



## REQUEST FOR PROPOSALS

Printing of NMCC Viewbook

**ISSUE DATE:**

July 31, 2015

**PROPOSALS MUST BE SUBMITTED BY:**

August 6, 2015 at 2:00 p.m.

Any questions related to this request for proposals should be directed by email to [kwatson@nmcc.edu](mailto:kwatson@nmcc.edu) no later than 3:00 pm, Tuesday, August 4, 2015 with the subject of "Questions: Printing." Answers will be posted by 11:00 am on August 5, 2015 on the College's website at [www.nmcc.edu/RFP](http://www.nmcc.edu/RFP). It will be the vendors' responsibility to check this site for updates.

**Mail quotes to:**

Northern Maine Community College  
Attn: Julie Clark  
33 Edgemont Drive  
Presque Isle, ME 04769

**OR EMAIL TO:** [jaclark@nmcc.edu](mailto:jaclark@nmcc.edu) and [kwatson@nmcc.edu](mailto:kwatson@nmcc.edu)

Subject Line: Viewbook Print Quote

**Evaluation Criteria:**

Proposals will be evaluated using the following criteria:

1. Cost 30%
2. Quality of samples provided 30%
3. Turn-around time 25%
4. Prior experience in providing similar services 15%

**Conditions of Quotes:**

1. NMCC reserves the right to accept or reject any and all quotes submitted, to negotiate with all qualified respondents or to cancel in whole or in part this RFP if deemed in NMCC's best interest to do so.
2. NMCC may change the provisions of this request at any time before the execution of the contract if NMCC decides that changes are in its best interest.
3. Vendor understands that submitted proposals become part of NMCC's official solicitation file without obligation.
4. Vendors must provide at least 2 samples of similar style and quality with their proposal.

5. Vendor's must complete the attached Bid Form and include the completed form in their proposal packet.

**Specifications:**

**Quantity:** 1,000 copies

**Finished Size:** 8.75" x 11.25" page size

**Materials Supplied:** Camera-ready material provided both in InDesign CS5.5 and pdf formats by the end of the business day on August 10, 2015. Printer will provide proof.

**Delivery:** FOB Presque Isle, Maine by August 26, 2015

This RFP shall be referenced in, and considered part of, any final contract.

The college reserves the right to reject any or all bids. See attached Notice to Bidders

**NOTICE TO ALL BIDDERS REGARDING CONDITIONS ON BIDS  
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following Maine Community College System (MCCS) standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the MCCS. These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. provide any defense, hold harmless or indemnity;
2. waive any statutory or constitutional immunity;
3. apply the law of a state other than Maine;
4. procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. add any entity as an additional insured to MCCS policies of insurance;
6. pay attorneys' fees or costs for any other entity;
7. promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. permit an entity to change unilaterally any term or condition once the contract is signed; and
9. automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other like offer to do business with a college or other operating unit of the MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated either expressly or by reference to this notice into any agreement entered into between MCCS and your entity, and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.

**Bid Form**

**Printing of NMCC Viewbook  
Northern Maine Community College**

To: Northern Maine Community College – Purchasing  
33 Edgemont Drive  
Presque Isle, ME 04769

From: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Having carefully examined:

Northern Maine Community College Printing of NMCC Viewbook Request for Proposals,  
including its attachments and related documents

Total cost for 1000 printed viewbooks: \_\_\_\_\_

Total of shipping costs: \_\_\_\_\_

Lead time for delivery: \_\_\_\_\_

Signed by: \_\_\_\_\_

**Bids Due: August 6, 2015 at 2:00pm**