

STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER

Date: December 23, 2010

Company Name: \_\_\_\_\_
Address: \_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

To Point of Contact: Kathleen B.Carr, Administrator Bureau of Graphic Services
Bureau of Graphic Services, 12 Hills Avenue, Concord NH 03301
Telephone: 603-271-3205 Fax: 603-271-1949 E-mail: Kathleen.Carr@nh.gov

Bid Invitation Name: Invasive Species Booklet
Bid Number: 0867
Bid Opening Date: January 4, 2011 Time of Bid Opening: 10:00 A.M.

Dear Kathleen Carr:

[Insert name of signor] \_\_\_\_\_, on behalf of [insert name of entity submitting bid (collectively referred to as "Vendor")] \_\_\_\_\_ hereby submits an offer as contained in the written bid submitted herewith ("Bid") to the State of New Hampshire in response to BID # 0867-Invasive Species Booklet at the price(s) quoted herein in complete accordance with the bid.

\_\_\_\_\_ is authorized to legally obligate \_\_\_\_\_
Print Signor Name Print Company Name

Vendor attests to the fact that:

- 1. The Vendor has reviewed and agreed to be bound by the bid.
2. The Vendor has not altered any of the language or other provisions contained in the bid document.
3. The Bid is effective for a period of 60 days from the Bid submission deadline of January 4, 2011.
4. The prices Vendor has quoted in the Bid were established without collusion with other vendors.
5. The Vendor has read and fully understands this bid.

Vendor's official point of contact is: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Authorized Signor's Name Printed \_\_\_\_\_

Authorized Signor's Signature \_\_\_\_\_

COUNTY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

NOTARY PUBLIC/JUSTICE OF THE PEACE

On the \_\_\_\_ day of \_\_\_\_\_, 20\_\_

There appeared before me, the state and county foresaid a person who satisfactorily identified

\_\_\_\_\_ and acknowledge that he executed this document indicated above.

In witness thereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
(Notary Public/Justice of the Peace)

My commission expires: \_\_\_\_\_ (Date)



**State of New Hampshire; Department of Administrative Services  
Division of Plant & Property Management; Bureau of Graphic Services**

**Instructions for Request for Bid (RFB)**

**Project # 0867; Invasive Species Booklet  
Department of Agriculture**

**NOTE TO VENDORS**

Read and follow these instructions carefully. Many bid responses are submitted incorrectly due to Vendor failure to read and follow all instructions. Should you have any questions, refer to the instructions entitled "RFB Inquiries".

**SUMMARY OF BID REQUEST**

The purpose of this bid invitation is to obtain various purchase pricing structures for the printing of the Invasive Species Booklet. Quantities requested are as follows: 3,000, 5,000, 8,000 and 10,000.

**SPECIFICATION COMPLIANCE**

Bidder's offer must meet the required specifications as written.

**LOCATION**

All prices for the Invasive Species Booklets must be FOB Destination as defined by the following location:

ATTN: Douglas Cygan  
Department of Agriculture, Markets & Foods  
29 Hazen Drive  
Concord NH 03301

**CONTRACT AWARD**

The Department of Agriculture will choose a quantity upon review of pricing. The bid shall be awarded in total to one vendor based upon the total net low bid for the chosen quantity.

**RFB INQUIRIES**

This RFB is issued for the State of New Hampshire by the Bureau of Graphic Services, the sole point of contact for the State of New Hampshire during the selection process.

Inquiries must be submitted by an individual authorized to commit their organization to the Terms and Conditions of this RFB. Submissions must clearly identify the RFB Number, the Vendor's name, address and the name of the person submitting the question.

Please take the time to read the RFB carefully before submitting inquiries and make your inquiries as clear as possible. Reference the section of the RFB in question.

All inquiries or proposed changes must be submitted in writing and received at the Bureau of Graphic Services at least five business days prior to the bid opening. Inquiries must be submitted by E-mail to Kathleen Carr at the following address: [Kathleen.Carr@nh.gov](mailto:Kathleen.Carr@nh.gov)

## **ADDENDUM**

In the event it becomes necessary to add to or revise any part of this RFB prior to the scheduled submittal date, the NH Bureau of Graphic Services will post on the NH Purchase and Property web site any Addenda. Before your submission, always check the site for any addenda or other materials that may have been issued that would affect the RFB. The web site address is [http://www.admin.state.nh.us/purchasing/bids\\_posteddte.asp](http://www.admin.state.nh.us/purchasing/bids_posteddte.asp)

## **TERMS OF SUBMISSION; RETURN OF COMPLETE ORIGINAL RFB**

Vendors must submit a complete response to this RFB. It is mandatory that the Vendor conform and respond in accord with the RFB instructions, requirements and rules with completeness and clarity of content.

