



**REQUEST FOR PROPOSAL
No. JK185511P**

OSU Printing and Mailing Print Services

PROPOSAL DUE DATE AND TIME

June 16, 2017 (12:00 PM, PT)

SUBMITTAL LOCATION

Oregon State University
Procurement, Contracts and Materials Management
644 SW 13th Avenue
Corvallis, Oregon 97333

OSU Procurement, Contracts and Materials Management Offices are open Monday through Friday 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.

ELECTRONIC SUBMITTAL ADDRESS

bids@oregonstate.edu

1.0 GENERAL

1.01 SCHEDULE OF EVENTS

- Issue Date..... May 23, 2017
- Pre-Proposal Conference..... May 31, 2017 (10:00 am, PT)
- Deadline for Requests for Clarification or Change..... June 7, 2017 (5:00 pm, PT)
- Proposal Due Date and Time..... June 16, 2017 (12:00 pm, PT)

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 voluntary Pre-Proposal Conference will be held on May 31, 2017, 10am PT at the Printing and Mailing Building located at 4700 Research Way, Corvallis OR 97333. If a Proposer is unable to attend in person but wishes to call in, a teleconference number will be made available. Please contact the Administrative Contact listed below for the teleconference number. The Pre-Proposal Conference will begin promptly at 10am PT. If attending in person, please make arrangements to show up to the conference ten (10) to fifteen (15) minutes early.

1.03 ISSUING OFFICE

The Procurement, Contracts and Materials Management (PCMM) 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: Jennifer Koehne
Title: Purchasing Analyst
Telephone: 541-737-7353
Fax: 541-737-2170
E-Mail: jennifer.koehne@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 OSU Standard 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 that are intended to represent or convey particular ideas or meanings and are made in electronic form or inscribed on paper by hand, print, type, or other method of impression.

2.0 INTRODUCTION AND BACKGROUND

2.01 INTRODUCTION

Procurement, Contracts and Materials Management is seeking Responsive Responsible Proposers to submit Proposals for assorted print services for OSU's Printing and Mailing Services.

2.02 BACKGROUND

Oregon State University Printing & Mailing Services (P&M) is the university's single in-house resource for print, mailing and other related services. This award winning digital printing service is the twelfth largest university based in-plant operation in the nation and has a history of over 125 years serving the university. P&M supports the university by offering professional creative services on all mediums of communication including design, print document management, bindery services, CD/DVD duplication, academic services, mail and shipping services, and fleet copier management to name a few.

At this time, P&M is looking to obtain the services of one or more vendors to provide offset two (2) color printing, offset six (6) color printing less than forty (40) inches wide, offset six (6) color printing more than forty (40) inches wide, and web printing jobs including regular and heat set.

2.03 OREGON STATE UNIVERSITY

Founded in 1868, Oregon State University is a comprehensive, research-extensive, public university located in Corvallis. Oregon State is 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, recognition of the depth and quality of OSU's graduate education and research programs.

Through its centers, institutes, Extension offices and Experiment Stations, the university has a presence in 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 30,000 students from every county in Oregon, every state in the country and more than 90 nations.

3.0 STATEMENT OF WORK

3.01 SAMPLE CONTRACT

A sample contract containing contractual terms and conditions is included at Exhibit A.

3.02 STATEMENT OF WORK

OSU, on behalf of P&M, is obtaining the services of one or more print services vendors to provide the services listed below. OSU may enter into one (1) or more contracts for one or more of the categories below at OSU's discretion. OSU does not guarantee volume under any print services contract.

Print Categories:

Category 1- Offset printing two (2) color

Category 2- Offset printing six (6) color less than forty (40) inches wide

Category 3- Offset printing six (6) color more than forty (40) inches wide

Category 4- Web printing (both heat set and regular),

Typical technical specifications for each print category are listed on the category sheets under Exhibit D, Pricing and Specifications. OSU reserves the right to change, add or delete specifications as needed. P&M to obtain price quotes for all job requests that fall outside of the technical specifications at P&M's discretion.

Preproduction meetings may be required on larger or more complex jobs. Contractor to be available for preproduction meetings at P&M's request. P&M's preference is for Contractor to be able to prioritize OSU jobs ahead of other work if needed. In addition, to ensure correct billing and for planning purposes, Contractor shall provide advance notice to P&M if they receive in any print job from any OSU department that does not originate from a P&M request.

General Specifications:

1. Product Printing:
 - A. Offset Printing 2 Color: Contractor will supply 1 and 2 color offset contracted printing per the order placement documents and, if required, the preproduction meeting decisions.
 - B. Offset Printing 6 Color < 40" width: Contractor will supply 3 to 6 color offset contracted printing per the order placement documents and, if required, the preproduction meeting decisions.
 - C. Offset Printing 6 Color > 40" width: Contractor will supply 3 to 6 color offset contracted printing per the order placement documents and, if required, the preproduction meeting decisions.
 - D. Web printing (heat set and regular):
2. Pricing: Contractor to provide a quote for all requested jobs that reflect all costs for materials and services as described in the request. Any change in price from the quote must be based on a specification change and P&M must agree to the change in advance of production.
3. Typesetting: Contractor may be required to set type or adjust copy or color from electronic files, submitted by P&M. A PDF proof file, at a minimum, shall be supplied if typesetting or adjustments are required.
4. Proofing: Proofing to be required as indicated on order placement documents. Proof delivery required will be 48 hours from receipt of order unless otherwise negotiated. Proofs are to be submitted to P&M coordinator for review. For any proof that needs to be returned to the Contractor, the Contractor will provide a pre-paid return envelope for that return.
5. Press Checks: P&M has the right to request a press check and tour of facilities at P&M discretion.
6. Delivery and Shipment: Contractor will give production of orders from P&M priority in meeting the delivery schedule requested on the quote document.
7. Packaging: Contractor will package the printed material in appropriately sized generic boxes. Printed material shall be packed solidly with the finished product packed in such a way so that they will not wrap, curl or warp. Sample of the printed material will be attached to the outside of box for identifying delivery purposes. Contractor will include no promotional information with the shipments unless approved by the Director of P&M. Packing slips to be sent to designated P&M contact rather than including them with the shipment. In addition, Contractor to supply two (2) copies of the printed material along with the packing slip.
8. Quality: Contractor guarantees any product not meeting the specifications of the order placement documents will be reprinted at no cost. In the event of a problem, P&M will contact the Contractor who will send a representative to resolve the problem. If the order is from outside Corvallis, the Contractor may ask to have the product returned at the Contractor's expense.
9. Account Representative: Contractor shall designate a Customer Service Representative to assist P&M with order placement and with order follow-up. The Customer Service Representative must work in conjunction with P&M and will not directly market other services or products not under this contract to OSU departments without the express and direct written consent of P&M.
10. Subcontracting: Contractor shall be responsible for completion of all work at their facilities and may only subcontract work at the discretion of P&M. Contractor shall by no means function as a print broker.
11. Administrative Fee: The Contractor shall make payments (hereinafter referred to as the "Administrative Fee") to P&M. The Administrative Fee will be assessed on all products supplied to OSU by the Contractor at 16% of the agreed-upon pricing with a cap of \$1,500. Contractor is responsible to pay the fee to P&M within 30 days of receipt of the direct billing payment from P&M and must include a copy of the direct billing spreadsheet reflecting individual shipments. Contractor is responsible for accounting for this Administrative Fee in the agreed-upon pricing.

