



**INVITATION FOR BID – Printing**  
**Mississippi Department of Education**

**Office of Accounting**  
 359 North West Street  
 P O Box 771  
 Jackson, MS 39205-0771  
 601-359-3525

<b>Bid Number:</b> 15-20-8	<b>Bid Title:</b> <i>Mississippi Recipes for Success Cookbook Sets</i>	
<b>Date Issued:</b> July 31, 2015	<b>Purchasing Director:</b> Judy Thames	
<b>Deadline for Questions:</b> August 13, 2015	<b>E-mail:</b> jthames@mde.k12.ms.us	<b>Fax:</b> 601-359-2326
<b>Bid Opening Date and Time:</b> August 20, 2015 2:30 p.m. CDT	<b>Bid Opening Location:</b> Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202	
<b>Date Delivery Required:</b> November 6, 2015 – 645 Cookbook Sets to MDE November 6, 2015 – 865 Cookbook Sets to School Districts	<b>Delivery location F.O.B. (Destination):</b> MDE, Office of Child Nutrition, I-55 Storage Unit 86, 840 Foley Street, Jackson, MS 39202-3404	
<b>School District addresses provided in Attachment A</b>		

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:

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

**Mississippi Department of Education**  
**Terms and Conditions**  
**Mississippi Recipes for Success Cookbook Sets**

**Submission of Bids**

Two (2) copies of the Invitation to Bid form, Bid Response Form and references shall be submitted along with one (1) copy of the samples described in Bidder Requirements below. 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 August 20, 2015, will not be accepted.

**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.

**Sample Viewing**

A sample of the cookbook set will be available for prospective bidders at MDE, Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202 on August 10, 2015, from 10:00 am until 2:00 pm CDT. For questions, contact April Catchings at 601-576-5000.

**Firm Bid Price**

The price bid for each item is the full purchase price, material or service costs, 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 delivery dates that the cookbook sets are not delivered to the Office of Child Nutrition (OCN) and 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@mde.k12.ms.us](mailto:JThames@mde.k12.ms.us) with a copy to the MDE Accounting Director at [JHart@mde.k12.ms.us](mailto:JHart@mde.k12.ms.us). The last date to submit questions is August 13, 2015. MDE will provide a written response to all questions by August 17, 2015. The responses will be published as addenda to the specifications and posted on the Mississippi Procurement Technical Assistance Program (MPTAP) website. Addenda must be acknowledged on the last page of the Bid Response Form by filling in the number(s) of the addenda. As information, a copy of relevant questions and responses from the bid of the 2014 cookbooks and the questions and responses as well as the results of the previous bid of the 2015 cookbooks is provided as Attachment B to these specifications.

**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 C to these specifications.

### **Mississippi Department of Education Printing, Packaging, and Delivery Specifications for *Mississippi Recipes for Success Cookbook Sets***

#### **SCOPE**

The MDE, Office of Child Nutrition (OCN), is accepting bids for the printing, binding, packaging and delivery to all school districts in MS and OCN of 1,510 six-volume *Mississippi Recipes for Success* cookbook sets. Each six-volume set contains 642 loose leaf text sheets and 19 dividers distributed among the individual volumes. Of the 642 total numbers of leaf text sheets, 401 sheets are printed on one side only and 241 sheets are printed on both sides. Cookbooks are for use in school foodservice preparation.

#### **REQUIREMENTS**

##### **Quotes/Bids**

All quotations and/or bids shall be made for 1,510 cookbook sets of the *Mississippi Recipes for Success* cookbook printed on Synthetic YUPO Original paper, 78# text and 100# cover, and bound in Stride QuickFit D-ring binders. 78# YUPO Accel Fast Dry paper may be substituted for YUPO Original paper for the text sheets. Awarded vendor shall provide "proof of purchase" of required paper prior to printing of cookbook sets.

For the purpose 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 10% higher than the lowest bid received.
- (4) If there are no bids for recycled products within 10% of the lowest bid, then the award will be made to the vendor offering the lowest 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 of the *Mississippi Recipes for Success* cookbook sets.
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.

