



REQUEST FOR PROPOSALS

Printing of NMCC 2018 Annual Report

ISSUE DATE:
September 28, 2018

PROPOSALS & SAMPLES MUST BE SUBMITTED BY:
Tuesday, October 9th, 2018

Any questions related to this request for proposals should be directed by email to dmartin@nmcc.edu no later than 12:00 pm, Thursday, October 4, 2018 with the subject of "Questions: Printing." Answers will be posted by 8:00 am on Friday, October 5, 2018 on the College's website at www.nmcc.edu/RFP. It will be the vendors' responsibility to check this site for updates.

Proposals can be faxed to 768-2831, emailed to dmartin@nmcc.edu and jaclark@nmcc.edu or delivered/mailed to:

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

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

*****If you have printed full color for NMCC since January 1, 2017, you can request that those printed items be recognized as your submitted samples.***

Evaluation Criteria:

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

Specifications:

Quantity: 750
Finished Size: 8.5" x 11" page size
Text: 20 pages, full bleed
Ink: 4-color
Paper: 80# COVER uncoated stock (Finch)
Finishing: Fold to size of 8.5 x 11, saddle-stitched

A House Stock option of comparable quality and specification will be considered.

Saddle-stitched: Orientation – Portrait; Binding Edge – Length
Materials Supplied: Files provided both in InDesign and pdf formats by October 19, 2018.
Printer will provide a PDF proof.
Delivery: FOB Presque Isle, Maine by November 5, 2018

The college reserves the right to reject any or all bids.
This RFP shall be referenced in and considered part of any final contract.
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, 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; and
9. Automatic renewals for term(s) greater than month-to-month.

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 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.