Northland Pioneer College

Quality education you can afford.

Request for Proposals

Printing, Binding, Mail Prep & Delivery of

Spring, Summer and Fall 2012 Class Schedules

AS #12-01

Northland Pioneer College desires to contract with qualified and experienced vendors for the purpose of printing, binding, mail prep and delivery of THREE (3) separate class schedules: 2012 Spring, Summer, Fall Class Schedule. The successful bidder must supply service and materials that match the scope of work and specifications listed in this document. Any deviations from the scope of work and specifications must be listed in bid submission.

Due: September 9, 2011 @ 3:00 P.M. MST

Proposals shall be submitted to:
Northland Pioneer College, Vice President for Administrative Services, P.O. Box 610, 2251 E Navajo Blvd., Holbrook, Arizona 86025.

Proposals must be submitted in a SEALED envelope or box and properly addressed to Northland Pioneer College, with AS #12-01, Proposal Due Date and Time, and Offeror's Name and Address clearly indicated on the envelope or box.

Northland Pioneer College will not be responsible for late receipt of proposals. Proposals must be in the actual possession of Northland Pioneer College on or prior to the exact time and date indicated above. Proposals received by the correct time and date will be publicly read along with the name of each offeror.

This solicitation consists of instructions, general terms and conditions, scope of work and specifications, award criteria, and proposal form. Offerors are strongly encouraged to carefully read all general information, and scope of work and specifications. Failure to examine any of the requirements will be at offeror’s risk.

PROCEDURAL QUESTIONS regarding this Request for Proposal should be directed to:
V. Blaine Hatch, Vice President for Administrative Services
Phone (928) 524-7311 ● Email Blaine.Hatch@NPC.edu

PRINT PRODUCTION QUESTIONS regarding this Request for Proposal should be directed to:
Ann Hess, Director of Marketing
Phone (928) 536-6257 ● Email Ann.Hess@NPC.edu

Navajo County Community College District
P.O. Box 610, Holbrook Arizona 86025-0610
Telephone: (928) 524-7311, Fax: (928) 524-7411
To Northland Pioneer College:
The undersigned hereby certifies understanding and compliance with the requirements in the Terms and Conditions and Scope of Work and Specifications. Offeror further agrees to furnish materials and/or services in compliance with all terms, conditions, specifications, scope of work, and amendments in the solicitation and any written exceptions in the offer.

Federal Employer Identification Number ___________________________________________

Company Name ____________________________________________________________________________

Address ______________________________________________________________________________________

City ___________________ State ________________ Zip _______________

Toll Free Number __________________________ Fax __________________________

Printed Name _______________________________ . Title __________________________

*Authorized Signature _____________________________________________________________*

Phone of Authorized signer __________________________________________

(This portion to be completed by Northland Pioneer College Only)

Acceptance of Offer and Contract Award

YOUR PROPOSAL IS HEREBY ACCEPTED:
As Contractor, you are now bound to sell the materials and/or services offered to and accepted by Northland Pioneer College in accordance with the solicitation, including all terms, conditions, specifications, amendments, etc.

Awarded this _____________ day of __________________________ 2011.

The Contractor shall not commence any billable work or provide any material or service under this Contract unless and until Contractor receives a purchase order from Northland Pioneer College.

__________________________________
V. Blaine Hatch
Vice President for Administrative Services
Terms and Conditions

CERTIFICATION

By signing the Offer and Contract Award page, offeror certifies the following:

1. Offeror has examined and understands the terms, conditions, specifications, scope of work and other documents in this solicitation.

2. The submission of the offer did not involve collusion or other anti-competitive practices. Neither signatory nor any person on his behalf, has not agreed, connived or colluded to produce a deceptive show of competition in the matter of the bidding or award of a contract under this solicitation.

3. Offeror has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer.

4. Neither offeror, nor any officer, director, partner, member or associate of offeror, nor any of its employees directly involved in obtaining contracts with the Northland Pioneer College has been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery or conspiracy to bribe under the laws of any state or federal government for acts or omissions after January 1, 1985.

5. Offeror agrees to comply fully with any and all provisions that may regulate offeror's business. Offeror shall not discriminate against any employee, or applicant for employment in violation of federal and state laws (see Federal Executive Order 11246; ARS 31-1461).

6. Offeror is not currently suspended, debarred or otherwise precluded from participating in any public procurement activity with any federal, state or local government entity.

