



**REQUEST FOR PROPOSAL
No. BT156977P**

Digital Production Printing Equipment Lease

PROPOSAL DUE DATE AND TIME:
January 24, 2012 (3:00M, PST)

OSU Procurement and Contract Services Offices are open from 8:00 am – 12:00 noon and 1:00 pm – 5:00 pm.
Offices are closed during the 12:00 noon – 1:00 pm lunch hour.

SUBMITTAL LOCATION:

Oregon State University
Procurement and Contract Services
644 SW 13th Avenue
Corvallis, Oregon 97333

1.0 GENERAL

1.01 SCHEDULE OF EVENTS:

- Request for Proposal Issue Date December 13, 2011
- Pre-Proposal Conference January 4, 2012 (1:00 pm, PST)
- Deadline for Request for Clarification or Change January 13, 2012 (3:00 pm, PST)
- Proposal Due Date and Time January 24, 2012 (3:00 pm, PST)

This Schedule of Events is subject to change. Any changes will be made through the issuance of Written Addenda.

1.02 PRE-PROPOSAL CONFERENCE:

A mandatory Pre-Proposal Conference will be held on Wednesday, January 4, 2012, 1:00pm, PST at Cascade Hall, 601 SW 17th St. Corvallis, OR. Proposers will receive a packet with sample electronic files and sample substrates to be used to produce printed samples on the proposed equipment. The printed samples are to be returned with the solicitation response and will be used as part of the evaluation process.

1.03 ISSUING OFFICE:

The Procurement and Contract Services (PaCS) department of Oregon State University (OSU) is the issuing office and is the sole point of contact for this Request for Proposal. Address all concerns or questions regarding this Request for Proposal to the Administrative Contact identified below:

1.04 ADMINISTRATIVE CONTACT:

Name: Bonnie Tufts
Title: Procurement Analyst
Telephone: 541-737-7353
Fax: 541-737-5546
E-Mail: Bonnie.Tufts@oregonstate.edu

1.05 DEFINITIONS:

As used in this Request for Proposal, the terms set forth below are defined as follows:

- a. "Addenda" means an addition to, deletion from, a material change in, or general interest explanation of the Request for Proposal.
- b. "Exhibits" means those documents which are attached to and incorporated as part of the Request for Proposal.
- c. "Proposal" means an offer, binding on the Proposer and submitted in response to a Request for Proposal.
- d. "Proposer" means an entity that submits a Proposal in response to a Request for Proposal.
- e. "Proposal Due Date and Time" means the date and time specified in the Request for Proposal as the deadline for submitting Proposals.
- f. "Request for Proposal" (RFP) means a Solicitation Document to obtain Written, competitive Proposals to be used as a basis for making an acquisition or entering into a Contract when price will not necessarily be the predominant award criteria.
- g. "Responsible" means an entity that demonstrates their ability to perform satisfactorily under a Contract by meeting the applicable standards of responsibility outlined in OAR 580-061-0130.
- h. "Responsive" means a Proposal that has substantially complied in all material respects with the criteria outlined in the Request for Proposal.
- i. "Written or Writing" means letters, characters, and symbols inscribed on paper by hand, print, type, or other method of impression intended to represent or convey particular ideas or meanings.

2.0 INTRODUCTION AND BACKGROUND

2.01 INTRODUCTION

Oregon State University (OSU) Procurement and Contract Services (PaCS) is seeking Responsive Responsible Proposers to submit Proposals to lease digital production printing equipment for our Printing and Mailing Department. We estimate the lease period would be five (5) years.

2.02 BACKGROUND:

Printing and Mailing is an integral member of the Oregon State University community supporting higher education for students, faculty, and staff. Printing and Mailing employs OSU students enabling them to be better prepared to take their place in the work force, and providing training to the OSU community, enhancing campus understanding of offered services. Printing and mailing strives to provide the most up-to-date technology to disseminate the University message quickly and with high quality. They are passionate about Customer Service and strive for enduring partnerships with all OSU colleges and departments.

2.03 OREGON STATE UNIVERSITY:

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. OSU is a member of the Oregon University System and one of only two American universities to hold the Land Grant, Sea Grant, Space Grant and Sun Grant designations. OSU is also the only Oregon institution to hold the Carnegie Foundation's top ranking for research universities, a recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, OSU has a presence in almost every one of Oregon's 36 counties, including its main campus in Corvallis, the Hatfield Marine Sciences Center in Newport and OSU-Cascades Campus in Bend. OSU offers undergraduate, masters and doctoral degrees through 12 academic colleges enrolling more than 20,000 students from every county in Oregon, every state in the country and more than 90 nations.

