



**TENNESSEE TECHNOLOGICAL UNIVERSITY  
REQUEST FOR QUOTATION**

Department: Comm. & Marketing  
Requisition No.: Visions Magazine

Tennessee Technological University  
Purchasing Office  
P. O. Box 5041, 220 W. 10<sup>th</sup> Street  
Cookeville, TN 38505-0001  
www.tntech.edu/purchasing/  
Fax: (931) 372-3727

Date: 2/3/12  
Contact: Mark Greenwood  
Phone: 931-372-6350  
Email: mgreenwood@tntech.edu

**Bids must be received in the Purchasing Office by 3:00 p.m. on 2/17/12.**

**Bid subject to the enclosed Standard Purchasing Terms and Conditions and/or Prohibited Provisions.**

*Unless otherwise requested, quote on each item separately. Unit prices shall be shown. If unable to furnish items as specified, submit sample and/or complete descriptive specifications of substitute offered. Failure to do so may result in rejection of bid. University is exempt from state, federal, and local taxes; do not include taxes in quotation. Quote F.O.B., Cookeville, TN unless otherwise noted in bid. Minimum payment terms are Net 30 days. Prepayment is not allowed. Quotation must be typewritten or in ink and signed by an authorized official. Signature certifies agreement to the terms and conditions noted above. Bidders may be present at bid opening and/or may contact the Purchasing Office for bid results, which are available upon request after recommendation of award. Faxed bids totaling less than \$25,000 are acceptable, if immediately confirmed in writing on University forms.*

***THIS IS NOT AN ORDER***

ITEM NO.	Qty	UNIT	DESCRIPTION	UNIT PRICE	TOTAL
			<p>Please bid to provide the printing and mailing of Tennessee Technological University's alumni magazine according to the following specifications.</p> <p><b>**Note:</b> The attached Standard Terms and Conditions and Prohibited Provisions shall be considered an integral part of this Request for Quotation and any Contract and/or Purchase Order resulting from this process.</p> <p><b>SPECIFICATIONS:</b> Please mark with an "X" to the left of specifications if it meets such specifications. If it does not meet the specifications, leave the line blank. If it exceeds what is specified, put "exceeds" in the blank and indicate the capabilities to the right of the specifications.</p> <p><u>Bid price is to include all necessary shipping/handling charges to make delivery to USPS and F.O.B. Cookeville, TN 38505.</u></p> <p>Specify delivery time: _____ days after receipt of order.</p> <p><b><u>VISIONS MAGAZINE</u></b></p> <p><u>A. Printing:</u></p> <ul style="list-style-type: none"> <li>• Size: 8.375" x 10.875"</li> <li>• Option 1: 28 pages + 4-page cover</li> <li>• Option 2: 32 pages + 4-page cover</li> <li>• Ink: 4/4, bleeds</li> <li>• Cover Stock: 80# white cover, semi-gloss finish (list exact stock to be used, if different:</li> </ul>		



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			<p>_____ ) _____ )</p> <ul style="list-style-type: none"> <li>Interior Stock: 70# white cover, semi-gloss finish (list exact stock to be used, if different: _____ )</li> <li>Qty: 54,000</li> <li>Print, convert, and insert #9 remittance envelopes into each magazine               <ul style="list-style-type: none"> <li>- Ink: 1/1, no bleeds</li> <li>- 8.875" x 7.625" (open); 8.875" x 3.875" (closed)</li> </ul> </li> <li>Bindery: saddlestitch</li> <li>Mail Service to be included on approximately 52,000; remainder to be delivered to Tennessee Tech University, Cookeville, TN 38505.</li> <li>Expected to mail in mid-to-late May 2012. Date completed product to be delivered to U.S. Postal Service and University to be given at a later date. Prompt delivery is expected once date is known.</li> </ul> <p>University will provide an Adobe InDesign layout, including linked files and fonts, on CD ready for output to Imagesetter.</p> <p>Match print and blue-line proofs required.</p> <p><u>B. Mailing:</u></p> <p>The University will provide a computer file (Excel or .csv format) of mailing addresses. Mailing should be processed as non-profit automated; permit number is registered in Cookeville, Tenn. Extra copies (more than available mailing addresses) of the magazine should be shipped to University:</p> <p style="padding-left: 40px;">Tennessee Tech University Office of Communications &amp; Marketing Box 5056 Roaden University Center 356 1000 N. Dixie Ave. Cookeville, TN 38505-0001</p> <ul style="list-style-type: none"> <li>Inkjet address is required</li> <li>Sort and sack</li> <li>Complete postal forms and documentation</li> <li>Deliver to USPS and University</li> <li>University will provide actual postal charge fees to the vendor or deposit into permit no later than 24 hours prior to drop date. If University is to provide actual postal charge fees to the vendor, an invoice must be delivered to the University's Business Office (Accounts Payable) no later than one week before drop date.</li> </ul>		