12. Billing: Contractor will be authorized to use the OSU direct pay process for billings. Billing for any work done for all OSU departments must be done as part of the direct pay process. Contractor's billed amount must include the Administrative Fee, which may not be shown as a separate charge. Contractor to bill two (2) times per month at an agreed up on billing interval with P&M. Contractor shall provide a summary spreadsheet of the billing period along with all individual invoices to P&M no more than three (3) business days after a billing period closes. Contractor to work with P&M to set billing schedule and summary spreadsheet detail.

Term:

OSU, on P&M's behalf, will enter into one or more contracts for an initial term of two (2) years with an option to renew each contract up to five (5) one (1) year terms.

4.0 PROPOSER QUALIFICATIONS

4.01 MINIMUM QUALIFICATIONS

In order to qualify as a Responsive Proposer, the Proposer must meet the minimum qualifications below.

- a. Proposer has a minimum of five (5) years' experience providing the goods or services requested.
- b. Proposer has the equipment and technology/ability to provide the goods or services requested in-house.
- c. Proposer is a functional print services company and not a print broker.

4.02 PREFERRED QUALIFICATIONS

OSU will award additional points for Proposers able to meet the preferred qualifications below.

- a. Proposers with experience working with universities or similar sized institutions.
- b. Proposers with sustainability certifications.
- c. Proposers located within the State of Oregon in order to facilitate the ordering and delivery process.

5.0 REQUIRED SUBMITTALS

5.01 QUANTITY OF PROPOSALS

Submit one (1) electronic or hard copy via any of the methods detailed in the section below titled SUBMISSION. If submitting via hard copy, include one (1) electronic copy (PDF format) of Proposal on CD/DVD/flash drive. Proposals should contain original signatures on any pages where a signature is required (in the case of electronic submissions, either electronic signatures or scans of hand-signed pages should be included). Proposals must contain the submittals listed in section 5.02 REQUIRED SUBMITTALS 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. Required submittals in the checklist below must be included in the Proposal or it will cause the Proposal to be deemed non-responsive.

Required Submittals:	Check Off
Description of how the goods or services offered satisfy the statement of work described in section 3 including the following detail:	<input type="checkbox"/>
Provide a brief overview of Proposer's administration and organizational structure. Provide detail in the overview around the roles of staff and their current practices.	<input type="checkbox"/>
Provide a narrative as to how Proposer will meet all of the General Specifications identified in Section 3.02 including who the account representative will be assigned to P&M's account.	<input type="checkbox"/>
Provide detail around delivery performance statistics and order scheduling practices. Describe order escalation processes and what type of priority OSU orders would receive in terms of escalation.	<input type="checkbox"/>

Proposer to provide information on the company's regular quality performance statistics and quality control policies. Proposer also to provide detail on proposer's method of resolving quality complaints.	<input type="checkbox"/>
<p>Proposer to provide with their proposal the following sample requests:</p> <ul style="list-style-type: none"> • Sample of printing demonstrating a heavy printed area in PMS 1665 orange ink on a coated and uncoated sheet. • At least two (2) but no more than five (5) samples representing each print category Proposer is providing pricing for. <p>Proposer to submit the requested samples to the following address prior to the closing of the RFP. Any samples received after the RFP closes may be considered late and the RFP non-responsive.</p> <p>Mail or Deliver Samples to: OSU- Procurement, Contracts and Material Management Property Surplus Building Attn: Jennifer Koehne JK185511P 644 SW 13th St Corvallis OR 97333</p>	<input type="checkbox"/>
Describe or otherwise demonstrate familiarity with typesetting, proofreading, color correcting photos and adjusting copy for electronically submitted materials.	<input type="checkbox"/>
Describe or otherwise demonstrate your current process for handling proofs.	<input type="checkbox"/>
Indicate how much advance notice would be required for attendance at preproduction meetings that may be required on an estimated 30% of the volume orders.	<input type="checkbox"/>
Detailed information about how the Proposer meets the minimum qualifications described in section 4.	<input type="checkbox"/>
Provide a company history demonstrating at least five (5) years' experience providing the goods or services requested.	<input type="checkbox"/>
Identify the equipment and technology that will be used to process orders.	<input type="checkbox"/>
Provide detail that shows company is a functional print services company and not a print broker.	<input type="checkbox"/>
Detailed information about how the Proposer meets the preferred qualifications described in section 4.	<input type="checkbox"/>
Provide a list of universities or similar sized institutions that you have provided on an ongoing basis the goods or services requested. List by name and dates work performed.	<input type="checkbox"/>
Provide any sustainability certifications that are applicable to the goods or services requested.	<input type="checkbox"/>
Provide the location of the main office where the goods or services requested will be produced.	<input type="checkbox"/>
Exhibit B: Certifications	<input type="checkbox"/>
Exhibit C: References	<input type="checkbox"/>
Exhibit D: Pricing and Specifications (note: If Proposer is submitting in more than one print category, Proposer to designate which categories they are submitting in and will include pricing for all specification sheets within a category. If proposer is not submitting in a particular category, mark that sheet as no bid.	<input type="checkbox"/>

6.0 EVALUATION

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, that are materially incomplete, that do not meet the minimum requirements, or that are submitted by Proposers who does not meet minimum qualifications 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 OSU Standard 580-061-130(5).

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. Scores will be used to determine Proposers 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 reserves the right to ask follow-up questions of Proposers during first stage evaluations. The questions will be for the purpose of clarification of information already contained in submittals and not be an opportunity to submit additional documentation or change existing documentation.

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, or an award may be made directly without notice of intent in those instances of a single Responsive Proposer.

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:
 - Informing Proposers of deficiencies in their initial Proposals;
 - Notifying Proposers of parts of their Proposals for which OSU would like additional information; or
 - 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.

Points awarded in the first stage evaluation will not be carried to the second stage evaluation. If a second stage evaluation of all Proposers does not produce an award that is in OSU's best interest, OSU may return to the first stage evaluation to advance additional Proposers to a second stage evaluation.