3.0 SPECIFICATIONS / STATEMENT OF WORK

3.01 REQUIRED SPECIFICATIONS:

In order to qualify as a Responsive Proposer, the Proposal needs to meet the required specifications detailed in Exhibit A. After verification that the required specifications have been met, OSU will award points based on the qualities of the specifications offered by the Proposer.

3.02 PREFERRED SPECIFICATIONS:

OSU will award additional points for Proposals able to meet the preferred specifications below.

- a. Four (4) paper trays
- b. Document handling sheet size works with 14" x 20" sheets
- c. Document handling sheet size works with 14" x 26" sheets
- d. Demonstrated certification process for your training staff
- e. Proposer to supply a list of extra post printer attachments which are available with this equipment.
- f. Proposer to indicate if an inline or offline clear coater is an available attachment.

3.03 ELEMENTS AND TERM OF THE OPERATING LEASE:

To follow Oregon Administrative Rules for an operating lease on this equipment the proposed term of this lease must meet the following criteria (up to a maximum of five (5) years):

- The term of the agreement is 75% or less of the economic useful life of the equipment.

- The present value of the minimum payments under the agreement is less than 90% of the current fair market value of the property. Minimum agreement payments include any penalty for terminating the agreement.

OSU will negotiate the final lease and terms and conditions language with the selected vendor. If we are unable to come to agreement we reserve the right to move to the next highest Proposer etc. until a successful agreement can be fully executed. Proposer to submit a copy of the proposed lease document with the solicitation response.

3.04 LIQUIDATED DAMAGES:

The delivery and installation completion date and the maintenance of equipment in the operating condition set forth in this proposal are established to ensure availability of equipment to the meet production needs of OSU.

If the equipment ordered is not delivered and installed at OSU within the time specified and maintained in the operating condition set forth, the delays will interfere with OSU's ability to meet printing production schedules and will result in pecuniary loss and damage to OSU.

The parties agree that in the event of any such delay in delivery and installation under the contract, any and all damage sustained by OSU shall be the amount set forth in this section. In the event of any such delay, Contractor shall pay the amount as liquidated damages and not as a penalty. OSU, at its option, may deduct amounts due OSU as liquidated damages from any money payable to Contractor, or may bill Contractor as a separate item.

- If the Contractor does not complete delivery and installation on or before the specified completion date, Contractor shall pay OSU, as fixed and agreed liquidated damages, the amount of 1/30th of the basic monthly lease charge for each calendar day between the installation date specified in the order and the date that OSU accepts work as completed. The liquidated damages shall apply for maximum of 180 calendar days, in lieu of all other damages due to such non-completion.
- If the delay is more than 30 calendar days, OSU, by written notice to Contractor, may terminate Contractor's right to complete installation and may, at OSU's option, obtain substitute services. In this event, Contractor shall be liable for liquidated damages in the amount specified above until acceptable substituted equipment is installed or for 180 calendar days from the specified installation date, whichever occurs first. Contractor also shall be liable for any additional costs associated with obtaining the substitute services.
- Exceptions: The Contractor will not be liable for liquidated damages when delays arise out of causes beyond the control and without the fault or negligence of Contractor (delays by subcontractors, including installers, do not qualify for this exception). Such causes may include, but are not restricted to, acts of God, or of the public enemy, acts of OSU in either its sovereign or contractual capacity, fires, floods, epidemics, quarantine restrictions, strikes, freight embargoes, and unusually severe weather; but in every case the delay must be beyond the control and without the fault or negligence of the Contractor. If the delays are caused by the default of a subcontractor, and if such default arises out of causes beyond the control of both the Contractor and its subcontractor, and without the fault or negligence of any of them, the Contractor will not be liable for liquidated damages for delays, unless the supplies or services to be furnished by their subcontractors were obtainable from other sources in sufficient time to permit the Contractor to meet the required schedule.

3.05 SITE INFORMATION/DESCRIPTION:

The installation site is in a warehouse atmosphere with other printing and bindery equipment operating in the same warehouse area. The building is located approximately 50 feet from an active railroad track.