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			<p><u>C. Notes:</u></p> <ol style="list-style-type: none"> <li>The printing quality of this publication is vital to the University. Bidders should submit, with bid package, a sample of a similar publication that bidder has printed to demonstrate bidder's printing quality capability. <b>Bidders not submitting samples as requested or submitting samples of sub-standard quality shall be subject to rejection of their bid, at the University's sole discretion.</b></li> <li>All copy, photos, electronic media, artwork or other materials supplied by the University or purchased in conjunction with this order remain the property of the University.</li> <li>Overrun printing is discouraged, as payment of overruns is dependent upon availability of University funds. Contractor assumes responsibility for overruns if provided unless University approves payment.</li> </ol> <p>OPTION 1 PRICE: \$ _____ / 54,000</p> <p>OPTION 2 PRICE: \$ _____ / 54,000</p> <p>Cost per additional 1,000 at time of printing:</p> <p>OPTION 1 PRICE: \$ _____ / 1,000</p> <p>OPTION 2 PRICE: \$ _____ / 1,000</p> <p>All quantities listed are approximate and do not necessarily represent either a commitment to purchase or a limit of purchase. By signing this document and submitting it to the University, vendor agrees to fulfill all specifications, notes, delivery dates, and/or terms and conditions, except where specifically stated otherwise in writing.</p> <p>*****</p> <p><b>OTHER CONSIDERATIONS:</b></p> <ul style="list-style-type: none"> <li><b>Conflict of Interest.</b> The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer, agent, employee, sub-contractor or consultant in connection with any work contemplated or performed relative to this request for quotations and any resulting contract and/or purchase order. If the Contractor is an individual, the Contractor</li> </ul>		



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			<p>warrants that within the past six (6) months he/she has not been and during the term of any resulting contract and/or purchase order will not become an employee of the State of Tennessee.</p> <ul style="list-style-type: none"> <li>• <b><u>Non-Discrimination.</u></b> The parties agree to comply with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Executive Order 11,246, American Disabilities Act of 1990 and the related regulations to each. Each party assures that it will not discriminate against any individual including, but not limited to, employees or applicants for employment and/or students because of race, religion, creed, color, sex, age, disability, veteran status or national origin.</li> <li>• The parties also agree to take affirmative action to ensure that applicants are employed and that employees are treated during their employment without regard to their race, religion creed, color, sex, age, disability, veteran status or national origin. Such demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection available to employees and applicants for employment.</li> <li>• <b><u>Liability.</u></b> The Contractor, being an independent contractor and not an employee of the University, agrees to hold harmless the University from any and all liability not specifically provided for in this contract.</li> <li>• <b><u>Early Termination.</u></b> Any resulting contract and/or purchase order may be terminated by either party by giving written notice to the other, at least thirty (30) days before the effective date of termination. In that event, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory authorized work completed as of the termination date.</li> <li>• <b><u>Termination for Cause.</u></b> If the Contractor fails to fulfill in a timely and proper manner its obligations under any resulting contract and/or purchase order, or if the Contractor shall violate any of the terms of any resulting contract and/or purchase order, the University shall have the right to immediately terminate any resulting contract and/or purchase order and withhold payments in excess of fair compensation for work completed.</li> <li>• Notwithstanding the above, the Contractor shall not be relieved of liability to the University for damages sustained</li> </ul>		