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 EVALUATION CRITERIA

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

<u>Evaluation Criteria</u>	<u>Points</u>
Proposal relative to the Statement of Work including samples	75
Proposer's qualifications	50
Price of the goods or services	75
Total	200

If a Proposer is submitting pricing for more than one category, they will be evaluated, scored and ranked in each category they submit pricing for. Proposers do not need to provide multiple proposals for each category they are looking to contract for. Proposer will fill out all applicable pricing sheets under Exhibit D and include those sheets in Proposer's overall submission. The Proposer who proposes the lowest total cost in each category will receive the maximum amount of price points in that category. Proposer's whose cost in each category is higher than the lowest will receive fewer number of price points in a relational (proportional) manner as described below.

Example of pricing point's calculation:

Proposer A's pricing is \$450 (the lowest)

Proposer A is awarded 75 price points (the maximum)

Proposer B's pricing is \$500

Proposer B is awarded 67.5 price points $[(450/500) \times 75]$

Categories with multiple specification sheets will be scored for pricing by the example method above for each specification sheet and then an average score will be assigned for the total category based on how the Proposer scored on each individual specification sheet.

Proposers ranked highest, in a competitive range in each category, may be awarded a contract to provide the goods or services for that category. Proposers have to score at least a total of 150 points overall in order to be considered for a contract.

6.03 NEGOTIATIONS

OSU may commence serial negotiations with the highest ranked Proposer or commence simultaneous negotiations with all Responsive Proposers within the competitive range. 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 as determined by OSU.

6.04 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 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.

6.03 CONTRACT AWARD

Contract will be awarded to the Proposer who, in OSU's opinion, meets the requirements and qualifications of

the RFP and whose Proposal is in the best interest of OSU. If a successful Contract cannot be completed after award, OSU may conclude contract negotiations, rescind its award to that Proposer, and return to the most recent RFP evaluation stage to negotiate with another Proposer(s) for award.

7.0 INSTRUCTIONS TO PROPOSERS

7.01 APPLICABLE STATUTES AND RULES

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

7.02 COMMUNICATIONS DURING RFP PROCESS

In order to ensure a fair and competitive environment, direct communication between OSU employees other than the Administrative Contact or other PCMM representative and any party in a position to create an unfair advantage to Proposer or disadvantage to other Proposers with respect to the RFP process or the award of a Contract is strictly prohibited. This restricted period of communication begins on the issue date of the solicitation and for Proposer(s) not selected for award ends with the conclusion of the protest period identified in OSU Standard 580-061-0145(3) and for Proposers(s) selected for award ends with the contract execution. This restriction does not apply to communications to other OSU employees during a Pre-Proposal conference or other situation where the Administrative Contact has expressly authorized direct communications with other staff. A Proposer who intentionally violates this requirement of the RFP process or otherwise deliberately or unintentionally benefits from such a violation by another party may have its Proposal rejected due to failing to comply with all prescribed solicitation procedures. The rules governing rejection of individual solicitation responses and potential appeals of such rejections are at OSU Standard 580-061-0130.

7.03 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 that 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.

7.04 REQUESTS 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 must be clearly marked as a Request for Clarification or Change and include the RFP Number and Title.

7.05 ADDENDA

Only documents issued as Written Addenda by PCMM 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. Addenda will be publicized on the OSU procurement website. Proposers are advised to consult the OSU procurement website prior to submitting a Proposal in order to ensure that all relevant Addenda have been incorporated into the Proposal. Proposers are not required to submit Addenda with their Proposal. However, Proposers are responsible for obtaining and incorporating any changes made by Addenda into their Proposal. Failure to do so may make the Proposal non-Responsive, which in turn may cause the Proposal to be rejected.

7.06 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.

7.07 PUBLIC RECORD

Upon completion of the Request for Proposal process, information in all Proposals 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.

7.08 SUBMISSION

Proposals must be received in the PCMM office no later than the Proposal Due Date and Time; it is the Proposer's responsibility to ensure that the Proposal is received prior to the Proposal Due Date and Time indicated in this RFP, regardless of the method used to submit the Proposal. Proposals may be submitted via the following method(s):

- 1) Electronic copy in PDF format included as attachment(s) in an e-mail sent to bids@oregonstate.edu. The e-mail subject line should contain the RFP No. and RFP title. Only those Proposals received at this e-mail address by the Due Date and Time will be considered Responsive; do not e-mail a copy of the Proposal to any other e-mail address. Proposals submitted directly to the Administrative Contact e-mail address will NOT be considered Responsive. It is highly recommended that the Proposer confirms receipt of the email with the Administrative Contact noted above or by calling 541-737-4261. The Administrative Contact may open the e-mail to confirm receipt but will NOT verify the integrity of the attachment(s), answer questions related to the content of the Proposal, or address the overall Responsiveness of the Proposal.
- 2) Hard copy in a sealed package or envelope dropped off in person or delivered to the submittal location listed on the Request for Proposal cover sheet. The package or envelope should be addressed to the Administrative Contact. It is highly recommended that the Proposer confirms receipt of the Proposal with the Administrative Contact prior to the Proposal Due Date and Time.

All Proposals, including those submitted through electronic methods (if allowed), must contain Written signatures indicating intent to be bound by the offer. If the Proposer submits multiple versions of the Proposal via different methods and does not explicitly direct OSU as to which version to use, OSU will determine which version of the Proposal will be used for evaluation.

7.09 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.

7.10 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.

7.11 LATE SUBMITTALS

Proposals and Written notices of modification or withdrawal must be received no later than the Proposal Due Date and Time (in the case of electronic submissions, the time/date stamp of the email received at the PCMM office must be no later than the Proposal Due Date and Time). OSU may not accept or consider late Proposals, modifications, or withdrawals except as permitted in OSU Standard 580-061-0120. Sole responsibility rests with the Proposer to ensure OSU's receipt of its Proposal prior to the Proposal Due Date and Time. OSU shall not

be responsible for any delays or misdeliveries caused by common carriers or by transmission errors, malfunctions, or electronic delays. Any risks associated with physical delivery or electronic transmission of the Proposal are borne by the Proposer.

7.12 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.

7.13 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.

7.14 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.

7.15 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.

7.16 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.

7.17 LEGAL REVIEW

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

7.18 PROPOSAL RESULTS

A Written notice of intent to award will be issued to all Proposers. The Proposal file will be available for Proposer's review during the protest period at the PCMM 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 Office of General Counsel.

7.19 PROPOSAL PREPARATION COST

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

7.20 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.