Failure to inspect the site shall not relieve the Contractor from performance of any service, including installation and set-up that may be required to carry out the intent of the contract at no additional cost to OSU.

3.06 CONTRACTOR'S ADDITIONAL RESPONSIBILITIES:

The Contractor shall arrange for all services and furnish all labor, equipment, permits and supplies required to install the proposed equipment. When the Contractor has determined what, if any, building modifications will be required for installation and long term operation of their proposed equipment they need to work with OSU Facility Services to select approved vendors for sub-contracting and design planning. OSU shall enter into a separate contract with the Contractor for any modifications to the building required for installation of the equipment. Installation will also be required to conform to the State of Oregon Bureau of Labor and Industries (BOLI) Prevailing Wage Rate regulations per attachment A. The fee payable to BOLI will be calculated on the contract price for modifications to the building.

Contractor must fully ensure replacement or repair of any and all equipment, furnishings, supplies, building, grounds and walks, streets, grass areas or any other OSU property during the delivery, installation, testing or maintenance of the equipment. Any replacement and /or repairs must be completed to the satisfaction of OSU.

The Contractor must coordinate with OSU to ensure an efficient installation while allowing production to continue with minimal interruption. Contractor shall coordinate the delivery and installation of the equipment with designated OSU Printing and Mailing personnel.

3.07 MANUFACTURER'S NAMES AND APPROVED EQUIVALENTS:

Unless qualified by the provision "NO SUBSTITUTE" any manufacturers' names, trade name, brand names, information and/or catalogue numbers listed in a specification are for information and not intended to limit competition. Proposers may offer any brand for which they are an authorized representative, which meets or exceeds the specification for any item(s). If proposals are based on equivalent products, indicate in the proposal form the manufacturers' name and number. Proposers shall submit with their proposal, sketches, and descriptive literature, and/or complete specifications. Reference to literature submitted with a previous proposal will not satisfy this provision. Proposers shall also explain in detail the reason(s) why the proposed equivalent will meet the specifications and not be considered an exception thereto. Proposals, which do not comply with these requirements, are subject to rejection. Proposals lacking any written indication of intent to provide an alternate brand will be received and considered in complete compliance with the specification as listed in the RFP.

4.0 PROPOSER QUALIFICATIONS

4.01 MINIMUM QUALIFICATIONS:

In order to qualify as a Responsive Proposer, the Proposer needs to meet the minimum qualifications below. After verification that the minimum qualifications have been met, OSU will award points based on the level of the Proposer's qualifications.

- a. Proposer must have a minimum of 6 current production installations in the west coast region.

5.0 REQUIRED SUBMITTALS

5.01 QUANTITY OF PROPOSAL:

Submit one (1) original Proposal and six (6) duplicate copies. Mark original Proposal as "ORIGINAL". Original should contain original signatures on any pages where a signature is required. Proposals should contain the submittals listed in this section below:

5.02 REQUIRED SUBMITTALS:

It is the Proposer's sole responsibility to submit information in fulfillment of the requirements of this Request for Proposal. If pertinent information or required submittals are not included within the Proposal, it may cause the Proposal to be rejected or have an adverse impact on evaluation.

Proposers should submit the following information:

- Description of how the goods and services offered specifically meet the required and preferred specifications described in section 3.
- Detailed information about how the Proposer meets the minimum and preferred qualifications detailed in section 4.
- Samples printed from the packet which is to be supplied at the mandatory Pre-Proposal conference identified in section 1.02.
- Complete and itemized pricing of the goods and services requested. Proposer's pricing must reflect the base monthly lease rate plus the proposed "band cost per copy" pricing.
- Proposer will include a pricing breakout for the XMPie uDirect Premiere software on an annual basis. Proposer must provide the highest version available of XMPie we currently have User Direct Professional 5.2
- Submit a rate for the additional training on a weekly basis.
- Proposer will include an additional pricing list to match the extra available bindery equipment and clear coater listed matching the response to section 3.02 e - 3.02 f.
- Proposed lease document
- Exhibit B, Certifications, fully completed.
- Exhibit C, References, fully completed.

