

**COLORADO MOUNTAIN COLLEGE**



**Request for Proposal  
Number #543-13**

**Class Schedule Printing and Mailing**

**Due:**

**February 13, 2013 2:00PM**

**Buyer:**

Steve Boyd  
Purchasing and Contracts Manager  
802 Grand Avenue  
Glenwood Springs, CO 81601  
[sboyd@coloradomtn.edu](mailto:sboyd@coloradomtn.edu)

**COLORADO MOUNTAIN COLLEGE**  
**REQUEST FOR PROPOSAL #543-13**  
**CLASS SCHEDULE PRINTING AND MAILING**

**I. INTRODUCTION**

Colorado Mountain College (CMC) is a two-year public College established in 1967, and includes three residential campuses, eight commuter campuses, a Distance Learning program and administrative offices. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles.

Colorado Mountain College is requesting proposals for the printing and bulk mailing of our semester class schedules – seven of them – published three times per year. A sample of your company's printing quality and similar publications must be submitted with your proposal. CMC prefers recycled paper that uses at least 20% post-consumer product.

**Requirements:**

- Electronic files provided press ready by customer in PDF format
- Vendor should provide FTP site with drag and drop functionality for uploading customer files
- Vendor must be able to provide high quality match soft proofs, or equivalent, for four color proofing
- Vendor must be able to produce, mail and deliver seven bulletins in twelve (12) working days: print in ten (10) days and ship in two (2)
- Vendor must be able to process provided files in Adobe Acrobat 6.0 or 7.0, using Adobe InDesign CS PDF style settings
- Service to include addressing, sort and delivery to Post Office using CMC's periodic permit

2013/14 Class Schedule Production Calendar

	SU2013	FA2013	SP2014
Down load XML into InDesign & CS college wide ads to campuses	18-Mar	19-Jun	28-Oct
Classes available to search on Webadvisor	Week of March 18	Week of June 24	Week of Oct 28
Upload to printer	3-Apr	10-Jul	13-Nov
Account managers approval on blanket PO	3-Apr	10-Jul	6-Nov
Postage check cut	4-Apr	11-Jul	7-Nov
Electronic Proofs Available for Review by Campus/Central Office IF REQUESTED: Hard copies sent to campuses from PP. MUST REQUEST with Mark. These will arrive 24-48 hours later than digital proofs.	3-Apr	10-Jul	13-Nov
Return to printers with any final changes	8-Apr	15-Jul	18-Nov
Final PDFs to Central Services Marketing	15-Apr	22-Jul	25-Nov
Flip Books and PDFs on line	17-Apr	24-Jul	27-Nov
Printer delivers schedules to PO	15-Apr	19-Jul	22-Nov
Arrive in local mailboxes no later than:	18-22 April	25-27 July	27 Nov -Nov 30
Registration begins	22-Apr	29-Jul	2-Dec

## Printing and Mailing Requirements

### **Slim Jm (booklet format)**

#### Printing

Prepress : Print Ready Files

4 color process

Proofs – digital or hard copy

Text Paper - 27" 50# #3 Offset, 50# #3 Offset 13.5"

Bleed 4 sides

Bindery: Saddle stitch

Page size: 6" x 10.5"

Page quantities: 24 to 48 pages

Quantities: 14,000 to 24,000

#### Mail Service

Include addressing, sort and delivery to Post Office

Using CMC periodic permit

### **Tabloid Bulletin #1**

#### Printing:

Prepress: print ready files

4 color process

Proofs –digital or hard copy

Text paper: 35" 50# #3 offset

Bindery: Size 11 x 17

Trim 2 sides ¼ folded product to 8.5 x11

Delivery: Multiple campus locations

Tabloid Bulletin page quantities: 8 to 16 pages

Quantities: 16,000 to 18,000

Mail Service:

Include addressing, sort and delivery to Post Office  
Using CMC periodic permit

**Tabloid Bulletin #2**

Printing

Paper: Mando (newsprint) or better  
32" tabloid (image 10 x 15.25 finished 10.3 X 16)  
Quarter fold  
No staples No trim  
No bleed  
Proof digital or hard copy

Mailing Service

Include addressing, sort and delivery to Post Office  
Using CMC periodic permit

**II. TIMELINE**

CMC reserves the right to modify this timeline at any time. Any changes will be posted to the CMC Purchasing Department's website as soon as the information is available. All times are Mountain.