7.21 PROTEST OF CONTRACTOR SELECTION, CONTRACT AWARD

Any Proposer who feels adversely affected or aggrieved may submit a protest within three (3) business 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 OSU Standard 580-061-0145.

EXHIBIT A TERMS AND CONDITIONS / SAMPLE CONTRACT

ACCESS TO RECORDS. Contractor shall maintain books, records, documents, and other evidence and accounting procedures and practices sufficient to reflect properly all costs of whatever nature claimed to have been incurred and anticipated to be incurred in the performance of this Contract. OSU and the federal government and their respective duly authorized representatives shall have access to the books, documents, papers, and records of Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts. Such books and records shall be maintained by Contractor for three years from the date of contract expiration unless a shorter period is authorized in writing. Contractor is responsible for any audit discrepancies involving deviation from the terms of this Contract and for any commitments or expenditures in excess of amounts authorized by Institution.

ASSIGNMENT. Contractor shall not assign or transfer its interest nor delegate its obligation in this Contract without the express written consent of the Institution.

AVAILABILITY OF FUNDS. Institution certifies that sufficient funds are available and authorized for expenditure to finance costs of this Contract within its current biennial appropriation or expenditure limitation, provided, however, that continuation of the Contract, or any extension, after the end of the fiscal period in which it is written, is contingent upon a new appropriation or limitation for each succeeding fiscal period for the purpose of this Contract.

CAPTIONS. The captions or headings in this Contract are for convenience only and in no way define, limit, or describe the scope or intent of any provisions of this Contract.

COMPLIANCE WITH APPLICABLE LAW. Contractor agrees to comply with all federal, state, county, and local laws, ordinances, and regulations applicable to the work to be done under this Contract. Contractor specifically agrees to comply with all applicable requirements of federal and state civil rights and rehabilitation statutes, rules, and regulations. Contractor also shall comply with the Americans with Disabilities Act of 1990 (Pub L No. 101-336), ORS 659.425, and all regulations and administrative rules established pursuant to those laws. Failure or neglect on the part of Contractor to comply with any or all such laws, ordinances, rules, and regulations shall not relieve Contractor of these obligations nor of the requirements of this Contract. Contractor further agrees to make payments promptly when due, to all persons supplying to such Contractor, labor or materials for the prosecution of the work provided in this Contract; pay all contributions or amounts due the Industrial Accident Fund from such contractor incurred in the performance of this Contract; not permit any lien or claim to be filed or prosecuted against the state on account of any labor or material furnished; pay to the Department of Revenue all sums withheld from employees pursuant to ORS 316.167. If Contractor fails or refuses to make any such payments required herein, the appropriate Institution official may pay such claim to such payment. Any payment of a claim in the manner authorized in this section shall not relieve the Contractor or Contractor's surety from obligation with respect to any unpaid claims.

CONFLICT OF INTEREST. Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of its services hereunder. Contractor further covenants that in the performance of this Contract no person having any such interest shall be employed.

DUAL PAYMENT. Contractor shall not be compensated for work performed under this Contract from any other entity of the State of Oregon.

EXECUTION AND COUNTERPARTS. This Contract may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

GOVERNING LAW. This Contract shall be governed and construed in accordance with the laws of the State of Oregon. Any claim, action, or suit between Institution and Contractor that arises out of or relates to performance of this Contract shall be brought and conducted solely and exclusively within the Circuit Court for Benton County, for the State of Oregon. Provided, however, that if any such claim, action, or suit may be brought only in a federal forum, it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon.

HAZARD COMMUNICATION. Contractor shall notify Institution prior to using products containing hazardous chemicals to which Institution employees may be exposed. Products containing hazardous chemicals are those products defined by Oregon Administrative Rules, Chapter 437. Upon Institution's request, Contractor shall immediately provide Material Safety Data Sheets, as required by OAR 437-155-025, for the products subject to this provision.

INDEMNITY, RESPONSIBILITY FOR DAMAGES. Contractor shall be responsible for all damage to property, injury to persons, and loss, expense, inconvenience, and delay which may be caused by, or result from, the conduct of work under this contract, or from any act, omission, or neglect of contractor, its subcontractors, or employees. Contractor shall save, defend, indemnify, and hold harmless OSU and its officers, board members, employees, and agents from all claims, suits, and actions of any nature resulting from or arising out of the activities or omissions of Contractor or its subcontractors, officers, agents, or employees acting under this contract.

INDEPENDENT CONTRACTOR STATUS. The service(s) to be rendered under this Contract are those of an independent contractor. Contractor is not to be considered an agent or employee of Institution for any purpose, and neither Contractor nor any of Contractor's agents or employees are entitled to any of the benefits that Institution provides for its employees. Contractor will be solely and entirely responsible for its acts and for the acts of its agents or employees during the performance of this Contract. If Contractor is providing personal services as an **individual**, (a) Contractor: (1) Is engaged as an independent contractor and will be responsible for any Federal or State taxes applicable to this payment; (2) Will not be eligible for any Federal Social Security, State Workers' Compensation, unemployment insurance, or Public Employees Retirement System benefits from this Contract payment; (3) Is not an officer, employee, or agent of the State as these terms are used in ORS 30.265 and will not be under the direction and control of Institution; (4) Is not currently employed by the Federal Government and the amount charged does not exceed his normal charge for the type of service provided if payment is to be charged against Federal funds; (5) Is not a member of the Oregon Public Employees Retirement System; or (6) if a contributing member of the Oregon Public Employees Retirement System for which contributions to the retirement system must be withheld, Contractor's contribution to the retirement system will be withheld and a corresponding Institution contribution made; and (7) Must furnish Form IRS Form 8233 in duplicate with this Contract if Contractor is a non-resident alien and claims exemption from Federal Withholding tax.

INSURANCE. Contractor shall secure at its own expense and keep in effect during the term of this Contract general liability insurance. Insurance policies, which cannot be excess to a self-insurance program, are to be issued by an insurance company authorized to do business in the State of Oregon. OSU and its officers, board members, employees, and agents shall be included as additional insured in said insurance policy. If any of the liability insurance is arranged on a "claims made" basis, "tail" coverage will be required at the completion of this Contract for a duration of 24 months.

NOTICES AND REPRESENTATIVES. All notices, certificates, or communications shall be delivered or mailed postage prepaid to the parties at their respective places of business as identified in the signature block of this Contract, unless otherwise designated in writing. Copies of such correspondence shall also be sent to all other Contract signatories.

OVERDUE PAYMENTS. Any charges claimed by the Contractor for payment of an overdue amount shall be in accordance with the provisions of ORS 293.462.

OWNERSHIP OF WORK PRODUCT. All work products or any form of property originated or prepared by Contractor which result from this Contract are the exclusive property of Institution.