6.0 EVALUATION AND AWARD

6.01 EVALUATION:

The stages of review and evaluation are as follows:

- a. **Determination of Responsiveness:**
OSU will first review all Proposals to determine Responsiveness. Proposals that do not comply with the instructions or are incomplete may be deemed non-Responsive. Written notice will be sent to Proposers whose Proposal is deemed non-Responsive identifying the reason. A proposer has the right to appeal the decision pursuant to OAR 580-061-130(5)(a).
- b. **First Stage Evaluation:**
Those Proposals determined to be Responsive will be evaluated using the required submittals. Proposals will be scored based on the evaluation criteria listed below in section 6.03. Scores will be used to determine Proposer's within a competitive range. The competitive range will be made of Proposers whose individual scores, when viewed together, form a group of the highest ranked Proposers above a natural break in the scores.

OSU may award after the first stage evaluation to the highest ranked Proposer without moving on to the second stage evaluation. If this option is selected, Written notice of intent to award the Contract to the highest ranked Proposer will be provided to all Responsive Proposers.
- c. **Second Stage Evaluation:**
If award is not made after the first stage evaluation, OSU may choose any of the following methods in which to proceed:

- i. Issue a Written invitation to Proposers within the competitive range requesting an interview, presentation, site visit or any other evaluative method that is relevant to the goods or services solicited in the Request for Proposal. Written invitations will contain the evaluation criteria and scoring that will be used by the evaluation committee.
- ii. Engage in oral or Written discussions with and receive best and final Proposals from all Proposers in the Competitive Range or all Proposers submitting Responsive Proposals. Discussions may be conducted for the following purposes:
 - o Informing Proposers of deficiencies in their initial Proposals;
 - o Notifying Proposers of parts of their Proposals for which OSU would like additional information; or
 - o Otherwise allowing Proposers to develop revised Proposals that will allow OSU to obtain the best Proposal based on the requirements set forth in this Request for Proposal.

The conditions, terms, or price of the Proposal may be altered or otherwise changed during the course of the discussions provided the changes are within the scope of the Request for Proposal. Best and final Proposals will be scored based on the evaluation criteria listed below in section 6.03.

Points awarded in the first stage evaluation will not be carried to the second stage evaluation. Contract will be awarded to the Proposer who in OSU's opinion, best meets the requirements and qualifications of the RFP and OSU's needs.

d. **Additional Stages of Evaluation:**

If after completion of the second stage of evaluation, an award is not made, OSU may add another stage of evaluation using any of the methods outlined in the second stage evaluation above.

6.02 NEGOTIATIONS:

OSU may commence serial negotiations with the highest-ranked Proposer or commence simultaneous negotiations with all eligible Proposers. OSU may negotiate:

- a. The statement of work;
- b. The Contract price as it is affected by negotiating the statement of work; and
- c. Any other terms and conditions determined by OSU in its sole discretion to be reasonably related to those expressly authorized for negotiation. Accordingly, Proposers will not submit and OSU will not accept for negotiation, any alternative terms and conditions that are not reasonably related to those expressly authorized for negotiation.

Terms and conditions within the sample contract that are unrelated to the statement of work or Contract price may be negotiated after award, but before legal sufficiency review or execution of the Contract.

6.03 EVALUATION CRITERIA:

Points will be given in each criteria and a total score will be determined. The maximum points available for each criteria are identified below.

<u>Evaluation Criteria:</u>	<u>Points:</u>
Basic Equipment Specifications	35
Service & Maintenance Requirements	25
Sample Quality	25
Educational Partnership Relationship	10
Delivery	10
Sheet size 14" x 26"	10
Sheet size 14" x 20"	5

Training and cost of training	10
Available post printing attachments and pricing for attachments	10
Available clear coater equipment and pricing for coater	10
*Pricing/Costs: Base & Service/Maintenance	50
Total	200

*Pricing will be awarded points based on the lowest total cost to OSU. This will be determined using base cost and band cost per copy cost. The total number of price points available, from this section, will be 50.

- The price used for comparison will be the total of 3 months costs based on the following estimated usage example:
 - Month 1 = 100k color, 25K blk/whte
 - Month 2 = 250K color, 60k blk/whte
 - Month 3 = 150k color, 40k blk/whte
- The proposer with the lowest total cost to OSU, based on the example above, will receive the maximum amount of price points. Proposers whose total cost is higher than the lowest will receive a fewer number of price points in a relational manner as described below.

