parties. It includes, but is not limited to, beating, stabbing, suicide, shooting, rape, attempted suicide, psychological trauma such as threats, obscene phone calls, an intimidating presence, and



harassment of any nature such as stalking, shouting or swearing pursuant to the authority provided in Chapter 10 and 12, Title 2.2 of the Code of Virginia.

#### **XI. PRINTING TERMS AND CONDITION**

**1. Overruns/Underruns:** Bids for printing will be rejected if the quoted overrun cost equals or exceeds the base lot price quoted for the equivalent increment unit quantity. On bids for multiple part forms, envelopes, and signage, the additional overrun quoted shall not exceed the base lot price quoted for the equivalent incremental quantity. The agency may, at its discretion, accept an underrun, provided credit is allowed the agency at the full base price per unit for the quantity of the underrun. The agency also may, at its discretion, accept overruns, but will do so at no additional cost, especially if overruns were not requested.

**2. Acceptable Brands:** Only papers designated as “mill brand” in the latest edition of the Competitive Grade Finder (published by Grade Finders, Inc.) will be used to determine the acceptable brands for the purpose of this bid invitation. Private brand papers and business equipment brand papers will not be considered equivalent to mill brand papers. Papers, which have been accepted by Grade Finders, Inc., for publication in subsequent editions of any of its paper buyer guides, will be considered. For products not listed in the current Competitive Grade Finder, a copy of Grade Finders’ letter of acceptability should be included with your returned bid. Failure to provide this requested information as specified may be cause for your bid to be rejected.

**3. Ownership of Printing Materials:** All artwork, photos, dies, and similar materials used to produce a printing job shall become the property of the Commonwealth. Any furnished materials shall remain the property of the Commonwealth. All such items and materials shall be delivered to the ordering agency in usable condition after completion of the work, and prior to submission of the invoice for payment.

**4. Quality Color Printing:** Contractor shall analyze each four-color subject and make separations individually. Contractor shall allow for color correction, dot etching, etc., in order to achieve top-quality production from each separation made.

**5. Class 2 – Excellent Quality Printing:** This class shall be used when clean, crisp reproduction is required. One color or multiple color jobs may be classified as “Class 1.” Four-color process images shall have pleasing color matches with good skin tones (if applicable); some color correction may be necessary. PMS color matches may be required. Very fine lines and drawings may be required. Halftones or screen tints will require 133, 150, or 200 line screens. There are to be large reverse areas, and/or large solid areas where good even ink coverage is necessary. Because of the overall design, very accurate registration is required. Camera-ready copy is generally furnished. Metallic inks may be used. Finishing and bindery operations shall be of the same excellent quality.

**6. Product Availability Substitution:** Substitution of a product, brand, or manufacturer after the award of contract is expressly prohibited unless approved in writing by the Contracting Officer. The Agency may, at its discretion, require the contractor to provide a substitute item of equivalent or better quality subject to the approval of the Contracting Officer, for a price no greater than the contract price, if the product for which the contract was awarded becomes unavailable to the contractor.

**7. Quantities:** Quantities set forth in this solicitation are estimates only, and the contractor shall supply at bid prices actual quantities ordered, regardless of whether such total quantities are more or less than those shown.





**XII. METHOD OF PAYMENT:** The contractor shall be paid using one of the following three methods:

1. Small Purchase Charge Card (SPCC): At the time of verified receipt of goods or services, if the Contractor accepts credit cards in payment, the University will authorize payment by SPCC, currently Bank of America Visa. Any "Check-out fees" imposed by the contractor must be disclosed prior to the purchase and shall be detailed in a separate line item on the receipt at point of sale. No check-out fee or surcharge may be greater than 4% of the total sale. *If the contractor's eVA profile indicates acceptance of a credit card in payment, the Commonwealth will pay via credit card for invoices \$50,000.00 or less.*
2. "ePayables" through Bank of America: All payments under ePayables will have a *net 16* payment term. For more information about this payment option, please view <http://www.bankofamerica.com/epayablesvendors> or contact UMW's Accounts Payables department at [payables@umw.edu](mailto:payables@umw.edu).
3. Payment (by check or ACH) will be made 30 days after satisfactory performance of the contract in all provisions thereof and upon receipt of a properly completed invoice, whichever is later; in accordance with the Virginia Prompt Payment Act. Ref.: Code of Virginia, Sections 11-62.1 through 11-62.9; "Prompt Payment Act" memorandum issued by the Office of the Comptroller, June 27, 1984
4. *To be considered eligible for payment, **all invoices must be received at the following address and should reference the eVA purchase order and UMW contract numbers:***  
*University of Mary Washington*  
*Attn.: Accounts Payable*  
*1301 College Avenue*  
*Fredericksburg, VA 22401.*