The bid submission must include a complete printout of all issued Addenda (if applicable) and the entire RFB. Faxed submissions to 603-271-1949 are acceptable. Upon request, awarded Vendor is to provide hard copy bid documents with wet signature upon award.

- The response package must be delivered to the following address:  
Bureau of Graphic Services  
12 Hills Avenue  
Concord NH 03301

OR Faxed To: 603-271-1949

Any package delivered to any other location of the State will not be honored as received.

- All responses must be received at the Bureau of Graphic Services **on or before the bid due date and time stated on the first page of this bid (State of New Hampshire Bid Transmittal Letter)**. Vendors mailing their responses must allow for sufficient time for delivery by the deadline. Bids received later than the specified date and time at the Bureau of Graphic Services will not be considered.

## **VENDOR ATTENDANCE AT OPENING OF RFB**

If Vendors wish to attend the opening of the RFB, only the names of the Vendors submitting responses will be made public. Bid information will be published on the Purchase and Property web site if and when an award is made.

## **VENDOR CERTIFICATIONS**

All bidders must be duly registered as a Vendor authorized to conduct business in the State of New Hampshire. In order to become duly registered, the following processes must be completed:

- **State of New Hampshire Vendor Application:** Bidders must have a completed Vendor Application and W-9 Form on file with the NH Bureau of Purchase and Property. See the following website for information on obtaining and filing the required forms <http://admin.state.nh.us/purchasing/Vendor.asp> (no fee is required to obtain this form). Do not submit these documents as part of your bid submission.
- **New Hampshire Secretary of State Registration:** A person or persons conducting business under any name other than his/her own legal name must register with the NH Secretary of State. Businesses are classified as 'Domestic' (in-state) or 'Foreign' (out-of-state). Please visit the following website to find out more about the requirements and filing fees for both classifications: <http://www.nh.gov/sos/corporate>

## **SUBVENDORS**

The Vendor shall be solely responsible for meeting all requirements, terms and conditions specified in this RFB, its response and any resulting contract. The Vendor must describe in its bid any intended use of third (3rd) parties or Subvenders. The State must approve any use of Subvenders.

## **CANCELLATION OF RFB**

The State reserves the right to cancel this solicitation at any time prior to the contract award in which case all responses will be rejected.

## **BID PRICES**

SEE THE SPECIFICATIONS PORTION OF THIS BID

## **BID RESULTS**

Bid results may be viewed on the Purchase and Property web site at:

[http://www.admin.state.nh.us/purchasing/bids\\_posteddte.asp](http://www.admin.state.nh.us/purchasing/bids_posteddte.asp)

## **PUBLIC DISCLOSURE**

Any information contained in the vendor's bid response that the Vendor considers confidential must be clearly designated. Marking of the entire bid response or sections of the bid response (e.g. pricing) as confidential will neither be accepted nor honored. Notwithstanding any provision of this RFB to the contrary, vendor pricing will be subject to public disclosure upon the effective date of any resulting contract.

Generally, each bid response shall become public information upon the effective date of any resulting contract; however, to the extent consistent with applicable state and federal law and regulations, as determined by the State, including but not limited to, RSA Chapter 91-A (Right to Know Law), the State will endeavor to maintain the confidentiality of portions of the bid that is clearly and properly marked confidential. If a request is made to the State to view portions of a bid that the vendor has properly and clearly marked confidential, the State will notify the vendor of the request and of the date that the State plans to release the records. By submitting a bid, vendors agree that unless the vendor obtains a court order, at its sole expense, enjoining the release of the requested information, the State may release the requested information on the date specified in the State's notice without any liability to the vendors.

## **NON-EXCLUSIVE CONTRACT**

This is a Non-Exclusive Contract with price and term limitations as set forth in the Contract. The State may, at its sole discretion, retain other contractors to provide Invasive Species Booklets.

