



**REQUEST FOR PORPOSAL**  
Printing of NMCC 2020 Annual Report

**ISSUE DATE:**  
September 17, 2020

**PROPOSALS & SAMPLES MUST BE SUBMITTED BY**  
Friday, September 25, 2020

Any questions related to this request for proposal should be directed by email to [dmartin@nmcc.edu](mailto:dmartin@nmcc.edu) no later than 12:00 pm, Wednesday, September 23, 2020 with the subject of "Questions: Printing." Answers will be posted by 10:00 am on Thursday, September 24, 2020 on the College's website at [www.nmcc.edu/RFP](http://www.nmcc.edu/RFP). It will be the vendor's responsibility to check this site for updates.

**Proposals can be faxed to 207-768-2831, emailed to [dmartin@nmcc.edu](mailto:dmartin@nmcc.edu) and [jeclark@nmcc.edu](mailto:jeclark@nmcc.edu) or delivered/mailed to:**

**Northern Maine Community College  
Attn: Dr. Dottie Martin  
33 Edgemont Drive  
Presque Isle, ME 04769**

**Required samples\*\* can be mailed to the above address.**

\*\* If you have printed full color items for NMCC since, January 2018, you can request that those printed items be recognized as your submitted samples.

**Evaluation Criteria:**

Proposal will be evaluated using the following criteria:

1. Cost effectiveness 40%
2. Turn-around time 40%
3. Prior experience in providing similar services 20%

**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. Vendors understands that submitted proposals become part of NMCC's official solicitation file without obligation.

**Specifications:**

<b><u>Quantity:</u></b>	500
<b><u>Finished Size</u></b>	8.5" X 11" page size
<b><u>Paper/Text</u></b>	20 pages, full bleed plus Cover printed front and back for a total of 24 printed pages
Ink:	4-color
Paper	Cover Stock: 65# Finch Opaque Smooth White Cover Inside Pages: 70# Finch Opaque Smooth White Text
Finishing:	Fold to size of 8.5 X 11, saddle stitched
<b><u>Alterations:</u></b>	Bid should include per hour cost for author required edits.

*A house stock option of comparable quality and specification will be considered.*

<b>Saddle-Stitched:</b>	Orientation – Portrait; Binding Edge-Length
<b>Materials Supplied:</b>	Files will be provided both in InDesign and pdf format by 10/9/2020 Printer will provide an electronic pdf proof by 10/14/2020
<b>Delivery:</b>	FOB Presque Isle, Maine by November 6, 2020

The College reserves the right to reject any or all bids.  
The RFP shall be referenced in and considered part of any final contract.  
See attached Notice to Vendors and 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.