6.05 INVESTIGATION OF REFERENCES:

OSU reserves the right to investigate and to consider the references and the past performance of any Proposer with respect to such things as its performance or provision of similar goods or services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, subcontractors, and workers. OSU further reserves the right to consider past performance, historical information and facts, whether gained from the Proposal, Proposer interviews, references, OSU or any other source in the evaluation process. OSU may postpone the award or execution of the Contract after the announcement of the notice of intent to award in order to complete its investigation.

7.0 INSTRUCTIONS TO PROPOSERS

7.01 APPLICABLE STATUTES AND RULES:

This RFP is subject to the applicable provisions and requirements of the Oregon Revised Statutes, Oregon Administrative Rules, and OSU Policies and Procedures.

7.02 REQUEST FOR CLARIFICATION OR CHANGE:

Requests for clarification or change of the Request for Proposal must be in Writing and received by the Administrative Contact no later than the Deadline for Request for Clarification or Change as specified in the Schedule of Events. Such requests for clarification or change must include the reason for the Proposer's request. OSU will consider all timely requests and, if acceptable to OSU, amend the Request for Proposal by issuing an Addendum. Envelopes, e-mails or faxes containing requests should be clearly marked as a Request for Clarification or Change and include the RFP Number and Title.

7.03 ADDENDA:

Only documents issued as Written Addenda by PaCS serve to change the Request for Proposal in any way. No other direction received by the Proposer, written or verbal, serves to change the Request for Proposal. PaCS will notify potential Proposers through publication of the Addenda on the OUS procurement website. If you have received a Request for Proposal you should consult the OUS procurement website, prior to Proposal submittal, to assure that you have not missed any Addenda. Proposers are not required to return Addenda with their Proposal. However, Proposers are responsible for obtaining and incorporating any changes made by

the Addendum into their Proposal. Failure to do so may, in effect, make the Proposal non-Responsive, which may cause the Proposal to be rejected.

7.04 PREPARATION AND SIGNATURE:

All Required Submittals must be Written or prepared in ink and signed in ink by an authorized representative with authority to bind the Proposer. Signature certifies that the Proposer has read, fully understands, and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal.

7.05 PUBLIC RECORD:

Upon completion of the Request for Proposal process, information in your Proposal will become subject records under the Oregon Public Records Law. Only those items considered a "trade secret" under ORS 192.501(2), may be exempt from disclosure. If a Proposal contains what the Proposer considers a "trade secret" the Proposer must mark each sheet of information as such. Only bona fide trade secrets may be exempt and only if public interest does not require disclosure.

7.06 SUBMISSION:

Proposals must be submitted in a sealed envelope and be delivered to the submittal location listed on the Request for Proposal cover sheet no later than the Proposal Due Date and Time. Proposer must specify on the outside of the envelope the Request for Proposal number, the Request for Proposal title and the Proposal Due Date and Time. **E-MAIL OR FACSIMILE PROPOSALS WILL NOT BE ACCEPTED.**

7.07 MODIFICATION:

Prior to submittal, Proposers should initial modifications or erasures in ink by the person signing the Proposal. After submittal but prior to the Proposal Due Date and Time, Proposals may be modified by submitting a Written notice indicating the modifications and a statement that the modification amends and supersedes the prior Proposal. After the Proposal Due Date and Time, Proposers may not modify their Proposal.

7.08 WITHDRAWALS:

A Proposer may withdraw their Proposal by submitting a Written notice to the Administrative Contact identified in this Request for Proposal prior to the Proposal Due Date and Time. The Written notice must be on the Proposer's letterhead and signed by an authorized representative of the Proposer. The Proposer, or authorized representative of the Proposer, may also withdraw their Proposal in person prior to the Proposal Due Date and Time, upon presentation of appropriate identification and evidence of authority to withdraw the Proposal satisfactory to OSU.

7.09 LATE SUBMITTALS:

Proposals and Written notices of modification or withdrawal must be received no later than the Proposal Due Date and Time. OSU may not accept or consider late Proposals, modifications, or withdrawals except as permitted in OAR 580-061-0120.

7.10 PROPOSAL OPENING:

Proposals will be opened immediately following the Proposal Due Date and Time at the Submittal Location. Proposer may attend the Proposal opening. Only the names of the Proposers submitting Proposals will be announced. No other information regarding the content of the Proposals will be available.