<b>REQUISITION STEP</b>	<b>DATE</b>	<b>TIME</b>
<b>ISSUE DATE</b>	<b>01/25/2013</b>	<b>4:00 PM</b>
<b>QUESTIONS DUE FROM VENDOR</b>	<b>01/31/2013</b>	<b>2:00 PM</b>
<b>ADDENDUM 001 RELEASED</b>	<b>02/06/2013</b>	<b>4:00 PM</b>
<b>REQUEST FOR PROPOSALS (RFP) DUE</b>	<b>02/13/2013</b>	<b>2:00 PM</b>
<b>INTERVIEWS OF SHORTLISTED CANDIDATES (SUBJECT TO CHANGE)</b>	<b>02/19/2013</b>	<b>TBD</b>
<b>TARGET AWARD DATE (SUBJECT TO CHANGE)</b>	<b>02/22/2013</b>	<b>4:00 PM</b>

### III. INSTRUCTIONS TO PROPOSERS

- This Proposal is expected to be highly competitive with numerous vendors participating. CMC endeavors to provide a uniform distribution of information to vendors and conduct a fair selection process. We ask that you please follow these instructions carefully. Any submittal that does not meet the requirements set forth in this document and any Addendums will not be considered by the Selection Committee.
- All information related to this Proposal will be posted in the Bids, RFP's... section of the Purchasing Office's website at [www.coloradomtn.edu/Purchasing](http://www.coloradomtn.edu/Purchasing). Please click on "Bids, RFP's..." and find this solicitation. This location will hold the most current and accurate documentation available for this project. Please look to this link for answers to your questions.
- Questions regarding this RFP should be directed to the Purchasing Manager, Steve Boyd, via email at [sboyd@coloradomtn.edu](mailto:sboyd@coloradomtn.edu). The College will attempt to answer all legitimate questions related to this RFP that are submitted to this email address. Answers may be delivered via subsequent addendums and/or posted to the college purchasing website. However, inquiries seeking information that is already posted on the College website will not be answered.
- To promote sustainability and a fair Proposal process, CMC utilizes the Rocky Mountain Rocky Mountain E-Purchasing System to generate awareness and collect responses. **Therefore, <http://www.govbids.com/scripts/CO1/public/home1.asp> will serve as the ONLY way to submit a qualified response.** Proposers must have an existing Rocky Mountain Rocky Mountain E-Purchasing System account or may establish one (currently) free of charge. Please be sure to allow time for technical difficulties in submitting responses. CMC will only consider submittals that have been placed successfully with the Rocky Mountain E-Purchasing System **PRIOR TO CLOSING**, there are no exceptions to this. Proposers may contact the Rocky Mountain Rocky Mountain E-Purchasing System staff directly or the Buyer via email if you are experiencing difficulty. The Buyer also encourages feedback on your Rocky Mountain E-Purchasing System experience. Please note that the CMC Purchasing website will contain all information related to this project. Updates and other information may or may not be posted to the Rocky Mountain E-Purchasing System, The CMC Purchasing website listed above is the official venue for information.
- **Please do not contact any member of CMC's staff, faculty or Selection Committee directly regarding this proposal. Any attempt to do so will result in your firm's disqualification at the discretion of the Purchasing Manager.**

#### **IV. SELECTION CRITERIA**

Our Selection Committee for this project will evaluate submittals to identify the best value for the College. This will not be an “all-or-none” award. The Selection Committee may also, at its discretion, give preference to firms that are able to service many or all of our campuses and administrative locations.

Specifically, the selection committee will select the winning proposer based on the following criteria in no order of importance:

- A. Overall quality of response and printing samples
- B. Company qualification and background
- C. Pricing
- D. References
- E. Environmental policy and “Green” initiatives
- F. Service capability
- G. Added value