**I. ATTACHMENTS:**

- A. Contractor Data Sheet**
- B. Pricing Schedule**
- C. Samples**





ATTACHMENT A

OFFEROR DATA SHEET

TO BE COMPLETED BY OFFEROR

1. **QUALIFICATIONS OF OFFEROR:** Offerors must have the capability and capacity in all respects to fully satisfy the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time you have been in business providing these types of goods and services.

Years \_\_\_\_\_ Months \_\_\_\_\_

3. **REFERENCES:** Indicate below a listing of at least five (5) organizations, either commercial or governmental/educational, that your agency is servicing. Include the name and address of the person the purchasing agency has your permission to contact.

CLIENT	LENGTH OF SERVICE	ADDRESS	CONTACT NAME/NUMBER
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

4. List full names and addresses of Offeror and any branch offices which may be responsible for administering the contract.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. RELATIONSHIP WITH THE COMMONWEALTH OF VIRGINIA: Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, Section 2.2-3100-3131?

( ) Yes ( ) No

If Yes,

Explain. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

RETURN OF THIS PAGE IS REQUIRED.



**ATTACHMENT B**  
**PRICING SCHEDULE: MUST RETURN WITH PROPOSAL PACKAGE**

JOB NAME	QUANTITY	PRICE FOR OFFSET	PRICE FOR DIGITAL
POSTCARD, 4X9	2,500		
	5,000		
	7,500		
	10,000		
BROCHURE	500		
	1,000		
	1,500		
	2,500		

JOB NAME	QUANTITY	PRICE
COMMENCEMENT BOOKLETS	8,800	
UNDERGRADUATE TEXT PAGES	7,500	
GRADUATE TEXT PAGES	1,300	
UNDERGRADUATE ACADEMIC CATALOGS	1,500	
GRADUATE ACADEMIC CATALOGS	500	



**ATTACHMENT B (CONTINUED)**  
**PRICING SCHEDULE: MUST RETURN WITH PROPOSAL PACKAGE**

JOB NAME	QUANTITY	PRICE
STATIONERY LETTERHEAD #1	500	
	1,000	
	2,500	
	5,000	
STATIONERY LETTERHEAD #2	500	
	1,000	
	2,500	
	5,000	
STATIONERY LETTERHEAD #3	500	
	1,000	
	2,500	
	5,000	
ENVELOPE TO MATCH STATIONERY #1	500	
	1,000	
	2,500	
	5,000	
ENVELOPE TO MATCH STATIONERY #2	500	
	1,000	
	2,500	
	5,000	



**ATTACHMENT B (CONTINUED)**  
**PRICING SCHEDULE: MUST RETURN WITH PROPOSAL PACKAGE**

JOB NAME	QUANTITY	PRICE
WINDOW ENVELOPE TO MATCH STATIONERY LETTERHEAD #1	500	
	1,000	
	2,500	
	5,000	
WINDOW ENVELOPE TO MATCH STATIONERY LETTERHEAD #2	500	
	1,000	
	2,500	
	5,000	
COURTESY REPLY MAIL	500	
	1,000	
	2,500	
	5,000	



**ATTACHMENT C – SAMPLE JOBS**

UMW does not guarantee that these particular pieces will ever be printed as these are only samples of past printing pieces and are to be used for estimating and evaluation purposes. **Offerors shall provide a sample of a similar product they have produced, describe the specific turnaround time, price, and provide point of contact information (name, number and email) for reference checks.**