7.11 PROPOSALS ARE OFFERS:

The Proposal is the Proposer's offer to enter into a Contract pursuant to the terms and conditions specified in the Request for Proposal, its Exhibits, and Addenda. The offer is binding on the Proposer for one hundred twenty (120) days. OSU's award of the Contract constitutes acceptance of the offer and binds the Proposer. The Proposal must be a complete offer and fully Responsive to the Request for Proposal.

7.12 CONTINGENT PROPOSALS:

Proposer shall not make its Proposal contingent upon OSU's acceptance of specifications or contract terms that conflict with or are in addition to those in the Request for Proposal, its Exhibits, or Addenda.

7.13 RIGHT TO REJECT:

OSU may reject, in whole or in part, any Proposal not in compliance with the Request for Proposal, Exhibits, or Addenda, if upon OSU's Written finding that it is in the public interest to do so. OSU may reject all Proposals for good cause, if upon OSU's Written finding that it is in the public interest to do so. Notification of rejection of all Proposals, along with the good cause justification and finding of public interest, will be sent to all who submitted a Proposal.

7.14 AWARDS:

OSU reserves the right to make award(s) by individual item, group of items, all or none, or any combination thereof. OSU reserves the right to delete any item from the award when deemed to be in the best interest of OSU.

7.15 LEGAL SUFFICIENCY REVIEW:

Prior to execution of any Contract resulting from this Request for Proposal, the Contract may be reviewed for legal sufficiency by a qualified attorney for OSU pursuant to the applicable Oregon Revised Statutes and Oregon Administrative Rules. Legal sufficiency review may result in changes to the terms and conditions specified in the Request for Proposal, Exhibits, and Addenda.

7.16 PROPOSAL RESULTS:

A notice of intent to award containing the Proposal results will be issued to all Proposers. The Proposal file will be available for Proposer's review during the protest period at the PaCS Department. Proposers must make an appointment with the Administrative Contact to view the Proposal file. After the protest period, the file will be available by making a Public Records Request to OSU.

7.17 PROPOSAL PREPARATION COST:

OSU is not liable for costs incurred by the Proposer during the Request for Proposal process.

7.18 PROPOSAL CANCELLATION:

If a Request for Proposal is cancelled prior to the Proposal Due Date and Time, all Proposals that may have already been received will be returned to the Proposers. If a Request for Proposal is cancelled after the Proposal Due Date and Time or all Proposals are rejected, the Proposals received will be retained and become part of OSU's permanent Proposal file.

7.19 PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD:

Any Proposer who feels adversely affected or aggrieved may submit a protest within seven (7) calendar days after OSU issues a notice of intent to award a Contract. The protest must be clearly identified as a protest, identify the type and nature of the protest, and include the Request for Proposal number and title. The rules governing protests are at OAR 580-061-0145.

EXHIBIT A

Specifications for Equipment, Training, Educational Partnership & Service/Maintenance

Performance

- Minimum B/W Print Speed: 6000 images per hour on 8.5 x 11
- Minimum Color Print Speed: 4000 images per hour on 8.5 x 11
- 600 x 812 DPI
- Screens Minimum: 150 lpi
- Excellent reproduction of graphic curves, font serifs, fine lines, shadow detail, and highlights.
- Have a robust front-end workflow ripping system that includes trapping, imposition, and color management tools.
- Equipment must be able to consistently produce large solids and accurately reproduce the following PMS colors.
 - PMS 1665
 - PMS 470
 - PMS 411
 - PMS 7539
 - PMS Warm Gray 4
 - PMS 5415
 - PMS 5503
 - PMS 141
 - PMS 383
 - PMS 511

General Features

- Minimum two (2) paper trays and one stacker, Preference four (4) paper trays.
- Maximum efficiency for short-run, fast-turnaround color jobs
- High performance RIP designed to optimize digital printing with outstanding image quality.
 - Identify any ripping, trapping, imposition, and workflow applications.
 - Include color management tools and look-up tables capability.
 - Describe how these applications work with digital files to create an effective workflow.
 - Rip – Must stay current as the technologies change i.e. keeping up with current Acrobat Versions
- Comprehensive production tools including imposition, color management, image enhancement, and preflight.
- Flexible Variable Information support -Traditional print and pre-press workflows
- The proposed equipment needs to be in general use in the industry rather than a “concept” machine and it needs to have a minimum of 6 current production installations in the west coast region.

