



**MISSISSIPPI STATE**  
UNIVERSITY™

## **INVITATION FOR BIDS**

### **OFFICE OF PROCUREMENT & CONTRACTS**

#### **1. INSTRUCTIONS FOR BIDDERS**

- a. Sealed bids will be received in the Office of Procurement & Contracts, Mississippi State University, for the purchase of the items listed herein.
- b. All bids must be received in the Office of Procurement & Contracts on or before the bid opening time and date listed herein.
- c. Delivery of bids must be during normal working hours, 8:00 a.m. to 5:00 p.m. CST, except on weekends and holidays when no delivery is possible.
- d. Bidders shall submit their bids either electronically or in a sealed envelope.
  - i. Sealed bids should include the bid number on the face of the envelope as well as the bidders' name and address.
  - ii. For electronic submission, the bidder shall go to:  
[https://www.ms.gov/dfa/contract bid search](https://www.ms.gov/dfa/contract_bid_search)
- e. All questions regarding this bid should be directed to the Office of Procurement & Contracts at 662-325-2550.
- f. The following address should be used for submitting your bid:
  - i. 245 Barr Avenue, 610 McArthur Hall, Mississippi State MS, 39762

#### **2. TERMS AND CONDITIONS**

- a. All bids should be bid "FOB Destination"
- b. Bidders must comply with all rules, regulations, and statutes relating to purchasing in the State of Mississippi, in addition to the requirements on this form.
- c. General Bid Terms and Conditions can be found here:  
[https://www.procurement.msstate.edu/procurement/bids/Bid\\_General\\_Terms May 2019 V2.pdf](https://www.procurement.msstate.edu/procurement/bids/Bid_General_Terms_May_2019_V2.pdf)

**Bid Number: 19-47, RFX#3160002950**

**Opening Date: June 26, 2019 @2:00 p.m.**

**Description: MSU Enrollment Marketing Printing Job**

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Days the Offer is Firm: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Item	Quantity	Description	Unit Price	Total Price
1		MSU Enrollment Marketing Printing Job – As per attached specifications		

2019 MSU Enrollment Marketing Printing Job Requirements:

1. No brokers – the respondent of this bid must be the company doing the work.
2. If the respondent of this bid has not previously provided printing services to the Office of Admissions & Scholarships at Mississippi State University, three references must be provided (university/company name and contact information). The references must be of similar size and scope to this job.
3. Within 72 hours of receipt of printer-ready files furnished by Godwin, one set of digital proofs and one set of Epson proofs must be provided to both the Director of Enrollment Marketing at Mississippi State University and to the Project Manager at the Godwin Group. If changes or color adjustments are required, a second set of proofs (digital and Epson) must be provided to both entities (prior to printing) within 36 hours of receiving said changes.
4. At a minimum, one staff member of Enrollment Marketing team at MSU will be on-site for press checks. One additional person may also be on-site for press checks; therefore a minimum of a 36-hour notice must be provided before press runs begin.
5. No printing will be outsourced to another facility. All printing must take place at one site – not to exceed a 200-mile radius of Starkville, MS.
6. All specs for printing have been listed by piece on the accompanying spreadsheet, 2019-20 Printing Request 5.31.19. Certain pieces have been highlighted in yellow as Priority Pieces. These 18 Priority Pieces must be received at Mail Managers located at 423 Dr. Martin Luther King Jr. Drive East, Starkville, MS 39759 no later than **July 16, 2019**. All remaining pieces must be received at the same address no later than **August 15, 2019**.
7. All items must be shipped boxed/bulk with quantities and name of item labeled on the exterior of each box, with a sample of each item taped to the exterior of each box. Certain pieces (specified on the spreadsheet) should be boxed in quantities in order for the weight of each box to **not exceed 35 pounds**.
8. This project should be priced as one complete job, not by individual pieces. The final quote should also list any additional charges for color correction and/or shipping.