**Set-up**

Production files (complete with all images and text in place) will be delivered in InDesign CS6 or as high-resolution pdf files to the successful vendor by the Office of Child Nutrition's representative. Upon successful completion of the job, the vendor shall return the data files to the MDE, Office of Child Nutrition.

**Quantity**

Please bid on the quantity of 1,510 sets of the *Mississippi Recipes for Success* cookbook. Each set will contain six (6) volumes.

**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.

**Proof**

Awarded vendor shall provide a pre-press proof and sample of one (1) set, for a total of six (6) binders with inserts (cover wraps, loose leaf pages, dividers) to MDE, Office of Child Nutrition (OCN), Attention: April Catchings, 500 Greymont Avenue, Jackson, MS 39202. (physical address) or April Catchings, PO Box 771, Jackson, MS 39205-0771 (mailing address). The OCN will respond within three (3) working days to the submitted proof. Shipping and delivery charges are the responsibility of the printer.

**Assembly**

Binder #1 – (1" Binder): 71 text sheets (42 printed one side + 29 printed on both sides), 3 dividers; 1 cover-wrap insert  
 Binder #2 – (1.5" Binder): 141 text sheets (76 printed one side + 65 printed on both sides); 5 dividers; 1 cover-wrap insert  
 Binder #3 – (1.5" Binder): 139 text sheets (40 printed one side + 99 printed on both sides); 4 dividers; 1 cover-wrap insert  
 Binder #4 – (1.5" Binder): 165 text sheets (132 printed one side + 33 printed on both sides); 2 dividers; 1 cover-wrap insert  
 Binder #5 – (1" Binder): 51 text sheets (39 printed one side + 12 printed on both sides); 2 dividers; 1 cover-wrap insert  
 Binder #6 – (1" Binder): 75 text sheets (72 printed one side + 3 printed on both sides); 3 dividers; 1 cover-wrap insert

**Delivery Date**

1510 *Mississippi Recipes for Success* cookbook sets shall be printed, bound, packaged, and delivered by November 6, 2015, with 645 sets delivered to the MDE storage facility and the remaining sets delivered to the individual school districts. In the event of equipment or power failure, the awarded vendor shall have the backup available to ensure that the listed delivery dates are met.

**Delivery/Packaging**

Prices quoted shall be for F.O.B, Destination. Each assembled volume must be shrink wrapped and compactly stacked (alternating spine-to-open-edge thickness) into six-volume sets. Pack one set per double-walled carton, sized appropriately to prevent rubbing. The delivery of 865 cookbooks shall be made to MS school districts by November 6, 2015, with shipping addresses and number of cookbooks provided in Attachment A. The remaining 635 cookbooks shall be delivered to MDE, OCN's I-55 storage unit 86, located at 840 Foley Street, Jackson, MS 39202-3404 by November 6, 2015. The delivered cookbooks shall be labeled in individual cartons, conservatively stacked on pallets to avoid crushing. The vendor must contact April Catchings at 601-576-5000 to arrange the delivery to the storage facility.

**Labels** – The exterior of each carton should be clearly labeled to read: **Mississippi Recipes for Success, 2015 Print Edition (Six-Volume Set), Mississippi Department of Education, Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202.**

**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 delivery deadline date of November 6, 2015.

**Overruns**

The Mississippi Department of Education will not pay for overruns.

