



To: Prospective Printer Supplier

From: Kip Smalligan, Procurement Services
Ph 616/331-3211, Fx 616/331-3287, smalligk@gvsu.edu

Date: October 30, 2013

Subject: Request for Proposal #214-16
Printing of Seidman Update and Seidman Business Review

GVSU is accepting proposals for the printing of the Seidman College of Business publications, Seidman Update and Seidman Business Review for two years with one year additional option. Please reference the attached specifications.

If you desire to bid for this work, please submit your proposal no later than **3:00 p.m. on Tuesday November 12, 2013 to Attention: Kip Smalligan, Grand Valley State University, Procurement Services, 201 Lake Michigan Hall, Allendale, MI 49401-9403 (please indicate RFP number on envelope)**. Your proposal must be received before the proposal opening date and time stated on the proposal form. No telephone, e-mail, fax, or verbal quotations will be accepted. GVSU is not responsible for late, lost, misdirected, damaged, incomplete, illegible, or postage-due mail.

Before sealing the envelope, check to be sure that:

1. The proposal form is signed by authorized signature
2. Any addenda received are acknowledged
3. Proposal number is on the envelope in which you mail your bid

Questions may be directed to Kip Smalligan at the above contact information.

GVSU Request for Proposal #214-16 Instructions

1. GVSU is accepting proposals for the printing of the Seidman College of Business publications, Seidman Update and Seidman Business Review for two years of editions (starting December 2013) with one year additional option. The Seidman Update is published twice a year (December and early to mid June). The Seidman Business Review is published once a year (early to mid January). Printing specifications are below.

2. Should it become necessary to revise any part of the bid, notice of the revision will be given in the form of an addendum to all prospective bidders on record as having received the RFP and on the Bid Opportunities page of the GVSU Procurement Services website. Each bidder must acknowledge receipt of addenda in their bid, but the failure of a bidder to receive or acknowledge receipt of any addendum, shall not relieve the bidder of the responsibility for complying with the terms thereof.

3. Please complete proposal form on page 5 and 6.

4. Delivery shall be FOB, split between a Grand Rapids mailing service and Grand Valley State University downtown DeVos Center.

5. What price controls can you provide for the second and third years?

6. State if you are Forest Stewardship Council certified.

7. Examples on the Seidman Update and Seidman Business Review can be found at

www.gvsu.edu/business/index.cfm?id=5AFA1609-C5CB-91C7-1340F32D32320B60 and

www.gvsu.edu/business/index.cfm?id=5AFA3001-92E1-5014-80A7E3C376E16920

8. Grand Valley State University is Michigan state sales tax exempt. Our exemption statement is available online at http://www.gvsu.edu/cms3/assets/DBBCD1D4-C920-7EFE-75B267DC67885AAE/tax_exempt.pdf

9. GVSU reserves the right to reject any or all bids.

10. Contact Kip Smalligan if you would like hard copy samples of the Seidman Update and Seidman Business Review.

GVSU RFP #214-16 Specifications for Seidman Update

Printed twice a year December and June

JOB : Print/Address/Mail SFC route

Quote printing and Mail Services separately

SIZE: 8.5" x 11" 24 pages plus 4 page cover

INK: 4 color/2 sides CMYK (bleeds) plus gloss varnish on front and back cover except for mailing area

PAPER: Quimby-Walstrom Paper Co.

Cover: Sappi Opus 80lb cover **GLOSS** Finish 10% PCW

Pages: Sappi Opus 80 lb. text **DULL** Finish 10% PCW

BINDERY: fold, saddle stitch, trim

PROOF: Matchprint and Epson/Booked proof

QUANTITY: 20,000

GVSU RFP #214-16 Specifications for Seidman Business Review

Printed once a year early to mid-January

Seidman Business Review Specifications

JOB : Print/Address/Mail **SFC route for cover**

Quote printing and Mail Services separately

SIZE: 8.5" x 11" **32 pages plus 4 page cover**

INK: Cover: 4 color/2 sides CMYK (bleeds) plus gloss varnish on front and back cover except for mailing area

Inside pages: 2 color/2 color—black and one PMS color

PAPER: Quimby-Walstrom Paper Co.

Cover: **Sappi Flo** 80 lb cover **GLOSS** Finish

Pages: **Husky offset** 70 lb text smooth finish

BINDERY: fold, saddle stitch, trim

PROOF: Matchprint of cover and Epson/Booked proof of inside pages

QUANTITY: 19,900



PROPOSAL FORM
SEIDMAN UPDATE/REVIEW PRINTING • RFP #214-16

I. The undersigned certifies that to the best of his/her knowledge:

- There is no officer or employee of Grand Valley State University who has, or whose relative has a substantial interest in any contract award subsequent to this proposal.
- The names of any and all public officers or employees of Grand Valley State University who have, or whose relative has, a substantial interest in any contract award subsequent to this proposal are identified by name as part of this submittal.

Name(s) _____

II. The undersigned further certifies that their company ____ IS or ____ IS NOT currently debarred, suspended or proposed for debarment by any federal entity. The undersigned agrees to notify the University of any change in this status, should one occur, until such time as an award has been made under this procurement action.

III. Bidder declares the following legal status in submitting this proposal:

- A partnership
- A corporation organized and existing under the laws of the State of _____
- An individual doing business as (DBA) _____

IV. Bidder declares that company is at least 51% owned, controlled and actively managed by (check all that apply):

- African-American Native American Woman/Women
- Asian American Multi-Racial ADA Disabled Person(s)
- Hispanic American

V. Bidder acknowledges receipt of the following addenda:

Addendum No. _____ Dated _____

Addendum No. _____ Dated _____

VI. BASE PROPOSAL SUM: ___Attach Proposal_____dollars
(\$_____)

VII. The undersigned proposes to furnish all labor, materials, equipment, tools and services required to complete the work in accordance with the proposed Contract Documents listed herein, including all addenda issued pertaining to same, for the sum or sums as stated, and agrees that these Documents will constitute the Contract if accepted by Grand Valley State University.

Company Name

Address City/State/Zip Code

Office Phone No. Cellular Phone No. Fax No.

Authorized Agent Signature Name & Title

Witness Signature Name

Tax Identification No. Date

VIII. ACCEPTANCE: This proposal is accepted by Grand Valley State University

Authorized Agent Signature Name & Title

Witness Signature Name

Office Phone No. Cellular Phone No. Fax No.

38 1684280

GVSU Tax Identification No. Date