



INVITATION FOR BID – Printing

Bid File Number: 16-2-6	Bid Title: <i>A Family Guide to Student Success</i>	
Date Issued: June 2, 2016	Purchasing Director: Judy Thames	
Deadline for Questions: June 14, 2016	E-mail: jthames@mdek12.org	Phone: 601-359-3864
Bid Opening Date and Time: June 21, 2016 2:30 p.m. CDT	Bid Opening Location: South Pointe Business Park, Main Lobby, 500 Clinton Center Drive, Clinton, MS.	
Ship Date: July 29, 2016	Delivery location F.O.B. (Destination): School District addresses provided in Attachment A	

You are invited to participate in this Invitation for Bid. Please submit your bid response in conformance with the instructions specified herein. By submitting a bid response, the bidder agrees and promises to sell, furnish, and deliver to the State all commodities and services contained in this Invitation for Bid for which a contract is awarded by the State. The bidder shall fully perform the contract in accordance with all specifications, terms and conditions, and requirements contained in the Invitation for Bid.

Written acceptance of the bidder's bid response by the State, by issuance of a purchase order or contract, constitutes a binding contract made and entered into by and between the Mississippi State Department of Education through the Accounting Director, James A. Hart, and the bidder named below:

Bidder Company Name:			
Street Address:			
P.O. Box:	City	State:	Zip Code:
Toll Free Telephone:	Telephone:	Fax:	
Federal I.D. or Social Security No.:		E-Mail:	
Type or Print Name of Person Signing:		Title:	
Authorized Signature:		Date:	
<u>Acceptance (For State Use Only)</u> Bid response accepted and contract awarded.			
By _____		Title _____	
Signature _____		Date _____	

**Mississippi Department of Education
Terms and Conditions
A Family Guide to Student Success**

Submission of Bids

One copy of the Invitation for Bid form, Bid Response Form and references shall be submitted. All bids shall be signed and sealed. The bidder's name and address must be listed on the outside of the envelope, along with the date of the bid opening, and the bid file number. Bids, bid modifications or corrections received after 2:30 pm, CDT on June 21, 2016, will not be accepted.

Hand Deliver Bid Package to: Judy Thames
Office of Accounting
Mississippi Department of Education
South Pointe Business Park
Main Lobby
500 Clinton Center Drive
Clinton, MS

Mail Bid Package to: Judy Thames
Office of Accounting
Mississippi Department of Education
359 North West Street
Jackson, MS 39201

**Ship Bid Package to:
(FedEx UPS, etc.)** Judy Thames
Office of Accounting
Mississippi Department of Education
South Pointe Business Park
500 Clinton Center Drive
Clinton, MS 39056-5678

Acceptance of Bids/Reserved Rights

The Mississippi Department of Education (MDE) reserves the right to determine the lowest and/or best bid, reject any and/or all bids, and to waive any informality in bids.

Award

It is the intent of the MDE to award a contract to the lowest responsible bidder meeting specifications. MDE reserves the right to determine the lowest responsible bidder on the basis of an individual item, group of items, or in any way determined to be in the best interests of the MDE. Award shall be based on the following factors: (A) adherence to all conditions and requirements of the bid specifications; (B) price; (C) qualifications of the bidders, including past performance, financial responsibility, general reputation, experience, service capabilities, and facilities; (D) delivery or completion date; (E) product appearance, workmanship, finish, and overall quality; (F) warranty provisions; and (G) any bid that does not meet the requirements set out in the specifications shall not be considered for the award.

Firm Bid Price

The price bid for each item is the full purchase price, material or service costs, shipping, and all other overhead charges of every kind and nature. Unless otherwise specified, prices shall remain firm for the bid.

Liquidated Damages

Liquidated damages of one percent (1%) of the total bid award amount will be assessed the awarded bidder for each day past the specified shipping date that the booklets are not shipped to the individual school districts. The Mississippi Department of Education has the right to deduct and retain the amount of liquidated damages from payment to the bidder.

Force Majeure

The contractor shall not be deemed in default of this Agreement, nor shall it be held responsible for, any interruption or delay in the performance of its obligations due to causes such as: acts of God; acts of war; acts of terrorists; acts of the State and any other governmental entity in its sovereign or contractual capacity; fires; floods; epidemics; quarantine restrictions; strikes or other labor disputes; freight embargoes; or unusually severe weather. The contractor must notify James Hart, Director of Accounting, at 601-359-3525 within 15 days after the cause of the delay and take all steps reasonably necessary to mitigate the effects of the force majeure event. If a force majeure event extends for a period in excess of 30 days in the aggregate, either Party may immediately terminate this Agreement upon written notice.