# REFERENCES

## *Mississippi Recipes for Success Cookbook Sets*

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

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

## BID RESPONSE FORM

ITEM NO.	DETAILED SPECIFICATIONS	TOTAL PRICE
<b>Mississippi Recipes for Success Cookbook Sets</b>		
<p>The <i>Mississippi Recipes for Success Cookbook Set</i> is a comprehensive collection of recipes, menus, resources and helpful tools printed on loose-leaf pages, organized by tabbed sectional dividers, and assembled into ring binders, as a six volume set, for use in school foodservice preparation. To promote durability, as much as possible the product is being produced with waterproof materials.</p> <p>A proof of the printed and bound cookbook set will be furnished to the MDE, Office of Child Nutrition for review. The Office of Child Nutrition will have three (3) working days for review and comment or approve of the proof. The proof should be forward to the attention of April Catchings, Office of Child Nutrition, 500 Greymont Avenue, Suite F, Jackson, MS 39202, telephone number 601-576-5000. After the proof has been reviewed and approved, the final printing may begin. Bidder will provide the name of one contact person.</p> <p>Delivery Date: November 6, 2015</p> <p>Delivery FOB Destination:            Mississippi Department of Education            Office of Child Nutrition            840 Foley Street            I-55 Storage Unit 86,            Jackson, MS 39205-0771            and            School Districts whose addresses are listed in Attachment A.</p> <p>No over runs or under runs will be accepted. <b><u>Total Price must be in bid response.</u></b></p>		
<b>Text Pages</b>		
1.	<p>The one-sided sheets are intermingled with the two-sided sheets. Sheets are to be 3-hole drilled for binder insertion.</p> <p><b>Size:</b> 8.5" x 11"</p> <p><b>Stock:</b> 78# YUPO Original Synthetic Paper or 78# YUPO Accel Fast Dry paper</p> <p><b>Number of sheets per cookbook set:</b> 642 loose-leaf text sheets per set – 401 sheets are printed on one side and 241 sheets are printed on both sides. 1510 sets</p> <p><b>Ink Color:</b> 4-color process; no bleeds</p>	\$ _____
<b>Cover-Wrap Inserts</b>		
2.	<p><b>Size:</b> Two sizes (A) 12.5"x 11.125" and (B) 12"x 11.125"</p> <p><b>Stock:</b> 78# YUPO Original Synthetic Paper</p> <p><b>Number of sheets per cookbook set:</b> 6 different cover-wrap inserts (3 of each size A and B) per set, 1510 sets</p> <p><b>Printing:</b> 4-color process; full-bleed, one-side (inks should not adhere or offset to inside of vinyl binder sleeve for cover-wrap.)</p>	\$ _____

ITEM NO.	DETAILED SPECIFICATIONS	TOTAL PRICE
<b>Dividers</b>		
3.	<p><b>Size:</b> 9" x 11" (overall) (8.5" x 11" + half-inch tab)</p> <p><b>Stock:</b> 100# YUPO Original Cover Stock</p> <p><b>Count:</b> 19 different dividers per cookbook set, 1510 sets</p> <p><b>Printing:</b> 4-color process; full-bleed, two-sides; die-cut tabs</p>	\$ _____
<b>Binding</b>		
<b>Binders – STRIDE QuickFit Binders, black, with D-ring and single-sheet cover/spine insert ability</b>		
4.	4,530 each 1.5" Spine binders	\$ _____
5.	4,530 each 1" Spine binders	\$ _____
<b>Assembly/Packaging</b>		
6.	<p>Insertion of sheets, dividers and cover-wraps into binders – six binders per cookbook set, 1,510 sets</p> <p>Shrink wrapping of each individual cookbook volume – 9,060 total volumes</p> <p>Cookbook sets shall be compactly stacked (alternating spine-to-open-edge thickness) and packed one set per double-walled carton, sized appropriately to prevent rubbing.</p> <p>The exterior of the Individual cartons shall be clearly labeled to read: MS Recipes for Success, 2015 Print Edition (Six-Volume Set), Mississippi Department of Education, Office of Child Nutrition, 500 Greymont Avenue, Jackson, MS 39202</p> <p>Individual cartons shall be conservatively stacked on pallets to avoid crushing.</p>	\$ _____
<b>Delivery</b>		
7.	Price quoted shall be for F.O.B Destination	\$ _____

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

\_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_.

**GRAND TOTAL OF THE BID: \$ \_\_\_\_\_**

**Are you able to meet the November 6, 2015 delivery deadline Yes \_\_\_\_\_ No \_\_\_\_\_**

**COMPANY NAME \_\_\_\_\_**

**AUTHORIZED BIDDER'S SIGNATURE: \_\_\_\_\_ DATE \_\_\_\_\_**