*Criteria may be modified in subsequent Addendums.*

#### **V. TERMS & CONDITIONS**

- A. *Submittal Instructions:* All submittals must adhere to the instructions provided above to be considered by the Selection Committee.
- B. *Copies:* No electronic or paper copies of submittals are required other than your post to Rocky Mountain E-Purchasing System.
- C. *Proprietary Information:* If you are submitting any information you consider proprietary, please clearly mark it “Proprietary Information.” If the Purchasing Manager concurs, this information will not be considered public information. At the discretion of the Purchasing Manager, submittal information may be posted to the College Purchasing website upon award. Please do not submit anything that you do not want posted publicly without clear indication to our Purchasing Department. Notwithstanding the prior statement, the Purchasing Manager may make your entire submittal public information at his or her discretion.
- D. *Signature Block:* All proposals must be signed by an authorized agent of your firm. Any firm or individual submitting a signed proposal shall be deemed to have read and understood all the terms, conditions, and requirements of this Request for Proposal.
- E. *Refusal:* CMC reserves the right to refuse any and/or all proposals, or any part thereof.
- F. *Withdraw Proposal:* You may withdraw your proposal at any time prior to the date and time set for closing.
- G. *Discussions/Negotiations:* CMC reserves the right to conduct discussions with Proposers, to accept or not accept revisions of Proposals, and to negotiate price changes and other terms at the sole discretion of the Purchasing Manager. During this discussion period, CMC will

not disclose any information regarding Proposal submittals other than (in some cases) the number of qualified proposals the College received and the name of the Proposer.

- H. *Award:* Awards shall be made to all responsible proposers whose submittals are determined to be advantageous to CMC based on the evaluation factors described above. Price, although a consideration, will not be the sole determining factor. CMC reserves the right to ask for the “Best and Final Offer” from any or all Proposers.
- I. *Pre-award Presentations:* The College reserves the right to require presentations from the highest-ranking proposers, in which they may be asked to provide additional information and answer questions from the Selection Committee.
- J. *Contract:* The successful proposer is expected to enter into a standard contract with Colorado Mountain College that will include the College’s standard terms and conditions attached to all purchase orders.
- K. *Indemnification:* Successful Proposers shall indemnify and save CMC harmless, to the extent permitted by law, from any and all claims, demands, suits, and actions which may arise from errors or omissions caused by the Proposer in conjunction with its contractual obligations including, but not limited to, obligations for the preparation of any and all documents required by CMC in conjunction therewith, and shall defend all suits, in the name of CMC when applicable, and shall pay all costs and judgments which may issue thereon.
- L. *Insurance:* Successful Proposers shall have their insurance company send the CMC Purchasing Department a currently in-force Certificate of Insurance which indicates that insurance coverage has been obtained, including professional liability, which meets the minimum requirements as are required by Colorado law for work performed by the Proposer. “Colorado Mountain College” shall be named as an additional insured. The Proposer shall be responsible for notifying the CMC Purchasing Department of any modification to, or cancellation of, these policies during the contractual period; including, but not limited to, any pending or paid claims against the aggregate amount of the policy.
- M. *Illegal Aliens:* By submitting a proposal, a Proposer certifies pursuant to C.R.S. § 8-17.5-102(1) that, at the time of proposal submission, it does not knowingly employ or contract with an illegal alien and that the contractor has participated or attempted to participate in the Basic Pilot Program that is administered by the United States Department of Homeland Security in order to verify that it does not employ any illegal aliens.
- N. *Limitation of Multiple-Fiscal Year Obligations:* All financial obligations of Colorado Mountain College (CMC) under this contract subsequent to the fiscal year in which signed are contingent upon funds for this purpose being appropriated, budgeted, and otherwise made available by the CMC Board of Trustees. This contract shall not be deemed to create any multiple-fiscal year direct or indirect debt or other financial obligation whatsoever for purposes of Section 20(4) (b) of the State Constitution (Amendment 1).

**VI. SIGNATURE BLOCK**

*Note: Please return this page with your proposal.*

The undersigned, an authorized agent of his/her company, hereby certifies:

- ( ) the receipt of \_\_\_\_\_ addendums,
- ( ) familiarization with all terms, conditions, and specifications herein stated,
- ( ) vendor is qualified to perform work and services as proposal,
- ( ) that the proposal is valid until \_\_\_\_\_ (date).

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Title

\_\_\_\_\_  
Federal Employer ID Number

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Type of Entity (S-Corp, LLC, etc?)

\_\_\_\_\_  
Official EMAIL Address

\_\_\_\_\_  
Web Site, if available

\_\_\_\_\_  
Solicitation Number (from cover page)