



REQUEST FOR PROPOSALS

Printing of NMCC 2022-2024 Catalog

PROPOSALS MUST BE SUBMITTED BY

July 22, 2022 by 2:00 p.m.

Northern Maine Community College is currently accepting proposals for the NMCC 2022 - 2024 Catalog. The contract will be awarded for a 3-year term with possibility of extending for two one-year terms. The catalog specifications are below, and will be changed in 2024. The initial printing quantity is not final, additional copies may be ordered. Bid accordingly – quantities are subject to change through the term of the multi-year contract.

Catalog Specifications:

Quantity: 1,750 copies

Finished Size: 8" X 10" page size

Text: 154 pages, no text bleeds

Ink: Black

Paper: 60 lb. Economy Offset (92 pts brightness)

Cover: Cover Bleed

Ink: 4-color

Paper: 80#

Printing: Outside of cover, only

Finishing: Gloss

Photos: black & white (less than 20)

Perfect Bind: Orientation – Portrait
Binding Edge - Length

Materials Supplied: Camera-ready material provided both in InDesign (15.0) and pdf formats
By July 29, 2022. Printer will provide pdf proof.

Delivery: 1,750 copies FOB Presque Isle, Maine by Friday, August 16, 2022.

Proposals are due back to the college by July 22, 2022 by 2:00 p.m.

The College intends to notify the successful bidder by the end of business on Monday, July 25, 2022.

Any questions related to this request for proposals should be directed by email to nggoins@nmcc.edu and copied to njeclark@nmcc.edu. The subject of the email should clearly state "Questions: Catalog Printing." Deadline for questions is 2:00 p.m. on Tuesday July 19th, 2022. It is the College's intent to respond to all questions within 2 business days. **Final responses will be posted on the College's website at www.nmcc.edu/RFP.** It will be the vendor's responsibility to check this site for updates.

Proposals must include:

1. Finished copy(s) of similar work; if not previously submitted**
2. References
3. Timeline as it pertains to product turnaround and delivery
4. Cost for edits (per page and/or per hour)
5. Cost of extra pdf proofs
6. Shipping costs
7. **Initial project cost for 1,750 printed copies including all shipping**

Any additional information may also be attached

Proposals will be reviewed and one vendor will be selected using the following criteria:

Factor	Weight
Cost Effectiveness	40%
Turn-around time	40%
Prior Experience in providing similar services	20%

Required samples can be mailed to the address listed below.**

*****If you have printed full color for NMCC since January 1, 2021, you can request that those printed items be recognized as your submitted samples.***

Proposals can be emailed to nggoins@nmcc.edu and njeclark@nmcc.edu

Subject Line: Catalog Print Quote or delivered/mailed to:

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

The college reserves the right to reject any or all bids and also reserves the right to be satisfied with quality of services provided.
See attached Notice to Bidders.

**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following 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 Maine Community College System (collectively "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; costs, including collection costs; expenses or liquidated damages;
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;
9. Automatic renewals for term(s) greater than month-to-month;
10. Limitations on MCCS' recovery of lawful damages incurred as a result of breach of the contract;
11. Limitation of the time period under which claims can be made or actions brought arising from the contract;
12. Vendor's terms prevailing over MCCS' standard terms and conditions, including addenda; and
13. Unilateral modifications to the contract by the vendor.

BY SUBMITTING A RESPONSE TO A REQUEST FOR PROPOSAL, BID OR OTHER OFFER TO DO BUSINESS WITH MCCS, **YOUR ENTITY UNDERSTANDS AND AGREES THAT:**

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; 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 black font on a white background 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.