Order of Communications

Any and all corrections and changes, clarifications, etc., communicated between MDE and the vendor shall be in writing. Vendor(s) shall assume all risks if acting otherwise. Questions and/or correspondence relating to this bid must be submitted by email to the MDE Purchasing Director at JThames@mdek12.org with a copy to the MDE Accounting Director at JHart@mdek12.org. The last date to submit questions is June 14, 2016. MDE will provide a written response to all questions by June 16, 2016. The responses will be published as addenda to the specifications and posted on the ms.gov website. Additionally, all vendors who have contacted the MDE Purchasing Director via email will receive addenda via email. Addenda must be acknowledged on the Bid Response Form by filling in the number(s) of the addenda.

Warranty

Vendor warrants that all goods and services furnished hereunder shall conform in all respects to the terms of this solicitation, including any drawings, specifications or standards incorporated herein, and they shall be free from latent and patent defects in materials, workmanship and title, and shall be free from such defects in design. In addition, the vendor warrants that said goods and services shall be suitable for, and shall perform in accordance with, the purposes for which they are purchased, fabricated, manufactured, and designed or for such other purposes as are expressly specified in this solicitation. The MDE may return any nonconforming or defective items to the vendor or require correction(s) or replacement(s) of the item at any time the defect is discovered, all at the vendor's risk and expense. Acceptance shall not relieve the vendor of its responsibility.

Non-Discrimination Clause

The bidder agrees not to discriminate against any employee or applicant for employment to be employed in the performance of such contract, with respect to hire, tenure, terms, conditions or privileges of employment, or any matter directly or indirectly related to employment, because of race, color, religion, natural origin, age, sex, height, weight or marital status. The bidder further agrees to require similar provisions from subcontractors or suppliers.

Indemnification

The vendor shall protect, defend, and save the MDE, its officials, employees, departments and agents harmless against any demand for payment for the use of any patented material, process, or device that may enter into the manufacture, construction, or form a part of the work covered by either order or contract; and from suits or charges of every nature and description brought against it for, or on account of, any injuries or damages received or sustained by the party or parties by or from any of the acts of the contractor, their employees, or agents; from all liability claims, demands, judgments and expenses to the persons or property occasioned, wholly, or in part, by the acts or omissions of contractor, agents or employees.

Suspension and Debarment Certification

By signing the Invitation for Bid page, the bidder is certifying that neither the bidder nor any potential subcontractors are debarred or suspended or are otherwise excluded from or ineligible for participation in Federal assistance programs.

Payment Terms

Payment will be made within 45 days after delivery and acceptance of commodities or services under this contract and receipt of a correct invoice. All invoices and payment inquiries must be directed to the MDE, Office of Accounting.

Taxes.

The Mississippi Department of Education is a sales tax exempt state agency. The MDE's state sales tax exemption number is LR.11.099. The MDE's tax exempt letter is provided as Attachment B to these specifications.

**Mississippi Department of Education
Printing, Binding, Packaging, and Delivery Specifications for
*A Family Guide to Student Success***

SCOPE

The MDE, Office of Elementary Education and Reading, Student Intervention Services, is accepting bids for the printing, binding, packaging and delivery to all school districts in MS of 144,000 copies of a 36 page 5 ½ by 8 ½ saddle stapled booklet, *A Family Guide to Student Success*. There will be 14,400 copies of each of ten versions (Pre-K, Kindergarten, 1st – 8th grades) printed, with 100 copies of each version, for a total of 1000 copies, being delivered to each school district.

REQUIREMENTS

Job Name

A Family Guide for Student Success

Job Description

The publication will be a saddle-stapled booklet

Flat Size

8½ x 11"

Finished Size

5½ x 8½"

Page Size

5½ x 8½"

Page Count

36 pages, double sided, per guide, including cover

Quantity

Pre-K – 14,400

Kindergarten – 14,400

1st grade – 14,400

2nd grade – 14,400

3rd grade – 14,400

4th grade – 14,400

5th grade – 14,400

6th grade – 14,400

7th grade – 14,400

8th grade – 14,400

Copy Status

The publications will be submitted as ten PDFs (one for each grade) by email.

Platform

Documents were created on a Mac.

Paper Stock

The cover of the document should be printed on 80 lb. gloss cover 4/2

The guts should be printed on 80 lb. gloss text 4/4

Ink

Cover 4/4 color bleeds (full bleeds)

Guts 4/4 color process (no bleeds)

Binding

Saddle-stapling

Schedule

Printed and shipped by July 29, 2016

Shipping

The printer must package in boxes and ship 100 of each booklet (total number of booklets shipped per district 1000) to 144 different locations within the state of Mississippi. School district addresses are provided as Attachment A. Booklets should be shipped to the attention of the Intervention/Curriculum Department in each district.

Example

An example of the booklets is provided as Attachment C to these specifications.