7. If awarded a contract, offeror will provide the equipment, commodities, and/or services to Northland Pioneer College in accordance with the terms, conditions, scope of work, specifications, and other documents of this Request for Proposal.

8. If awarded a contract, offeror agrees that all students, staff and other individuals eligible to receive services will have equal access to the services regardless of race, religion, color, sex, disability, age or national origin (including language minority individuals).

CONFIDENTIAL INFORMATION

Confidential information request: If offeror believes that its proposal contains trade secrets or proprietary information that should be withheld from public inspection, a statement advising Northland Pioneer College of this fact shall accompany the proposal, and the information shall be so identified wherever it appears. Northland Pioneer College shall review the statement and shall determine in writing whether the information shall be withheld. If Northland Pioneer College determines to disclose the information, Northland Pioneer College shall inform offeror in writing of such determination.

Pricing: Northland Pioneer College will not consider pricing to be confidential or proprietary.

Public record: All proposals submitted in response to this solicitation shall become the property of Northland Pioneer College and will become a matter of public record available for review, subsequent to award notification, under the supervision of Northland Pioneer College, by appointment, at 2251 E. Navajo Blvd., Holbrook, Arizona.

DELIVERY

Default in one installment to constitute total breach: Offeror shall deliver conforming materials and may not substitute nonconforming materials. Northland Pioneer College reserves the right to declare a breach of contract if offeror delivers nonconforming materials.

Defective goods: Offeror agrees to pay for return shipment of goods that arrive in a defective or non-operable condition. Offeror shall arrange for return shipment of damaged or defective goods.

Delivery of schedules: All schedules prepared for mailing are to be delivered to the Show Low, AZ post office. The remaining quantity shall be delivered to Northland Pioneer College’s shipping and receiving office in Holbrook. Exact dates and times are listed under Scope of work and specifications.
**Improper delivery:** Unless contrary to other parts of this solicitation, if the goods or tender of delivery fail in any respect to conform to this contract, Northland Pioneer College may reject the whole, accept the whole, or accept any commercial unit or units and reject the rest.

**EVALUATION & AWARD**

**Basis of award:** In accordance with R7-2-1041 through R7-2-1050 and ARS §41-2534, award(s) will be made to the responsive and responsible offeror(s) whose proposal(s) is (are) determined in writing to be most advantageous to Northland Pioneer College.

**Criteria:** The evaluation criteria for this solicitation, in relative order of importance, are as follows: 1) conformance to the terms and conditions in the solicitation; 2) completeness of the proposal and required forms; 3) service capabilities; 4) price; 5) references and Past Performance Information (PPI) review.

**Deviations and exceptions to requirements:** Deviations or exceptions stipulated in a proposal may result in disqualification. Language to the effect that offeror does not consider this solicitation part of the contract may result in rejection of the proposal.

**Formation of contract:** A response to this solicitation is an offer to contract with Northland Pioneer College based upon the terms, conditions, scope of work, and specifications contained in this request. A proposal does not become a contract unless and until Northland Pioneer College accepts it. A contract is formed when a Northland Pioneer College official signs the award document.

**Past performance information:** Past Performance Information (PPI) is relevant information regarding an offeror’s actions under previously awarded contracts to schools and local, state or federal agencies. It includes offeror’s record of performance under such contracts including, but not limited to conformance to the terms, conditions, specifications and scope of work of the contracts, responsiveness to, and correction of, contract claims and controversies, and satisfaction of the contracting entities. PPI shall be a factor in evaluation and award.

**Reference to contract:** The contract or purchase order number MUST appear on all invoices, packing lists, packages and correspondence pertaining to the contract.

**Responsible offeror:** A responsible offeror is a firm or person with the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance. Northland Pioneer College must determine an offeror to be responsible before awarding a contract to offeror.

**Responsive proposals:** A responsive proposal reasonably and substantially conforms to all material requirements of the solicitation. Proposals must be responsive to receive consideration.

**Total costs:** Total district costs include energy, facilities, repair costs, present values of moneys, offeror charges, personnel costs and all other identifiable school district costs. Offeror charges include all the costs of offeror support, materials, transportation and all other identifiable costs associated with the proposal. Offeror costs means the costs of all hardware, materials, software, transportation, offeror support and all other identifiable costs associated with the proposal. Offeror support means services provided by the offeror, such as consulting, education, training, management of the system purchased and other integration and maintenance support.