SEVERABILITY. If any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the Contract did not contain the particular term or provision held to be invalid.

SUBCONTRACTS AND ASSIGNMENTS. Contractor shall not enter into any subcontracts for any of the work scheduled under this Contract, or assign or transfer any of its interest in this Contract, without obtaining prior written approval from the Institution.

SUCCESSORS IN INTEREST. The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and assigns.

TERMINATIONS. This Contract may be terminated at any time by mutual consent of both parties, or by either party upon thirty (30) days' notice in writing and delivered by certified mail or in person to the other party. In addition, the Institution may terminate this Contract effective upon delivery of written notice to Contractor, or at such later date as may be established by the Institution, if (a) Federal or state regulations or guidelines are modified, changed, or interpreted in such a way that the services are no longer allowable or appropriate for purchase under this Contract; or (b) Any license or certificate required by law or regulation to be held by the Contractor to provide the services required by this Contract is for any reason denied, revoked, or not renewed. This Contract may also be terminated by Institution for default (including breach of contract) if (a) Contractor fails to provide services or materials called for by this Contract within the time specified; or (b) Contractor fails to perform any of the other provisions of this Contract, or so fails to pursue the work as to endanger performance of this Contract in accordance with its terms, and after receipt of written notice from Institution, fails to correct such failures within ten days. The rights and remedies of Institution provided in the above clause related to defaults (including breach of contract) by Contractor shall not be exclusive and are in addition to any other rights and remedies provided by law or under this Contract.

TERMINATION DUE TO NONAPPROPRIATION OF FUNDS. If sufficient funds are not provided in future legislatively approved budgets of Institution (or from applicable Federal, state, or other sources) to permit Institution in the exercise of its reasonable administrative discretion to continue this Contract, or if Institution or program for which this Contract was executed is abolished, the Institution may terminate this Contract without further liability by giving Contractor not less than thirty (30) days' notice. In determining the availability of funds from the Oregon Legislature for this Contract, Institution may use the budget adopted for it by the Joint Ways and Means Committee of the Oregon Legislative Assembly.

FOREIGN CONTRACTOR. If Contractor is not domiciled in or registered to do business in the State of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to this Contract. Contractor shall demonstrate its legal capacity to perform these services in the State of Oregon prior to entering into this Contract.

FORCE MAJEURE. Neither Institution nor Contractor shall be held responsible for delay or default caused by fire, riot, acts of God, or war where such cause was beyond, respectively, Institution's or Contractor's reasonable control. Contractor shall, however, make all reasonable efforts to remove or eliminate such a cause of delay or default and shall, upon the cessation of the cause, diligently pursue performance of its obligations under this Contract.

WAIVER. The failure of Institution to enforce any provision of this Contract shall not constitute a waiver by Institution of that or any other provision.

APPROVALS. In some instances, another state agency may be required to approve this Contract before any work may commence under this Contract.

RECYCLED PRODUCTS: Contractors will use recycled products, as defined in ORS 279A.010(1)(ii), to the maximum extent economically feasible in the performance of the Contract.

WORKERS' COMPENSATION. All employers, including Contractor, that employ subject workers who work under this Contract in the State of Oregon shall comply with ORS 656.017 and provide the required workers' compensation coverage, unless such employers are exempt under ORS 656.126. Contractor shall ensure that each of its subcontractors complies with these requirements.

MERGER. THIS CONTRACT CONSTITUTES THE ENTIRE AGREEMENT BETWEEN THE PARTIES. THERE ARE NO UNDERSTANDINGS, AGREEMENTS, OR REPRESENTATIONS, ORAL OR WRITTEN, NOT SPECIFIED HEREIN REGARDING THIS CONTRACT. NO AMENDMENT, CONSENT, OR WAIVER OF TERMS OF THIS CONTRACT SHALL BIND EITHER PARTY UNLESS IN WRITING AND SIGNED BY ALL PARTIES. ANY SUCH AMENDMENT, CONSENT, OR WAIVER SHALL BE EFFECTIVE ONLY IN THE SPECIFIC INSTANCE AND FOR THE SPECIFIC PURPOSE GIVEN. CONTRACTOR, BY THE SIGNATURE HERETO OF ITS AUTHORIZED REPRESENTATIVE, ACKNOWLEDGES HAVING READ AND UNDERSTOOD THE CONTRACT AND CONTRACTOR AGREES TO BE BOUND BY ITS TERMS AND CONDITIONS.

EXHIBIT B
CERTIFICATIONS- REQUIRED SUBMITTAL
Must be completed and returned in the Proposal

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 Proposer, to the best of the undersigned's knowledge, is not in violation of any tax laws described in ORS 305.380(4).

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 OSU Standard 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

EXHIBIT C
REFERENCES- REQUIRED SUBMITTAL
Must be completed and returned in the Proposal

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: _____

EXHIBIT D
Pricing and Specifications- REQUIRED SUBMITTAL
Must be completed and returned in the Proposal

Pricing and Specifications
(See attached documents)

To:

From: **Printing & Mailing
Services**

Category 1
Offset Printing two (2) color

REQUEST FOR QUOTE JOB: 636 - AP/IB Brochure

Quotes Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	65,000
Total (Cost \$)		

GENERAL INSTRUCTIONS:

Please submit price if job were printed on an 100# Dull House Sheet
\$ _____.

THIS IS A MAJOR RECRUITMENT PIECE FOR OSU AND REQUIRES THE
HIGHEST LEVEL OF PRINTING AND BINDERY QUALITY

PLEASE INDICATE IF YOU ARE A FSC CERTIFIED PRODUCTION FACILITY.

PLEASE ALLOW A MINIMUM OF 24 HOURS FOR THE CUSTOMER TO
REVIEW THE PROOF

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **MacIntosh**

Delivery Media: **CD-ROM**

Prepress work: **Pre-flight and proof**

Prepress Notes: **folded & trimmed color proof required**

PRESS-PAPER-INK COMPONENT: Brochure - 4 Pages

Flat Size: **15 X 8.5 in**

Finished Size: **5 X 8.5 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Endeavour Velvet Text or Equivalent 100# Text, Dull, White**

Prints: **2/2 same inks both sides**

Inks : **2-Spot Colors, Heavy Coverage**

Ink/Paper Note: **PMS 1665 Orange & Black**

BINDERY SERVICES:

Bind in inserts: **Yes, number of Inserts =**

Bindery Note: **score and fold in half for a 4 page brochure**

SHIPPING & MAILING:

Quantity Instructions

- Pack in Cartons

- Mark Containers With: Purchase Order Number, Job Name & Number

Note: JOB TO BE PACKED IN PLAIN BOXES WITH NO VENDOR IDENTIFICATION.