Document Handling

Input Capacity: 3000 sheets

Monthly Volume Range: 200,000 - 1,200,000+ pages

- Media Types:
 - Coated: gloss, matte, dull, silk
 - Uncoated, textured, specialty stocks
 - Recycled, perforated, tabs, transparencies, a wide variety of labels, synthetics
 - Must be able to print on the full press sheet minus room for bleed
 - Mixed-stock jobs supported at rated speed
- Weight Range:
 - Uncoated: 16 lb. Bond to 130 lb. Cover (60 gsm to 350 gsm)
 - Coated: 60 lb. Text to 130 lb. Cover (90 gsm to 350 gsm)
 - Must be able to duplex total weight range.
- Size Range Minimum:
 - Minimum: 8.5” x 11” to 12” x 18”, Preferred: 14” x 26”

- Standard Output: Two carts per stacker; stacker cart holds 12" (3,000 sheets) 80 lb. coated text -- up to four stackers available
- Straight and reliable paper path
- Automatic duplex with wide radius inverter for second side imaging Mixed stock jobs supported
- Collation Type: Offset stack delivery
- Load and unload while the press is running

Printing Capabilities

- Print Technology: Digital Color Copier Process
- Proposal must include upgrade term of contract licensing for XMPie uDirect Premiere software or equivalent high end variable data software.
- Controller Type: Choice of controllers based on customer's workflow requirements.

Accurate Color Registration

- Improved color-to-color registration and image-to-paper accuracy
- An edge perfecting system which assures front-to-back and crossover registration Each color directly registered to previous color
- Continuous monitoring of image registration
- Continual Color Calibration – On the fly color correction

Software Upgrades and Changes:

- In order to evolve as technologies evolve and/or to maintain capability, the Proposer shall be responsible for providing the most recent versions of all operating software, print drivers, spoolers, and print languages including PCL and Adobe® PostScript®.
- The Proposer is responsible for providing certified network and technical support to ensure compatibility with OSU systems, network protocols and operating procedures.
- Rip – must be able to process pantone color and transparencies simultaneously.
- Must be able to RIP and maintain the integrity of files up to and larger than 100MB.
- Network Standard Interfaces:
 - Ethernet 10/100/1000 baseT
 - Protocols: TCP/IP, IPX/SPX, AppleTalk, Net BEUI
- File Support:
 - Postscript level 1, 2, 3
 - PDF 1.6/Acrobat 7 and above
 - EPS
 - Remote Desktop access to production server
 - TIFF, native, and multi-page
 - VIPP
 - .ERN files, example payroll files
 - Adobe - APPE

Training

Base contract must provide at least three-weeks training (one week on site) on the operation of equipment for two operators, at no additional cost to OSU. This training must include operation of equipment, use of software and equipment maintenance. This training should ensure that selected OSU personnel are fully and properly trained on this equipment. This training must begin within one (1) week of the completion of the equipment installation. OSU Maintains the right to refuse offsite training.

Proposal shall also include weekly pricing for additional training which could be required during the term of the contract.

Educational Partnership

- OSU wishes to include a student development and/or foundation partnerships between the Proposer and various academic departments (Engineering, Computer Science, Graphic Design etc.) as part of this package. These relationships could be internships, research projects, or other suggested partnership activities such as those listed below:
 - Lecture once a month, share curriculum you have developed.
 - Participate in open house, career fair and student event activities, i.e. sponsoring specific events
 - Assist with job placement business development activities.
- Work with graphics and engineering students so they understand equipment and design to it rather than creating exotic designs which cannot be run at all or are too expensive to be practical.

Delivery

Delivery of equipment is to be made F.O.B. Oregon State University within sixty (60) days after award of the contract and issuance of a purchase order.

Machine to be up and fully-functioning (all proposed and required specs are being fulfilled) for 6 continuous weeks before acceptance occurs. Any failure to fulfill this requirement restarts the time before acceptance occurs.