**Weighted evaluation:** Northland Pioneer College reserves the right to use a point system to evaluate proposals and to assign points to the evaluation criteria as it determines most appropriate. Any offeror scoring 0 (zero) in any required area may be considered nonresponsive.
FORCE MAJEURE

Except for payments of sums due, neither party shall be liable to the other, nor be deemed in default under this contract, if and to the extent that such party’s performance of this contract is prevented by reason of force majeure. The term “force majeure” means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence, including, but not limited to the following: acts of God; acts of the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; flood; snow, earthquakes; tornadoes or violent winds; hail storms; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure, which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring it notifies the other party of the existence of the force majeure, and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the contract. Force majeure shall not include late deliveries of equipment or materials caused by congestion at a manufacturer’s plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences. If either party is delayed at any time by force majeure, the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours.

INDEMNIFICATION

General indemnification: To the extent permitted by A.R.S. § 41-621 and § 35-154, Northland Pioneer College shall be indemnified and held harmless by offeror for its vicarious liability as a result of entering into this Contract. Each party to the contract is responsible for its own negligence.

Modification: Offeror shall have no obligation with respect to any patent and copyright infringement claim based upon Northland Pioneer College’s modification of the equipment and/or software, or its operation or use with apparatus, data or programs not furnished by offeror.

Patent and copyright indemnification: To the extent permitted by A.R.S. § 41-621 and § 35-154, offeror shall indemnify and hold harmless Northland Pioneer College against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of contract performance or use by Northland Pioneer College of materials furnished or work performed under this contract. Northland Pioneer College shall reasonably notify offeror of any claim for which it may be liable under this paragraph.

INQUIRIES

Any procedural question related to this solicitation shall be directed to the Vice President for Administrative Services. Inquiries may be faxed, (928) 524-7411, or e-mailed to Blaine Hatch, Blaine.Hatch@npc.edu. Any print production question related to this solicitation shall be directed to Ann Hess, Director of Marketing. Inquires may be faxed, (928) 536-3382, or e-mailed to Ann Hess at Ann.Hess@npc.edu. Northland Pioneer College may require any and all questions to be submitted in writing.

LICENSES

Offeror shall maintain in current status all federal, state and local licenses, bonds and permits required for the operation of the business conducted by offeror. Offeror shall remain fully informed of and in compliance with all ordinances and regulations pertaining to the lawful provision of services under the contract. Northland Pioneer College reserves the right to stop work and/or cancel the contract of any offeror whose license(s) expire, lapse, are suspended or terminated.

OFFER ACCEPTANCE PERIOD/Withdrawal

Late offers: Except as authorized by ARS §41-2534 and/or R7-2-1028-B, late offers shall not be considered.

Offer acceptance period: A proposal submitted in response to this solicitation shall be valid and irrevocable for sixty days (60) after submittal due date and time.

Withdrawal of proposal: At any time prior to the specified due date and time, offeror may withdraw proposal.
OVERVIEW

Applicable law: Contract shall be governed by the laws of the State of Arizona. Suits pertaining to the contract may be brought only in courts in the State of Arizona. Contract is subject to arbitration only to the extent required by the Arizona Procurement Code.

Application of law: The Arizona Procurement Code and the Uniform Commercial Code (UCC) as adopted by the State of Arizona are part of this document as if fully set forth herein. Any provision or clause required by law, rule or regulation to be included in the contract will be read and enforced as if in the contract, whether or not physically included. If any provision is not included, or is not correctly included, contract will be amended in writing to make such inclusion or correction on application from either party to contract.

Captions, headings and illustrations: The captions, illustrations, headings, and subheadings in this solicitation are for convenience and ease of perusal only, and in no way define, limit or describe the scope or intent of the request.

Contract claims or controversies: The requirements of the Arizona State Procurement Code shall govern any contract awarded as a result of this solicitation, as well as any contract claims or controversies associated with it.

Definition of time: Periods of time, stated as a number of days, shall be in calendar days, not business days.

Novation: If offeror sells or transfers all assets or the entire portion of the assets used to perform this contract, a successor in interest must guarantee to perform all obligations under this contract. Northland Pioneer College reserves the right to accept or reject the newly-formed companies solely based on information provided in the proposal and/or its own investigation of the company.