PLEASE PUT DATE ON EVERY CARTON

1 copy: Norene Collins, Buyer, Printing & Mailing Services, Oregon State University, 4700 Research Way SW , Corvallis, OR 97331-4203

To:

From: **Printing & Mailing
Services**

Category 1
Offset Printing two (2) color

REQUEST FOR QUOTE JOB: 637 - Admissions Contact Card

Quotes Due: .

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	25,025
Total (Cost \$)		

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **Adobe PDF**

Oper. System: **Windows 7**

Delivery Media: **CDROM**

Prepress work: **Pre-flight and proof**

Proofs Required: **Reader's Proofs**

PRESS-PAPER-INK COMPONENT: Contact Card - 2 Pages

Flat Size: **8.5 X 4 in**

Finished Size: **8.5 X 4 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **100# Cougar Smooth Cover 100# Cover, Smooth, White**

Prints: **2/2 same inks both sides**

Inks : **1-Spot Color + Black, Medium Coverage**

BINDERY SERVICES:

Binding Type: **Deliver Flat**

SHIPPING & MAILING:

Shipments: 3

Quantity Instructions

25 Samples

Ship To:

Corvallis, OR 97331

25,000 Pieces

Ship To:

OSU Printing and Mailing

Corvallis, OR 97331

To:

From: **Printing & Mailing
Services**

Category 1
Offset Printing two (2) color

REQUEST FOR QUOTE JOB: 628 - Financial Aid Brochure

Quotes Due:

Art Ready:

Delivery Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	20,000
Total (Cost \$)		

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **MacIntosh**

Delivery Media: **CD-ROM**

Prepress work: **Pre-flight and proof**

Prepress Notes: folded and trimmed proof required

PRESS-PAPER-INK COMPONENT: folder - 6 Pages

Flat Size: **15 X 8.5 in**

Finished Size: **5 X 8.5 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Endeavour Velvet Book 100#, White**

Prints: **2/2 same inks both sides**

Inks : **2-Spot Colors, Heavy Coverage**

Ink/Paper Note: PMS 166 Orange & Black

BINDERY SERVICES:

Trim/Fold: **fold in thirds**

Bindery Note: score and fold in thirds

SHIPPING & MAILING:

Quantity Instructions

- Pack in Cartons

- Mark Containers With: Purchase Order Number, Job Name & Number

Note: **JOB TO BE PACKED IN PLAIN BOXES WITH NO VENDOR IDENTIFICATION.**

PLEASE PUT PO Number ON EVERY BOX

To:

From: **Printing & Mailing
Services**

Category 1
Offset Printing two (2) color

REQUEST FOR QUOTE JOB: 82 - Letterhead & Envelopes

Quotes Due:

Art Ready:

Proof Due:

Delivery Due:

Quantity Allowances: **Over Run: 2% /Under Run: 2%**

	Quantities	500	1,000	2,500	
Total (Cost \$)					

PREPRESS SERVICES:

Artwork Format: **Digital File**

PRESS-PAPER-INK COMPONENT: 1 of 2 - Letterhead - 1 Pages

Flat Size: **8.5 X 11 in**

Finished Size: **8.5 X 11 in**

Bleeds: **Edges do not bleed**

Paper: **Mohawk Via 24# Text, Smooth, Bright White**

Prints: **3/0 one side only**

Inks : **2-Spot Colors + Black, Lite Coverage**

Ink/Paper Note: PMS 5415

PRESS-PAPER-INK COMPONENT: 2 of 2 - Envelope - 1 Pages

Flat Size: **4.25 X 9.5 in**

Bleeds: **Edges do not bleed**

Paper: **Mohawk Via 24#, Smooth, Bright White**

BINDERY SERVICES: none required

To:

From: **Printing & Mailing
Services**

Category 2

Offset Printing six (6) color
less than 40 inches wide

REQUEST FOR QUOTE JOB: 644 - 6 different Theme Booklets

Quotes Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	52,500
Total (Cost \$)		

GENERAL INSTRUCTIONS:

15,000 copies: Arts & Social Science
6,500 copies: Business
12,000 copies: Engineering & Computer Science
15,000 copies: Health & Wellness
15,000 copies: Science & Natural Resources
2,000 copies: Teacher Education

Additional cost to add 1 PMS Color (PMS 1665) \$ _____

Additional coast to Aqueous Coat the cover only \$ _____

THIS PUBLICATION IS A MAJOR RECRUITMENT PIECE FOR OSU AND
REQUIRES THE HIGHEST LEVEL OF PRINTING AND BINDERY QUALITY

PLEASE ALLOW A MINIMUM OF 24 HOURS FOR THE CUSTOMER TO
REVEIW ALL PROOFS

PLEASE INDICATE IF YOU ARE AN FSC CERTIFIED PRODUCTION
FACILITY

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **MacIntosh**

Delivery Media: **CD-ROM**

Prepress work: **Pre-flight and proof**

Prepress Notes: high quality color proofs and folded and trimmed readers proofs required

PRESS-PAPER-INK COMPONENT: 6 different booklets - 12 Pages

Flat Size: **11 X 8 in**

Finished Size: **5.5 X 8 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **ENDEAVOUR VELVET BOOK OR EQUIVALENT 100#, Dull, White**

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Heavy Coverage**

Ink/Paper Note: all booklets are 12 page, all are 4 color process, heavy coverage, full bleeds, and must include a mailing panel knockout

BINDERY SERVICES:

Binding Type: **Saddlestitch**

Bindery Note: score and saddle stitch 6 different 12 page self cover booklets

SHIPPING & MAILING:

Quantity Instructions

- Pack in Cartons

- Mark Containers With: Purchase Order Number, Job Name & Number

Note: JOB TO BE PACKED IN PLAIN BOXES WITH NO VENDOR IDENTIFICATION.

Norene Collins, Buyer, Printing & Mailing Services, Oregon State University,
4700 Research Way SW, Corvallis, OR 97331-4203

To:

From: Printing & Mailing
Services

Category 2
Offset Printing six (6) color
less than 40 inches wide

REQUEST FOR QUOTE JOB: 639 - OSU Band Poster

Quotes Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	300
Total (Cost \$)		

GENERAL INSTRUCTIONS:

Melissa,

This is the job that you currently have out to proof.