## **ADDITIONAL INFORMATION**

The State reserves the right to make a written request for additional information in writing from a Vendor to assist in understanding or clarifying a Bid.

**NOTE: BID MUST BE SIGNED ON FRONT COVER SHEET  
(STATE OF NEW HAMPSHIRE BID TRANSMITTAL LETTER) TO BE CONSIDERED.**



NEW HAMPSHIRE BUREAU OF GRAPHIC SERVICES

REQUEST FOR BID FOR STATE PRINTING PROJECT #0867

Project Specifications

**PROJECT:** Invasive Species Booklet

**CLIENT AGENCY:** NH Dept. of Agriculture, Markets & Food

**BID SUBMISSION DEADLINE:** 10:00 a.m. EST Tuesday, January 4, 2011.

**QUANTITY & FORMAT:** Quotes Needed For The Following Quantities: 3,000, 5,000, 8,000 and 10,000 booklets. This is a 5-1/2" x 8-1/2" saddlestitched booklet with 32 pages, self-cover. Printing will be 4/4 in process color on all pages. Sample with changes on file at the Bureau of Graphic Services.

**STOCK:** White 80 lb. Burgo "Chorus Art Silk" text or comparable (#2 grade) or superior silk- or dull-coated text having 10% or more postconsumer waste content.

**NOTE:** According to New Hampshire Statute, RSA Chapter 9-C: 9, I, effective September 9, 2008, "uncoated printing and writing paper purchased by or for state agencies shall contain not less than 30% recycled material and coated printing paper purchased by or for state agencies shall contain not less than 10% recycled material." In this context, "recycled material" shall be construed to mean "postconsumer waste material", as given in the definitions under RSA Chapter 9-C: 2, IV. If NH Bureau of Graphic Services determines that this standard can be met without special-making the paper, then any bid based on a lower level of recycled content may be disqualified.

**DESIGN:** None by vendor.

**PAGE MAKEUP:** Provided in MS Publisher, PC platform, with hard copy mockup for reference. Vendor must be able to work with this format and may not levy after-award upcharges for conversion to another layout application.

**PROOFS:** Printer to provide a contract-quality color proof demonstrating correct booklet construction and size. Send or deliver to Attn: Douglas Cygan, Invasive Species Coordinator, NH Dept. of Agriculture, Markets & Food, 29 Hazen Drive, Concord, NH 03301. Phone 603-271-3488.

**PRINTING:** 4/4: Process color on all pages. Medium heavy ink coverage with extensive use of photos and gradient background tints. No bleeds.

**BINDING & FINISHING:** Fold/insert as needed to obtain correct page order. Saddlestitch with two staples in the 8-1/2" spine and trim on 3 edges to a finished size of 5-1/2" x 8-1/2".

**PACKING:** Bulk pack in cartons weighing no more than 40 lbs. each. Mark contents clearly on the outside of each carton.

**DELIVERY:** Deliver or ship FOB Destination to Attn: Douglas Cygan, NH Dept. of Agriculture, Markets & Food, State Lab Building, 29 Hazen Drive, Concord, NH 03301.

Bid amount to include delivery or shipping.

**SCHEDULE:** Files ready upon award of project. Please quote turnaround as indicated on the "Vendor's Bid Proposal" page.

**MAKE BID ON NEXT PAGE**

REQUEST FOR BID

Project #0867: Invasive Species Booklet / NH Dept. of Agriculture

VENDOR'S BID PROPOSAL

**Vendor:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Pricing:** Price to include delivery or shipping.

On 3,000 copies: Price per M: \_\_\_\_\_ x 3 M = \_\_\_\_\_ Total

On 5,000 copies: Price per M: \_\_\_\_\_ x 5 M = \_\_\_\_\_ Total

On 8,000 copies: Price per M: \_\_\_\_\_ x 8 M = \_\_\_\_\_ Total

On 10,000 copies: Price per M: \_\_\_\_\_ x 10 M = \_\_\_\_\_ Total

**Proposed Stock (please also note percentage of postconsumer waste content):**

\_\_\_\_\_

**Proposed Turnaround:** Working days ARO to proof: \_\_\_\_\_ Working days from approved proof to delivery: \_\_\_\_\_

**Additional Vendor Comments:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**UPON AWARD OF PURCHASE ORDER, BID RESULTS WILL BE POSTED AT OUR WEBSITE.**