Offeror qualifications: Offeror shall have extensive knowledge and at least five (5) years experience with the provision of the services offered. Northland Pioneer College reserves the right to accept or reject newly-formed companies solely based on information provided in the proposal and/or its own investigation of the company.

Order of precedence: In the event of a conflict in the provisions of the contract as accepted by Northland Pioneer College, the following order of precedence shall prevail:

1. Terms and conditions
2. Scope of Work and Specifications
3. Attachments and exhibits
4. Documents referenced or included in the solicitation

Pricing extension errors: In case of error in extension of prices in the offer, unit prices shall govern.

Proposal opening: Proposals shall be opened immediately following the proposal due date and time. The name of each offeror and total cost on the Proposal Submission form shall be publicly read and recorded in the presence of witnesses. All information in the proposals shall remain confidential until after award of contracts, with the exception of review by Northland Pioneer College staff.

Proposal prices: Proposals are requested for the total package.

Proposal reading: The name of each offeror and total cost on the Proposal Submission form shall be publicly read and recorded in the presence of witnesses. All information in the proposals shall remain confidential until after award of contracts, with the exception of review by Northland Pioneer College staff.

Purpose: Northland Pioneer College is seeking to contract with qualified and experienced vendors for the purpose of printing, binding, mail prep and delivery of three (3) separate 2012 class schedules:

1. Spring Class Schedule
2. Summer Class Schedule
3. Fall Class Schedule

Relationship of the parties: Offerors receiving contracts under this solicitation are independent contractors. Neither party to the contract shall be deemed to be the employee of another party to the contract.

Severability: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

Successful performance: The sections of solicitation defining the scope of services, requirements, qualifications, etc., are not to be construed as a complete listing that exempts successful offeror from reasonable services required to ensure successful performance under the contract.
PAYMENT

Billing: All invoices shall list the applicable purchase order number(s). Late fees are not permitted. All transactions are payable in U.S. currency only.

Correct billing: Northland Pioneer College will not process an invoice that doesn’t match the purchase order. When discovered, incorrect purchase orders or invoices resulting in excess charges must be corrected by offeror, no matter the cause of the error. Any excess payment must be returned to Northland Pioneer College within thirty (30) days.

Invoice & payment: As full consideration for the satisfactory performance by the offeror, Northland Pioneer College will pay the offeror in accordance with the prices stipulated in the Proposal Submission form. Invoices shall as a minimum, include the contract/purchase order number and total dollar amount.

The offeror shall submit the original invoice for payment to the following address:

Northland Pioneer College
Business Office
P.O. Box 610
Holbrook, AZ 86025

Payment: Payment for each class schedule will be made by Northland Pioneer College after each delivery of the completed class schedule and on receipt of a correct invoice.

Payment time: Northland Pioneer College’s payment terms are Net 30 days from receipt of offeror’s invoice.

PREPARATION OF PROPOSAL & PROPOSAL FORMAT

Amendment of proposal: A proposal may be amended up to the time of submittal.

Compliance with instructions: Offeror’s ability to follow proposal preparation instructions in this solicitation will be considered an indicator of offeror’s abilities. As a result, the proposal will be evaluated as a sample of data submission. Subjective judgment on the part of Northland Pioneer College is implicit in this process.

Cost of proposal preparation: Northland Pioneer College will not reimburse the cost of developing, presenting, or providing any response to this solicitation.

Offeror responsibility: Offeror shall examine the entire solicitation, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting proposal. Failure to examine any requirements shall be at offeror’s risk. Negligence in preparing an offer confers no right of withdrawal after due date and time.

Proposal forms: The forms and format contained in the solicitation shall be used. Offerors may reproduce the forms and retype the information, but all of the required information must be presented.

Receipt of proposals: Proposals must be in the actual possession of Northland Pioneer College on or prior to the exact time and date set for proposal submission.

Signature(s) on proposals: The offer and contract award document must be submitted with a signature by the person authorized to sign the offer. The person signing offer shall initial erasures, interlination or other modifications in proposal. Failure to sign the offer and contract award document, or to make other notations as indicated, may result in rejection of proposal.

SPECIFICATIONS

Use of brand names: Brand names, trade names, model numbers, and/or catalog numbers are used to indicate the character, quality, and/or performance characteristics of the materials desired. Use of the name of a manufacturer, brand, make or catalog number does not restrict offeror from offering suitable alternates. However, Northland Pioneer College reserves the right to decide whether alternatives to the identified manufacturer and brand are equal to the materials, equipment described in the solicitation. Northland Pioneer College will be the sole judge on the question of equal quality, and Northland Pioneer College’s decision shall be final.