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **Adobe PDF**

Oper. System: **Mac**

Delivery Media: **DVD**

Prepress work: **Pre-flight and proof**

Proofs Required: **Contract Color**

PRESS-PAPER-INK COMPONENT: Band Poster - 1 Pages

Flat Size: **9.25 X 27.25 in**

Finished Size: **9.25 X 27.25 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Utopia Gloss Text 80# Text, Gloss, White**

Prints: **4/0 one side only**

Inks : **4-Color Process, Heavy Coverage**

Ink/Paper Note: Posters will be mailed in tubes

BINDERY SERVICES: none required

SHIPPING & MAILING:

Quantity Instructions

Ship To:
OSU Printing and Mailing
Norene Collins - 541-737-3977
Corvallis, OR 97322

To:

From: **Printing & Mailing
Services**

Category 2

Offset Printing six (6) color
less than 40 inches wide

REQUEST FOR QUOTE JOB: 633 - Cascade Campus Brochure

Quotes Due:

Quantity Allowances: **Over Run: 1% /Under Run: 0%**

	Quantities	1,000
Total (Cost \$)		

GENERAL INSTRUCTIONS:

Final brochure size is 9 x 4. First fold is in half along the longer edge, second fold is in half along the shorter edge.

PREPRESS SERVICES:

Artwork Format: **Digital File**

Proofs Required: **Contract Color, Reader's Proofs**

PRESS-PAPER-INK COMPONENT: Brochure

Flat Size: **18 X 8 in**

Finished Size: **4 X 9 in**

Bleeds: **Edges do not bleed**

Paper: **Endeavor Velvet 100# Text, Dull, White**

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Heavy Coverage**

BINDERY SERVICES:

Trim/Fold: **Right angle fold**

SHIPPING & MAILING:

Quantity Instructions

All

- Pack in Cartons

- Mark Containers With: Purchase Order Number

Ship To:

Cheryl Lyons, University Printing & Mailing Services, 100 Cascade Hall, Oregon
State University, Corvallis, OR 97331

To:

From: **Printing & Mailing
Services**

Category 3

Offset Printing six (6) color
more than 40 inches wide

REQUEST FOR QUOTE JOB: 640 - Messenger

Quotes Due: 2/24/17 3:00 PM PST

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	9,000	10,000	11,000
Total (Cost \$)				

GENERAL INSTRUCTIONS:

ALL QUOTES MUST BE TO PRINTING AND MAILING BY 10:00 5/20/2010

THIS PIECE REQUIRES THE HIGHEST LEVEL OF PRINTING AND BINDERY QUALITY.

Additional Cost for Aqueous Coating Outside Cover Only \$ _____

Total Cost if body pages increased to 16 pages
\$ _____

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **Mac**

Delivery Media: **CDROM**

Prepress work: **Pre-flight and proof**

Proofs Required: **Contract Color, Color Layout, Reader's Proofs**

PRESS-PAPER-INK COMPONENT: 1 of 2 - Cover - 4 Pages

Finished Size: **8.5 X 11 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **80# Endeavour Velvet Cover 80# Cover, Dull, White**

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Heavy Coverage**

PRESS-PAPER-INK COMPONENT: 2 of 2 - Body Pages - 12 Pages

Finished Size: **8.5 X 11 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **80# Endeavour Velvet Book 80#, Dull, White**

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Heavy Coverage**

BINDERY SERVICES:

Binding Type: **Saddlestitch**

Bindery Note: Saddle Stitch on 11" side

SHIPPING & MAILING:

Quantity Instructions

5 Samples

Ship via: Printer is Responsible For Deliver To Corvallis, OR

Ship To:

OSU Printing and Mailing

Norene Collins

Corvallis, OR 97331

To:

From: **Printing & Mailing
Services**

Category 3

Offset Printing six (6) color
more than 40 inches wide

REQUEST FOR QUOTE JOB: 631 - Trees To Know In Oregon

Quotes Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	9,000	10,000	12,000	15,000
Total (Cost \$)					

GENERAL INSTRUCTIONS:

COLOR QUALITY IS CRITICAL

THE CUSTOMER WILL BE DOING A PRESS CHECK ON THIS PROJECT.

OSU Printing and Mailing Will Provide Stock For Cover. We can get it to you any size you need.

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **Mac**

Delivery Media: **CDROM**

Prepress work: **Pre-flight and proof**

Proofs Required: **Contract Color, Reader's Proofs**

PRESS-PAPER-INK COMPONENT: 1 of 2 - Cover - 4 Pages

Finished Size: **6 X 9 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **C2S 10 Point, Matte, White**

Prints: **5/5 same inks both sides**

Inks : **4-Color Process + Overall Dull Varnish, Heavy Coverage**

PRESS-PAPER-INK COMPONENT: 2 of 2 - Body Pages - 152 Pages

Finished Size: **6 X 9 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Opus 30 80# Text, Dull, White**

Coating/Lamination:

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Medium Coverage**

BINDERY SERVICES:

Binding Type: **Perfect bind**

SHIPPING & MAILING:

Quantity Instructions

Ship To:
Oregon State University
Norene Collins
100 Cascade Hall
Corvallis, OR 97331

To:

From: **Printing & Mailing
Services**

Category 3

Offset Printing six (6) color
more than 40 inches wide

REQUEST FOR QUOTE JOB: 584 - Undergrad Viewbook

Quotes Due:

Art Ready:

Delivery Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	70,000	80,000	90,000	100,000
Total (Cost \$)					

GENERAL INSTRUCTIONS:

THIS PUBLICATION IS A MAJOR RECRUITMENT PIECE FOR OSU AND
REQUIRES THE HIGHEST LEVEL OF PRINTING AND BINDERY QUALITY.

Optional Pricing:

Total cost if paper specified is substituted with an equivalent uncoated stock
\$ _____

Cost to add 4 Body Pages on coated stock \$ _____

Cost to add 4 Body Pages on uncoated stock
\$ _____

Cost to add 8 Body Pages on coated stock
\$ _____

Cost to add 8 Body Pages on uncoated stock
\$ _____

Cost to Aqueous Coat Cover Only
\$ _____

Cost to Aqueous Coat Throughout all of project
\$ _____

PLEASE ALLOW A MINIMUM OF 24 HOURS FOR THE CUSTOMER TO
REVIEW THE PROOF

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **MAC**

Delivery Media: **CDROM**

Prepress work: **Pre-flight and proof**

Proofs Required: **Color Layout, Reader's Proofs**

Prepress Notes: Customer requires loose color proofs of new digital photos prior to submitting
final version of the Senior Viewbook.

Composite Match Proof

Reader's proof folded and trimmed (This could be a digital non-color match quality proof)

Allow 24 hours for customer to review proofs.

PRESS CHECK REQUIRED.

MUST SUPPLY A CD/DVD TO THE CUSTOMER WITH THE FINAL PRINT VERSION OF THE JOB. THIS CD CAN BE DELIVERED WITH THE 12 SAMPLES THAT GO TO AMY CHARRON AT PUBLICATIONS.