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			<p>by virtue of any breach of any resulting contract and/or purchase order by the Contractor.</p> <ul style="list-style-type: none"> <li>• <b><u>Amendment.</u></b> Any resulting contract and/or purchase order may only be modified by written amendment executed by all parties hereto.</li> <li>• <b><u>Audit.</u></b> The Contractor shall maintain documentation for all charges against the University under any resulting contract and/or purchase order. The books, records and documents of the Contractor, insofar as they relate to work performed or money received under any resulting contract and/or purchase order, shall be maintained for a period of three (3) full years form the date of the final payment, and shall be subject to audit, at any reasonable time and upon notice, by the University or the Comptroller of the Treasury, or their duly appointed representatives.</li> <li>• <b><u>Assignment.</u></b> The Contractor shall not assign any resulting contract and/or purchase order or enter into sub-contracts for any of the work described herein without obtaining the prior written approval of the University or Tennessee Board of Regents, as appropriate. Approval shall not be given if the proposed sub-contractor was or is currently ineligible to bid on the resulting contract and/or purchase order.</li> <li>• <b><u>Governing Law.</u></b> This request for quotations and any resulting contract and/or purchase order shall be construed in accordance with the laws and Constitution of the State of Tennessee.</li> <li>• <b><u>Terms and Conditions.</u></b> The terms and conditions of this request for quotations and any resulting contract and/or purchase order and any duly authorized change orders shall be the sole terms and conditions that apply to this purchase. Any subsequent terms and conditions set forth by the vendor on invoices or in any other manner, shall not apply unless expressly agreed to in writing by the University.</li> <li>• <b><u>NCAA Clause.</u></b> Contractor agrees to comply with relevant National Collegiate Athletic Association ("NCAA") legislation, interpretations and policies, located on the NCAA website at <a href="http://www.ncaa.org/">http://www.ncaa.org/</a> and as amended from time to time, on the use of a student-athlete's name or likeness. This duty to comply includes, but is not limited to, the requirements found in the relevant NCAA Division Manual, such as NCAA Rule 12.5.2 "Use of Student Athlete Name or Likeness." Contractor further</li> </ul>		



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			<p>agrees that it will immediately report any actual or suspected violations of the NCAA legislation, interpretations, and/or policies to the Institution in the manner prescribed by this contract for communicating with the Institution. Contractor also acknowledges that this provision is a material term of this contract.</p> <p>*****</p> <p><b>ATTESTATION RE: PERSONNEL USED IN CONTRACT PERFORMANCE</b></p> <table border="1" data-bbox="386 798 1177 1045"> <tr> <td data-bbox="386 798 799 907"> <b>CONTRACTOR LEGAL ENTITY NAME:</b> </td> <td data-bbox="799 798 1177 907"></td> </tr> <tr> <td data-bbox="386 907 799 1045"> <b>FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)</b> </td> <td data-bbox="799 907 1177 1045"></td> </tr> </table> <p><b>The Contractor, identified above, does hereby attest, certify, warrant, and assure that the Contractor shall not knowingly utilize the services of an illegal immigrant in the performance of this Contract and shall not knowingly utilize the services of any subcontractor who will utilize the services of an illegal immigrant in the performance of this Contract. If the Contractor is discovered to have breached this attestation, the Contractor shall be prohibited from supplying goods/services to any TBR institution/state for a period of one (1) year from the date of discovery of the breach. (Rules of Finance and Administration, 0620.)</b></p> <p><b>Signature &amp; Date:</b></p> <hr data-bbox="386 1554 1153 1558"/> <p>NOTICE: This attestation <b>MUST</b> be signed by an individual empowered to contractually bind the contractor. If said individual is not the chief executive or president, this document shall attach evidence showing the individual's authority to contractually bind the Contractor.</p>	<b>CONTRACTOR LEGAL ENTITY NAME:</b>		<b>FEDERAL EMPLOYER IDENTIFICATION NUMBER: (or Social Security Number)</b>			
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			<p>*****</p> <p><b>NOTE:</b> Tennessee Technological University requires all vendors to register with the Purchasing Office. If you have already completed a Vendor Application Form please enter your vendor number in the space below; otherwise go online at the link listed to register, and enter the number you are given when the application process is complete. Failure to register may prohibit vendors from doing business with the University.</p> <p><b>TTU Vendor Number:</b> _____</p> <p><a href="http://www2.tntech.edu/purchasing/vendorreg/vendorlogin.asp">http://www2.tntech.edu/purchasing/vendorreg/vendorlogin.asp</a></p> <p>*****</p> <p>The (Proposer/Bidder/Vendor) certifies, by signature below and submission of this (proposal/bid), that neither I nor my principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.</p> <p>*****</p>		

*BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW.*

\_\_\_\_\_ Cash / Time discounts, if any \_\_\_\_\_  
 (Firm Name)

\_\_\_\_\_ No. of days to deliver ARO \_\_\_\_\_  
 (Address)

\_\_\_\_\_ Phone / Fax / E-mail \_\_\_\_\_  
 (City, State, Zip)

\_\_\_\_\_  
**(Authorized Signature of Bidder)**

\_\_\_\_\_  
**(Date)**

**NOTE: UNSIGNED BIDS WILL BE REJECTED WITHOUT CONSIDERATION.**

Tennessee Technological University is an EEO/AA/Title IX/Section 504/ADA employer