Compliance with specifications: The fact that a manufacturer, supplier or offeror chooses not to produce or supply equipment, supplies or services to meet the specifications will not be considered sufficient cause to adjudge the specifications as restrictive. Offerors shall offer equipment, supplies, and/or services they believe come closest to meeting specifications.

Deviations from specifications: Offeror shall provide an explanation for each deviation to the specifications. Failure to detail deviations may result in rejection of the proposal.
Purpose of specifications: Specifications are designed to enable offeror to satisfy a requirement for a product, material, process, or service. A specification may be expressed as a standard, part of a standard, or independent of a standard. No specification is intended to limit competition by eliminating items capable of satisfactorily meeting the requirements of the procurement. If offeror believes a specification is unnecessarily restrictive, offeror must indicate such in its proposal.

SUSPENSION OR DEBARMENT STATUS
Offeror shall include a letter in its proposal notifying Northland Pioneer College of any debarment, suspension or other lawful action taken by any federal, state or local government within the last five years that precludes offeror or its employees from participating in any public procurement activity. Such letter shall provide name and address of the public procurement unit, effective date, duration, and relevant circumstances of the suspension or debarment. Failure to supply such letter or not disclose all pertinent information shall result in cancellation of any contract.

TAXES
Federal excise tax: Northland Pioneer College is exempt from paying Federal Excise Tax. Northland Pioneer College DOES pay sales or use tax.

Payment of taxes: Northland Pioneer College will send payment for all taxes listed on the invoice. However, offeror shall forward all taxes to the proper revenue office. Installation of equipment which becomes permanently attached to a structure is taxable as a contracting activity. [R-15-5-708 (A)]

Prices: Prices shall include all applicable state and local taxes. All applicable taxes must be listed as a separate item on all invoices.

Property taxes: Northland Pioneer College does not pay state property taxes. (Arizona Constitution, Article 9, Section 2) Offerors who lease equipment that is subject to property taxes may not invoice Northland Pioneer College for property taxes. Offerors who sell contracts to third-parties shall inform the owner of a lease contract that no Arizona property taxes are allowed.

Taxes on shipping: Sales tax may not be collected on delivery charges to Northland Pioneer College, if separately stated on the invoice (Arizona Administrative Code, R15-5-133A).

WARRANTY
Warranty requirements: Offeror warrants that all equipment, materials, and service delivered under this contract shall conform to the specifications. All equipment should carry a minimum 12-month manufacturer’s warranty that includes parts and labor. Offeror agrees to help Northland Pioneer College reach resolution in a dispute with the manufacturer over warranty terms. Any extended manufacturer’s warranty will be passed on to Northland Pioneer College without exception.
Terms & Conditions Acceptance Form

Signature on page two certifies complete acceptance of the Terms and Conditions in this solicitation, except as noted below (additional pages may be attached, if necessary).

We take the following exceptions to the Terms and Conditions (Indicate “None,” if no exceptions are taken):

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
**Scope of work and specifications**