Recovered Materials

Mississippi law requires that specifications be written so as to promote the use of products made from recovered materials. Therefore, bidders are asked to consider bidding on a product made from recovered materials; provided, however, that any product bid must be equal in quality, weight, texture, and color to the product required by these specifications. For the purposes of these specifications, a commodity made from recovered materials must be at least 20% post-consumer waste as defined by EPA and ASTM.

Products made from recovered materials will be given a preference in the award procedure as follows:

1. The low bid which meets specifications will be determined.
2. If the low bid meeting specifications is made from recovered materials, then the award will be made to the vendor offering the low bid.
3. If the low bid is not made from recovered materials, then the award will be made to the low bid meeting specifications which is made from recovered materials; provided, however, that the price paid may not be more than ten percent (10%) higher than the lowest bid received.
4. If there are no bids for recycled products within ten percent (10%) of the lowest bid, then the award will be made to the vendor offering the lowest bid.

Proof of purchase of the paper made from recovered materials will be required from the awarded bidder if the bidder proposes the use of such materials in their bid.

Bidders are allowed to submit more than one bid.

Bidder Requirements

Failure to meet the minimum requirements shall result in bid being disqualified.

1. Bidders responding to this Invitation for Bid (IFB) shall be established vendors regularly engaged in the business of printing high-quality, color publications with at least five (5) years of experience in the printing business.
2. Bidder shall submit (at no cost to MDE) a minimum of two examples of publications produced in bidder's own plant with at least one sample similar in page size and format to the *Family Guide to Student Success* booklet.
3. Bidder shall submit a minimum of three (3) references, in the continental U.S., for whom the bidder has produced like or equal publications in technical requirements, quality, and cost within the past two (2) years. When checking such references, any negative response may result in disqualification of the bid. (See References Page)
4. References shall include business name, address, telephone number, and name of individual customer who is familiar with bidder's printing capabilities, description of the print job, completion date and cost.
5. Bidders must, upon request of the State, furnish satisfactory evidence of their ability to furnish commodities or services in accordance with the terms and conditions of these specifications. This may also include the bidder's financial statement. The MDE and DFA - Office of Purchasing and Travel reserve the right to make the final determination as to the bidder's ability.

Proof

Awarded vendor shall provide a pre-press proof of each of the ten booklets to MDE, Office of Elementary Education and Reading, Attention: Robin Lemonis, 359 North West Street, Jackson, MS 39201. (physical address) or PO Box 771, Jackson, MS 39205-0771 (mailing address). The Office of Elementary Education and Reading will respond within three (3) working days to the submitted proof. Shipping and delivery charges are the responsibility of the printer.

Quality of Work

The vendor shall maintain quality of workmanship. Upon review of the proof, the vendor shall provide all changes necessary to meet specifications with no cost to MDE. All corrections due to vendor's errors are the responsibility of the vendor.

Shipping

The printed booklets must be boxed and shipped F.O.B Destination to the school districts by July 29, 2016. In the event of equipment or power failure, the awarded vendor shall have the backup available to ensure that the shipping date is met.

Assignment

The awarded vendor shall be responsible for the quality and timeliness of any part of a job subcontracted to another vendor, and for meeting the shipping deadline date of July 29, 2016.

Overruns/Underruns

The Mississippi Department of Education will not pay for overruns, and no underruns will be accepted. The **total price, inclusive of printing, binding, packaging and shipping** must be included in the bid.

REFERENCES

A Family Guide to Student Success

Bidder Company Name _____

Contact Person _____ Phone: _____

Number of years your company has been in business: _____

NOTE

Provide a minimum of three (3) references. All must be from companies to which you have provided goods and/or services similar to those specified herein within the past two years.

LIST OF REFERENCES

1. Business Name:		
Street Address:		
City:	State:	Zip:
Print Job Description:	Date completed: _____	Job Cost: _____
Contact Person:		Telephone Number:
2. Business Name:		
Street Address:		
City:	State:	Zip:
Print Job Description:	Date completed: _____	Job Cost: _____
Contact Person:		Telephone Number:
3. Business Name:		
Street Address:		
City:	State:	Zip:
Print Job Description:	Date completed: _____	Job Cost: _____
Contact Person:		Telephone Number:

BID RESPONSE FORM

**Mississippi Department of Education
Printing, Binding, Packaging, and Delivery Bid for
*A Family Guide to Student Success***

Addenda Acknowledgement: Bidder acknowledges receipt of the following addenda (if any):

_____, _____, _____, _____, _____.

GRAND TOTAL OF THE BID: \$ _____

Are you able to meet the July 29, 2015 shipping deadline? Yes ____ No ____

Will the booklets be printed on paper stock made of recovered materials? Yes ____ No ____

COMPANY NAME _____

AUTHORIZED BIDDER'S SIGNATURE: _____ **DATE** _____