**POSTCARD SPECIFICATIONS (OFFSET AND DIGITAL)**

**Quantity:** 2,500, 5,000, 7,500, 10,000

**Finished Size:** 4x9 versus 6x8 versus 11x6

**Paper:** 120# Cover Weight, Gloss-White

**Press:** 4cp plus UV coating/4cp plus UV coating

**Heavy Ink Coverage/Bleeds:** Full bleeds, heavy ink coverage, tight registrations

**Bindery:** Cut to size

**BROCHURE SPECIFICATIONS (OFFSET AND DIGITAL)**

**Quantity:** 500, 1,000, 1,500, 2,500

**Final Size:** 8.5 x 3.67 (flat size 11 x 8.5)

**Paper:** 100# Text Weight, Sterling Gloss – White

**Press:** 4cp/4cp

**Heavy Ink Coverage/Bleeds:** Full bleeds

**Bindery:** Letterfold from 11 x 8.5 to 3.67 x 8.5



**COMMENCEMENT BOOKLETS (UNDERGRADUATE AND GRADUATE)**

**COMMON COVERS FOR BOTH BOOKLETS**

**Quantity:** 8,800

**Description:** Commencement covers 1 and 4 (common artwork on both booklets)

**Final Trim Size:** 8x10 (flat size is 16x10)

**Paper:** 80# Cover Weight, Finch Opaque Smooth – Bright White

**Press:** Cover 1: PMS#648 Blue Ink and Shiny Silver Foil Flat Emboss (existing die/counter will be provided by UMW for stamping of UMW Seal only); Cover 2 & 3: Blank – No Printing; Cover 4: PMS #648 Blue Ink

**Heavy Ink**

**Coverage/Bleeds/**

**Tight Registration:** None

**Bindery:** Score cover, collate with text pages for undergraduate and graduate books (below), half-fold, saddle-stitch (two stitches), face trim on three sides (maximum trimmed size is 8 x 10).

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**TEXT PAGES (UNDERGRADUATE BOOKET)**

**Quantity:** 7,500

**Description:** 56 pages plus covers listed above (total of 60 pages)

**Final Trim Size:** 8x10 (flat size is 16x10)

**Paper:** 60# Text Weight, Finch Opaque Smooth – Bright White

**Press:** PMS #648 Blue Ink – Two Sides (no bleeds or heavy ink coverage)

**Bindery:** Collate with cover (above), half-fold, saddle-stitch (two stitches), face trimmed on three sides (maximum trimmed size is 8x10)

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**TEXT PAGES (GRADUATE BOOKLET)**

**Quantity:** 1,300

**Description:** 16 pages plus covers listed above (total of 20 pages)

**Final Trim Size:** Maximum trim size is 8x10 (flat size is 16x10)

**Paper:** 60# Text Weight, Finch Opaque Smooth- Bright White

**Press:** PMS #648 Blue Ink – Two Sides (no bleeds or heavy ink coverage)

**Bindery:** Collate with cover (above), half-fold, saddle-stitch (two stitches), face trim on three sides

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**REMAINING SPECIFICATIONS FOR BOTH BOOKLETS:**

**Proof:** Online pdf proof – available to view on Thursday (day after receipt of files) or sooner.

**Mechanical:** File for covers can be sent sooner than inside pages; inside pages for both booklets will be uploaded no later than noon on the Wednesday prior to Commencement (booklets are due on Friday, 45 hours after receipt of files).

**Delivery:** **\*\*All finished booklets must be physically delivered to UMW by 9am on the Friday after receipt of files (no overnight shipments).**  
**\*\* Delivery could be made to three separate locations on campus. Separate delivery instructions will be sent well in advance of files being released.**

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**ACADEMIC CATALOGS**

**UNDERGRADUATE CATALOG:**

**Quantity:** 1,500

**Pages:** 286 pages, plus covers (total of 290 pages)

**GRADUATE CATALOG:**

**Quantity:** 500

**Pages:** 150 pages, plus covers (total of 154 pages)

**REMAINING SPECIFICATIONS FOR BOTH CATALOGS:**

**Page Size:** 6"x9" (allow for full bleed on cover)

**Stock:** Cover: 100# Cover Weight, Matrix Gloss – Bright White (please quote this stock)

Inside Pages: 70# Text Weight, Exact Opaque Smooth, White (please quote this stock)

**Press:** Covers 1&4: Four-color process plus gloss aqueous coating.

Inside Pages: Black throughout

**NOTE:** There may be large solid areas where good even ink coverage is necessary. Because of the overall design, very accurate registration is required. A mock-up may be furnished, if requested.