Offerors will respond to each numbered item by checking the appropriate “Comply” or “Deviate” box. “No Bid” items shall be marked as such in the appropriate “Deviate” box. Details for deviations will be listed by items numbered on the Scope of Work and Specifications Acceptance Form.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Comply</th>
<th>Deviate</th>
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<tbody>
<tr>
<td>NUMBER OF CLASS SCHEDULE PRINT RUNS</td>
<td></td>
<td></td>
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<tr>
<td>Three (3) separate runs of NPC’s class schedules.</td>
<td></td>
<td></td>
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<tr>
<td>1. First run is for <strong>Spring 2012</strong> to deliver to the Show Low, AZ post office on November 23, 2011.</td>
<td></td>
<td></td>
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<tr>
<td>2. The second run is for <strong>Summer 2012</strong> to deliver to the Show Low, AZ post office on <strong>April 6, 2012</strong>.</td>
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<tr>
<td>3. The third run is for <strong>Fall 2012</strong> to deliver to the Show Low, AZ post office on July 12, 2012.</td>
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<tr>
<td>PRODUCTION TIME</td>
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<tr>
<td><strong>15 business days</strong> from receipt of files from NPC to post office delivery date.</td>
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<tr>
<td>1. <strong>Spring Schedule</strong> – files to printer on <strong>November 2, 2011</strong>; Completed job delivered to post office on November 23, 2011.</td>
<td></td>
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<tr>
<td>2. <strong>Summer Schedule</strong> – files to the printer on <strong>March 19, 2012</strong>; Completed job delivered to post office on April 6, 2012.</td>
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<tr>
<td>3. <strong>Fall Schedule</strong> – files to the printer on <strong>June 21, 2012</strong>; Completed job delivered to post office on July 12, 2012.</td>
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<tr>
<td>SIZE</td>
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<tr>
<td>21” X 14.5” folded down to 10.5” X 14.5”</td>
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<tr>
<td>QUANTITY</td>
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<td>55,000 copies for the Spring and Fall issues; 33,000 for Summer issue</td>
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<tr>
<td>PREPRESS</td>
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<tr>
<td>Complete pages will be supplied to printer as PDF files and will be sent by FTP or other mutually agreed upon format.</td>
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<td>PROOFS</td>
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<tr>
<td>Printer will deliver press proof to NPC within <strong>4 business days</strong> of receipt of PDF files from NPC. Cost of delivery and return of all proofs must be <strong>included in vendor’s bid</strong>.</td>
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<tr>
<td><strong>Spring Schedule</strong> – Proof due on <strong>November 8, 2011</strong>.</td>
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<tr>
<td><strong>Summer Schedule</strong> – Proof due on <strong>March 23, 2012</strong>.</td>
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<tr>
<td><strong>Fall Schedule</strong> – Proof due on <strong>June 27, 2012</strong>.</td>
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<tr>
<td>1. <strong>Inside proof pages</strong> will be either a blueline or a full trim size, high resolution, black and white proof.</td>
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<tr>
<td>2. <strong>Cover proof</strong> MUST be high resolution, <strong>color accurate</strong> and acceptable for use as a match print on press. Proofs that are NOT color accurate will NOT be accepted.</td>
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</tbody>
</table>
**Requirement**  |  **Comply** |  **Deviate**
---|---|---
**PAGES**  |  |  
1. *Spring Schedule* – 70 plus cover  
2. *Summer Schedule* – 30 plus cover  
3. *Fall Schedule* – 74 plus cover  
*(Numbers are an estimate, price will be adjusted based on actual, final page count.)*

**PAPER**  |  |  
*Cover*: 80# cover, gloss, white  
*Inside pages*: standard white newsprint

**INK**  |  |  
*Cover*: four color process, two sides, full bleeds  
*Inside pages*: black ink only, two sides, bleeds all outside edges

**BINDING**  |  |  
Collate, fold, double saddle stitch, and trim to finished size

**MAIL PREP**  |  |  
Sort approximately 55,000/33,000 schedules according to routes/zip codes. Quantities for each route/zip code will be provided by NPC. Bundles and pallets are to be marked to conform to US Postal Service standards for *Nonmachinable Flat-Size Periodicals* mailings. Also, per postal requirement, the printer/trucking service upon delivery to the Show Low Post Office **MUST** provide a list noting the number and type of containers per location.

**Printer/trucking service is responsible for unloading pallets to POSTAL dock.**

**DELIVERY**  |  |  
Mail sorted bundles and pallets deliver to the US post office in Show Low, Arizona located at *191 W. Deuce of Clubs.*

1. *Spring Schedule* must arrive on **November 23, 2011 between 11 a.m. and 2 p.m.**  
2. *Summer Schedule* must arrive on **April 6, 2012 between 11 a.m. and 2 p.m.**  
3. *The Fall Schedule* must arrive on **July 12, 2012 between 11 a.m. and 2 p.m.**  
4. The vendor is required to **pre-arrange the delivery time** with the Show Low post office and WILL BE **TOTALLY RESPONSIBLE FOR UNLOADING ALL PALLETS** at the Show Low post office.  
5. The *remainder of the schedules NOT mailed* from the Show Low post office will be delivered on pallets to Northland Pioneer College’s Shipping and Receiving, *102 N. 1st Ave., Holbrook, AZ, 86025.* Delivery to NPC must take place **the DAY BEFORE or on the SAME DAY** as the Show Low post office delivery. **The day before is preferred.**