PRESS-PAPER-INK COMPONENT: 1 of 2 - Cover - 4 Pages

Finished Size: **12 X 8 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Matrix COVER 100#, Dull, White**

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Heavy Coverage**

PRESS-PAPER-INK COMPONENT: 2 of 2 - Body Pages - 24 Pages

Finished Size: **12 X 8 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Matrix TEXT 80# Text, Dull, White**

Prints: **5/5 same inks both sides**

Inks : **4-Color Process + Overall Dull Varnish, Heavy Coverage**

Ink/Paper Note:

BINDERY SERVICES:

Binding Type: **Saddlestitch**

Bindery Note: **Fold, Gather, Stitch, Trim
Stitch on the 12" side**

SHIPPING & MAILING:

Quantity Instructions

- Pack in Cartons
- Mark Containers With: Purchase Order Number, Job Name & Number

To:

From: **Printing & Mailing
Services**

Category 3

Offset Printing six (6) color
more than 40 inches wide

REQUEST FOR QUOTE JOB: 630 - Presentation Folder

Quotes Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**

Currency: **\$ US Dollars**

	Quantities	1,000	2,500	5,000
Total (Cost \$)				

GENERAL INSTRUCTIONS:

Optional Aqueous Coating \$ _____

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **Mac**

Delivery Media: **CDROM**

Proofs Required: **Reader's Proofs**

PRESS-PAPER-INK COMPONENT: Pocket Folder - 1 Pages

Finished Size: **9 X 12 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Carolina C1S 12 Point, Gloss, White**

Prints: **4/0 one side only**

Inks : **4-Color Process**

Ink/Paper Note: 5" Pocket on both sides.

BINDERY SERVICES:

Bindery Note: Glue Pockets

Pockets on both sides

SHIPPING & MAILING:

Quantity Instructions

- Pack in Cartons

- Mark Containers With: Purchase Order Number, Job Name & Number

Note: **JOB TO BE PACKED IN PLAIN BOXES WITH NO VENDOR IDENTIFICATION.**

1 copy: Norene Collins, Buyer, Printing & Mailing Services, Oregon State University, 100 Cascade Hall, Corvallis, OR 97331-4203

To:

From: **Printing & Mailing
Services****Category 4
Web Printing (Regular)****REQUEST FOR QUOTE JOB: 634 - 2017-18 Registration Info. Handbook**

Quotes Due:

Quantity Allowances: **Over Run: 0% /Under Run: 0%**Currency: **\$ US Dollars**

	Quantities	7,000
Total (Cost \$)		

PREPRESS SERVICES:Artwork Format: **Digital File**File Type: **PDF file of Microsoft word**Delivery Media: **web upload**Prepress work: **Pre-flight and proof**Proofs Required: **Reader's Proofs****PRESS-PAPER-INK COMPONENT: 1 of 2 - cover - 8 Pages**Finished Size: **8.125 X 10.75 in**Bleeds: **Edges bleed at Head, Foot, Face, Spine**Paper: **Recycled Offset book 50#, White**Prints: **2/2 same inks both sides**Inks : **2-Spot Colors, Medium Coverage**

Ink/Paper Note: book has 2 sheets (16.25 x 10.75 flat) on the 50#, rest of job on newsprint

front cover prints Black & PMS 166 Orange, rest print black only

PRESS-PAPER-INK COMPONENT: 2 of 2 - Body - 48 PagesFinished Size: **8.125 X 10.75 in**Bleeds: **Edges bleed at Head, Foot, Face**Paper: **Newsprint , newsprint**Prints: **1/1 same inks both sides**Inks : **Black, Medium Coverage**

Ink/Paper Note: 1 page has 5/16" wide black strip on face, no other bleeds

BINDERY SERVICES:Binding Type: **Saddlestitch****SHIPPING & MAILING:****Quantity Instructions**

- Pack in Cartons

- Mark Containers With: Purchase Order Number, Job Name & Number

Note: **JOB TO BE PACKED IN PLAIN BOXES WITH NO VENDOR IDENTIFICATION.**

1 copy: Norene Collins, Buyer, Printing & Mailing Services, Oregon State

University, 4700 Research Way, Corvallis Oregon 97330

To:

From: **Printing & Mailing
Services**

**Category 4
Web Printing (Heat Set)**

REQUEST FOR QUOTE JOB: 646 - Sample Heat Set Web #2

Quotes Due: .

Quantity Allowances: **Over Run: 5% /Under Run: 5%**

Currency: **\$ US Dollars**

	Quantities	20,000	30,000		
Total (Cost \$)					

Estimate Number: _____

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **InDesign**

Oper. System: **Windows 7**

Delivery Media: **Internet File Transfer**

Prepress work: **Pre-flight and proof**

PRESS-PAPER-INK COMPONENT: 32 Page Self Cover Magazine - 32 Pages

Finished Size: **8.5 X 11 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Sonoma Dull Book #3 70# Text, Dull, White**

Prints: **5/5 same inks both sides**

Inks : **4-Color Process + Spot Gloss Varnish, Heavy Coverage**

BINDERY SERVICES:

Binding Type: **Saddlestitch**

Bindery Note: **Stitched on 11" Dimensions**

SHIPPING & MAILING:

Quantity Instructions

To Be Determined

To:

From: **Printing & Mailing
Services**

**Category 4
Web Printing (Heat Set)**

REQUEST FOR QUOTE JOB: 645 - Sample Heat Set Web Job 1

Quotes Due: :

Quantity Allowances: **Over Run: 5% /Under Run: 5%**

Currency: **\$ US Dollars**

	Quantities	10,000	15,000	20,000	30,000
Total (Cost \$)					

Estimate Number: _____

PREPRESS SERVICES:

Artwork Format: **Digital File**

File Type: **Adobe PDF**

Oper. System: **Windows 7**

Delivery Media: **Internet File Transfer**

Prepress work: **Pre-flight and proof**

Proofs Required: **Contract Color, Reader's Proofs**

PRESS-PAPER-INK COMPONENT: 16 Page Self Cover Magazine - 16 Pages

Flat Size: **8.5 X 11 in**

Bleeds: **Edges bleed at Head, Foot, Face, Spine**

Paper: **Sonoma Gloss Book #3 100, Gloss, White**

Prints: **4/4 same inks both sides**

Inks : **4-Color Process, Medium Coverage**

Ink/Paper Note: 200 Linescreen

BINDERY SERVICES:

Binding Type: **Saddlestitch**

Bindery Note: **Stitched on 11" Dimensions**

SHIPPING & MAILING:

Quantity Instructions

To Be Determined