**Heavy Ink Coverage Bleeds/Tight Registration:** Full bleeds, solid/heavy ink coverage, and tight registrations throughout

**Images:** Hi-res images will be in place in the document. 150-line reproduction is required.

**Proof:** One hard-copy color-and screen-accurate contract proof for covers 1 & 4 is required (color is critical); covers 2&3 are blank. Include one revised set of proofs with color/copy corrections in bid. Printer must also provide three folded and trimmed HP proofs (or equivalent) of entire book, including covers. Proofs will be received no later than five working days after receipt of files.

**Binding:** Collate all, covers shall be hinge scored. Glue strip shall wrap from spine to hinge score line. Perfect bind on the 9-inch side. Binding shall be the first class, glued securely to prevent pages from pulling out.

**Packaging:** Shrink-wrap books individually.

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STATIONERY (letterhead, #9 return envelope, #10 envelope – window and non-window, 9 x 12 booklet envelope)

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Letterhead #1 (24# Writing Text Weight)

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 8.5 x 11

Paper: Classic Crest 24# writing text weight with watermark, smooth – white, with exact match to #10 commercial envelope (VCE uses 25% cotton and plain white wove envelopes, which does not match, so I would LOVE for our stationery to finally match.)

Press: PMS #648 Blue and Cool Gray #11 – One Side

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Letterhead #2 (24# Writing Text Weight, 25% Cotton Fiber)

VCE uses 25% cotton for everyone, but I think we should go back to reserving the rag with matching rag envelopes for the President's Office or for any other official purpose)

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 8.5 x 11

Paper: Royal 24# writing text weight, 25% cotton with watermark, smooth – white, with exact match to #10 commercial envelope

Press: PMS #648 Blue and Cool Gray #11 – One Side

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Letterhead #3 (Used as Second Sheets – No Printing)

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 8.5 x 11

Paper: Classic Crest 24# writing text weight with watermark, smooth – white, with exact match to #10 commercial envelope  
and

Royal 24# writing text weight, 25% cotton with watermark, smooth – white, with exact match to #10 commercial envelope

Press: None





**#10 Envelope #1 (to match Letterhead #1 listed above)**

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 4.125 x 9.5, #10 commercial

Paper: Classic Crest 24# text weight, smooth – white, with exact match to letterhead

Press: PMS #648 Blue and Cool Gray #11 – One Side

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**#10 Envelope #2 (to match letterhead #2 listed above)**

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 4.125 x 9.5, #10 commercial

Paper: Royal 24# text weight, 25% cotton, smooth – white, with exact match to letterhead

Press: PMS #648 Blue and Cool Gray #11 – One Side

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**#10 “Window” Envelope #1 (to match Letterhead #1 listed above)**

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 4.125 x 9.5, #10 commercial

Paper: Classic Crest 24# text weight, smooth – white, with exact match to letterhead

Press: PMS #648 Blue and Cool Gray #11 – One Side

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**#10 “Window” Envelope #2, if Available (to match letterhead #2 listed above)**

Quantity: 500, 1,000, 2,500, 5,000

Final Size: 4.125 x 9.5, #10 commercial

Paper: Royal 24# text weight, 25% cotton, smooth – white, with exact match to letterhead

Press: PMS #648 Blue and Cool Gray #11 – One Side

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**#9 Courtesy Reply Mail (CRM) Envelope (to match Letterhead #1 listed above)**

**Quantity: 500, 1,000, 2,500, 5,000**

**Final Size: 3.875 x 8.875, #9 commercial**

**Paper: Classic Crest 24# text weight, smooth – white, with exact match to letterhead**

**Press: PMS #648 Blue – One Side (this might, on occasion be two PMS colors, but generally is only one PMS color)**