**Bid must include ALL delivery charges.**

*Deviations must also be listed on the *Scope of Work and Specifications Acceptance Form* (page 13)*.  
Please list the specification number for each deviation.
Scope of work and specifications (continued)

PROPOSAL PREPARATION INSTRUCTIONS:

1. BID MUST BE SUBTOTALLED for each schedule (Do **NOT** itemize)
   Provide a full, separate, subtotal for each issue Spring, Summer and Fall schedule.
2. INCLUDE ALL CHARGES (production, printing, mail prep, delivery, etc.)
3. INDICATE THE TAX AS A SEPARATE LINE for each schedule,
   SHOWING PERCENTAGE COLLECTED
4. PROVIDE TOTAL FOR ENTIRE BID
5. ALTERNATIVES TO THE SPECIFICATIONS MUST BE CLEARLY DESIGNATED
6. SEALED BIDS MUST BE IN THE ACTUAL POSSESSION OF NORTHLAND PIONEER
   COLLEGE ON OR PRIOR TO September 9, 2011, 3:00 P.M. (MST)
Scope of Work and Specifications Acceptance Form

Signature on page two certifies complete acceptance of the Specifications for this request for proposals, except as noted below (additional pages may be attached, if necessary).

We make the following deviations from the Specifications. (Check the “None” box if no exceptions or deviations are taken.)

☐ None

_____________________________________________________________________________________

_____________________________________________________________________________________

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_____________________________________________________________________________________

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AS #12-01  13
The Offeror shall furnish all materials and services as required in accordance with the Scope of Work and Specifications, and General Terms and Conditions of the proposed contract for the amount(s) listed herein.

<table>
<thead>
<tr>
<th>Printing, Binding, Mail Prep &amp; Delivery of <strong>Spring 2012 Class Schedule</strong> (70 Pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost for 55,000 copies of Spring Schedule only:</strong></td>
</tr>
<tr>
<td>Include all charges (production, printing, mail prep, etc.)</td>
</tr>
<tr>
<td>Cost per thousand:</td>
</tr>
<tr>
<td>Cost per plus/minus thousands:</td>
</tr>
<tr>
<td>Sales tax:</td>
</tr>
<tr>
<td><strong>ALL Delivery/Shipping charges:</strong></td>
</tr>
<tr>
<td>TOTAL COST OF SPRING SCHEDULE: $</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Printing, Binding, Mail Prep &amp; Delivery of <strong>Summer 2012 Class Schedule</strong> (30 Pages)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost for 33,000 copies of Summer Schedule only:</strong></td>
</tr>
<tr>
<td>Include all charges (production, printing, mail prep, etc.)</td>
</tr>
<tr>
<td>Cost per thousand:</td>
</tr>
<tr>
<td>Cost per plus/minus thousands:</td>
</tr>
<tr>
<td>Sales tax:</td>
</tr>
<tr>
<td><strong>ALL Delivery/Shipping charges:</strong></td>
</tr>
<tr>
<td>TOTAL COST OF SUMMER SCHEDULE: $</td>
</tr>
</tbody>
</table>
Printing, Binding, Mail Prep & Delivery of **Fall 2012 Class Schedule** (74 Pages)

**Cost for 55,000 copies of Fall Schedule only:**
Include all charges (production, printing, mail prep, etc.)

Cost per thousand:

Cost per plus/minus thousands:

Sales tax:

**ALL Delivery/Shipping charges:**

**TOTAL COST OF FALL SCHEDULE:** $ __________________________

**TOTAL COST FOR ENTIRE BID:** $ __________________________

Signature ___________________________ Date ___________________________
Offeror’s Checklist for Submission of Proposal

Check or initial the lines below to indicate that you have included the information.

_____ The Offer and Contract Award page is signed. (Page 2)

_____ A completed Terms and Conditions Acceptance Form is provided. Any exceptions to the Terms and Conditions are noted and explained. (Page 9)

_____ A completed copy of the Scope of Work and Specifications Form is provided. Any exceptions to the Specifications and/or explanations for deviations to the specifications are provided. (Pages 10-12)

_____ A copy of the Scope of Work and Specifications Acceptance Form with any deviations noted is provided OR indicated as “none” if no exceptions or deviations are taken. (Page 13)

_____ The Proposal Submission Form is provided and signed. (Page 14-15)

Due: September 9, 2011 @ 3:00 P.M. MST

Thank you for your consideration of this RFP.

Northland Pioneer College
Quality education you can afford