Service/maintenance Requirements:

- Online tech support – ability for tech support to see the machine online for repair diagnostics.
- Service/maintenance must be available for the full period of the lease.
- Service/maintenance to be based on the actual volume of copies run each month.
- Service technicians must be authorized by the manufacturer to service the proposed equipment.
- Contractor will be responsible for providing all service that may be required to maintain the equipment in good working condition. Service agreements shall include, but not be limited to the following:
 - All regularly scheduled preventive maintenance service calls as well as regular inspection service calls when the equipment is cleaned, lubricated and adjusted.
 - A maximum four (4) hour service response time is expected on “Special service calls” (service calls made between the regularly scheduled routine preventive maintenance calls and regular inspection service calls) requested by OSU between 7:30 AM to 5:30 PM M-F.
 - All labor, mileage, travel time, related charges for service calls listed above.
 - All replacement parts to be replacement by equivalent equipment as defined by like for like, equal or better equipment
 - All supplies, except for paper must be included in maintenance cost. This includes, but is not limited to, toner, and other chemistry.
 - Contractor must provide an inventory of parts on site that the operators have been trained to install, maintain, or clean.
 - A total of twenty (20) days per year, taken in 3 stretches i.e. 8 days, 6 days and 6 days, OSU will require a 24 hour a day service contact who can respond immediately to requests for service.
- If equipment cannot be repaired or restored to normal operating service within two (2) work days Contractor is responsible to meet OSU work production scheduled for the Equipment. Contractor is responsible to coordinate all printing and delivery from alternate production sites as needed or furnish replacement equipment of equal specifications and capabilities. All alternate production or equipment shall be delivered at no additional cost to OSU. Replacement may be temporary, or permanent if the original equipment cannot be repaired to the satisfaction of OSU.
- Equipment that continues to have a defect that substantially impairs normal operation or safety, has been repaired 4 or more times for the same defect within a 3 month period or has spent more than 10 days in 3 months out of production operation scheduling shall be replaced with equipment of equal specifications and capabilities.

Cost for Service/maintenance Requirements:

- Service/maintenance cost to be based on the actual volume of copies run each month and must be available for the term of the lease.
- Pricing requested to be on a “band cost per copy” basis, depending on which band that month’s volume falls under with each month billed at the cost per copy based on actual usage.
 - Band 1 = up to 250,000; Band 2 = 250,000 to 1,000,000; Band 3 = over 1,000,000
- Two tiers of copy types, and pricing, are allowable within each band. Bands to be as noted:
 - Color copies
 - Black only copies
- The TOTAL of both tiers determines total monthly volume, and which band that month’s volume falls under.

**EXHIBIT B
CERTIFICATIONS**

By signature on this certification the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS

The undersigned hereby certifies under penalty of perjury that the undersigned is authorized to act on behalf of Proposer and that Proposer is, to the best of the undersigned's knowledge, not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620.

SECTION II. AFFIRMATIVE ACTION

The undersigned hereby certifies that they have not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts, pursuant to OAR 580-061-0030 (3).

SECTION III. COMPLIANCE WITH SOLICITATION

The undersigned agrees and certifies that they:

1. Have read, fully understands and agrees to be bound by the Request for Proposal and all Exhibits and Addenda to the Request for Proposal; and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or Contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the Request for Proposal and the Contract; and
4. Has provided a correct Federal Employer Identification Number or Social Security Number with the Proposal.

SECTION IV. PERMISSIVE COOPERATIVE PROCUREMENTS

If Proposer is awarded a contract from this Request for Proposal, Proposer hereby (check one)

- agrees
 disagrees

to offer the resulting contractual terms and prices to other public institutions.

Authorized Signature: _____

Date: _____

Name (Type or Print): _____

Telephone : (_____) _____

Title: _____

Fax : (_____) _____

FEIN ID# or SSN# (required): _____

Email: _____

Company: _____

Address, City, State, Zip: _____

Construction Contractors Board (CCB) License Number (if applicable): _____

Business Designation (check one):

- Corporation Partnership LLC Sole Proprietorship Non-Profit

Minority, Women & Emerging Small Business (MWESB) Certified Firm: Yes No

If yes, Minority, Women & Emerging Small Business (MWESB) Certification Number: _____

**EXHIBIT C
REFERENCES**

REFERENCE 1

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

REFERENCE 2

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____

REFERENCE 3

COMPANY: _____ CONTACT NAME: _____
ADDRESS: _____ PHONE NUMBER: _____
CITY, STATE ZIP: _____ FAX NUMBER: _____
WEBSITE: _____ E-MAIL: _____
GOODS OR SERVICES PROVIDED: _____
